

**INSTRUCTIONAL AND OFFICE PROCEDURES GUIDE
FOR FACULTY AND PART-TIME LECTURERS
(Updated in November 2012)**

The History Department at Rutgers Camden has prepared the following list of standards and procedures, both to help new teaching personnel meet their teaching obligations and also to remind all members of the Department of policies about which they should be aware. Some of what follows represents official rules of the University, some represents History Department decisions, and some describes customs that have evolved over the years. If you have any questions about this document, please consult the Chair of the Department or the Departmental Administrative Assistant.

OVERALL INSTRUCTIONAL GUIDELINES

Because each member of the Department and everyone hired as a Part-Time Lecturer is assumed to be highly professional, there is no systematic effort to make everyone adhere to a rigidly enforced set of rules with regard to course requirements. It is therefore up to individual instructors to determine the standards to which they will hold students in their courses. Nevertheless, there is general agreement in the Department on certain guidelines that are appropriate at each of several levels of instruction:

Introductory Courses (100-200 level)

These courses are intended both as foundation courses for majors and as electives for non-majors. They are intended to teach students about large segments of the past and to foster the development of basic skills in the areas of reading, interpretation, and writing. Although some instructors may build their courses mainly on textbooks and anthologies, others may assign more advanced materials. Instructors should require at least one paper as well as a final examination.

Perspectives on History (History 509:299)

Perspectives should be taken as soon as possible after a student has decided to major in History (preferably by the end of the sophomore year for students who matriculated here as first-year students, and during the junior year for transfer students). It is intended to acquaint students with different ways of thinking about history (historiography) and with techniques of doing and presenting historical research. It emphasizes development of skills with regard to interpreting primary and secondary sources, the posing of historical questions, conducting online and print-based searches, and discussing findings both orally and on paper. It usually combines a certain amount of common reading about the topic of the course as a whole with individualized research and writing.

Upper-division courses (300 level)

These courses, which are intended mainly for but not limited exclusively to majors, should foster both the acquisition of advanced knowledge and the development of advanced competence. A central purpose of these courses is to help our majors enhance skills they have acquired in Perspectives. Upper-division courses should

familiarize students with significant places during particular periods and with significant events and developments. They should also refine students' abilities in the areas of interpretation and writing. The amount and the difficulty of reading and writing assignments will be greater than in introductory courses. Students should normally expect to encounter a mixture of scholarly writing and primary sources. They may also be asked to select readings for themselves and/or to discuss readings and primary sources critically. Students should expect to complete the semester with a final examination and/or final paper.

Independent Study

A course of Independent Study usually consists of substantial amounts of reading and writing about a topic of particular interest to students who have made arrangements to work with a member of the Department with whom they have already completed regular course work and who has agreed to work with the student. It should be borne in mind that at Rutgers as well as at other universities it is a generally accepted norm that for every hour of academic credit, a student is expected to do two hours of work per week outside class. For a three-credit independent study, this would mean a total of about $9 \times 15 = 135$ hours of work during a semester.

Advanced Seminars (400 level)

Beginning in Fall 2013, History majors interested in challenging work in a seminar setting will be encouraged, but not required, to enroll in one or more of the Department's 400-level offerings. These seminars, designed for students who are interested in post-graduate study, may be taken only after a student has completed Perspectives on History, has taken no fewer than four Rutgers History courses, and has a GPA in History of at least 3.0. The content varies according to each faculty member's discretion, but it always involves extensive reading in secondary and/or primary sources, and should require a substantial final paper based on a review of secondary sources or research based on primary sources.

The Honors Program

Students who are enrolled in the Honors Program (509:495), which entails three credits of work under the supervision of an adviser, must do a substantial piece of independent research that results in a thesis of at least 30 pages. This course is to be taken in addition to the 33 credits needed to satisfy the requirements for the History Major.

INSTRUCTIONAL PROCEDURES

Class Meetings

If for any reason an instructor will be more than a few minutes late for a class or absent from a particular class, that instructor needs to inform the Departmental Administrative Assistant by phone (856-225-6080) so that students may be notified. If possible, students should be informed via email and/or Sakai Announcements as well.

If an instructor will be away from classes for one or more days (for attendance at a conference or for a scheduled University meeting), the Departmental Administrative Assistant or Chair, as well as the students in the instructor's classes, should be warned in advance.

If an instructor expects for any reason, such as extended illness, to miss several classes, the instructor must inform the Chair so that coverage for the missed classes can be arranged.

If students need to reach an instructor, they should not do so by calling the Department Administrative Assistant; rather, they should call the instructor's campus number directly or send an email (by means of information that should be provided on their course syllabus).

Office Hours

Every full-time faculty member should hold at least three office hours per week at a pre-set time so that students will be able to visit without appointment. Instructors may schedule those hours at their convenience on their teaching days and need not distribute them through the week, but office hours should not be held on one day alone. These hours, together with the hours and locations of the semester's class(es), should be posted on each instructor's door, included on each syllabus, and provided to the Departmental Administrative Assistant at the beginning of each semester.

Faculty are also expected to be available to individual students on a by-appointment basis, particularly when students' other class obligations prevent them from contacting faculty during the pre-set office hours.

Part-Time Lecturers are not obliged to schedule three office hours; for the convenience of students, however, an appropriate hour before or after one of the classes should be set aside for meeting students, and should be posted and announced.

Drops, Adds, and Warning Notices

Students may add or drop a course during the first week of the semester. They may withdraw from a course thereafter and receive a W in that course without academic penalty until the tenth week of the semester. Students who drop between the eighth and tenth week must do so in person at the Registrar's office. The particular dates for these cut-offs are available on the University's academic calendar. For courses within the History Department that are already fully subscribed, only the instructor in question may authorize an Add; advisors or other Departmental members may authorize Drops from a History course and then inform the instructor in the course.

Students who are adding a class should take the Add slip with its instructor's signature to the Administrative Assistant, who will issue the student a special permission number. If a class is at the stop-point for enrollment, instructors should be cautious about signing Add slips: It is sometimes impossible to relocate to larger rooms, and the bookstore has difficulty purchasing additional books to accommodate last-minute increases in enrollment. At the same time, faculty should bear in mind that even in an upper-level course it is often the case that half a dozen students will drop well before the end of the term. For that reason, instructors should be prepared to add a few students who make strong arguments that they really need a specific

class.

During each semester, the Registrar issues two warning rosters. The first is an early-warning short list of first-year students and new transfers; the second is a list of all students enrolled in each class. In order to be able to identify poor progress (D or F work) it is necessary to have some early evaluation of student work in the first part of the semester. All instructors should submit these forms because the Advising Office uses them to identify and help at-risk students. The warning sheets also help identify students who have registered but are not attending, or those who are attending but have not properly added a course or registered.

Accommodations for Students with Documented Disabilities

Students with disabilities should contact Timothy Pure, Coordinator of Disability Services, in order to receive accommodations. After each student's situation and paperwork are reviewed, Disability Services provides notices that students are to deliver before or near the start of each term to their instructors with a list of accommodations. Instructors should not grant accommodations to students who have not gone through this official process. According to the Rutgers University website on compliance with the Americans with Disabilities Act, "An individual with a disability who is qualified for admission will have the same access to programs, services, and activities as all other students. Rutgers University will make reasonable modifications to its policies, practices, and procedures unless doing so would fundamentally alter the nature of the service, program, or activity, or pose an undue administrative or financial burden. The university will provide services in a manner that promotes independence and inclusion in all aspects of university life."

Return of Students' Work

Graded student papers and mid-term examinations should be returned in class. End-of-semester papers and other student papers may be picked up by students during their instructor's office hours or according to arrangements made with the Departmental Administrative Assistant. Papers should not be left unattended on a table in the History office or in a classroom.

Final Examination Scheduling

All courses other than seminars should involve final examinations or submission of final papers at the time scheduled for final examinations. Final examinations should be held in the hours scheduled and printed in the semester schedule. **It is not permitted to hold a final examination on the last day of class**, or to vary from the schedule. In the past, some instructors have asked students to vote for or to consent to changes in the schedule; this creates an unfair disadvantage for some students for the convenience of others.

Grades

The Registrar's online class rosters for the entry of grades are self-explanatory. It should be noted, however, that it is essential to turn all grades in within 48 hours of the date of the final examination. Because of computer cut-off dates, dilatory submission of grades can endanger graduation of students in their last semester. With this in mind, each faculty member needs to be able to ensure that he or she has sufficient time to complete the reading of finals and the compilation of all grades. The final examination should be composed with an awareness of

this rapid turn-around requirement. Students' grades should not be sent via email.

Please note that there are no minus grades in the Rutgers University system: students receive A for excellent work, B+ for very good work, B for good work, C+ for above average work, C for passing work, D for poor work, and F for failing work. Incompletes may be given to students who have documented reasons for failing to hand in final work. There is also a final grade of "TZ" for students who never attended or stopped attending but remained on the register; this grade reverts to an F unless a student produces a valid reason to the Dean of Students.

Final Examination Blue Books

Final examination blue books and/or other test materials should be retained in the faculty office for a full year, after which they may be disposed of. The purpose of this practice is to provide papers for review of any contested grade or any grade that may have been incorrectly entered. By retaining the whole range of graded examination material, from excellent to poor, the faculty member is in a stronger position to review any particular grade's fairness or accuracy.

Grade Change Forms

If for any reason a grade should be changed, such as mathematical error, transcription error, or misidentification of a student, faculty can change grades online through a link on the Registrar's website. Grade changes also require the online signature of the Chair and approval of the Academic Dean. Incomplete grades automatically convert to an F about a month after the end of the semester unless an extension is filed; when a student completes missing work in a timely fashion, the grade can be changed at the above site.

If a student disagrees with the fairness or accuracy of a grade and this matter cannot be resolved between the student and instructor, the student may raise the matter with the Department Chair. Such appeals are quite rare; clear explanation of standards and good records should continue to keep such problems to a minimum.

Plagiarism

The University and the History Department regard student plagiarism and other forms of cheating as a serious problem. Students need to know what is meant by plagiarism, and that it is taken seriously. University policies for reporting plagiarism and identifying the level of violation are here: <http://fas.camden.rutgers.edu/student-experience/academic-integrity-policy/>. Although faculty members may handle Level One and Two (non-separable) violations themselves, they should fill out the available online Academic Integrity Violation Form so that the Dean's office may maintain a campus-wide record.

Advising

The Department Chair is the adviser for all history majors, but students may also turn to their professors in the Department for advising on an occasional or a continuing basis. If other members of the Department are asked for advice about questions pertaining transferring history credits from other institutions, whether or not specific courses meet specific degree requirements, requested course overloads, or other details, they should send the students who have approached them to the Chair for clarification.

All faculty should urge students who wish to be majors to sign up officially as 510 students in the Office of the Registrar.

Make-up Policy

Make-up exams should be given only in cases of genuine hardship, and should not be offered without a documented excuse for missing the scheduled exam. Notification of the reason for absence should be received on or before the date of the examination, and documentation **must** be provided prior to scheduling of any make-up exam. No make-up examination or quiz should be offered to students who claim not to be prepared, who offer undocumented excuses, who forget the date of an announced test, or who contact the instructor after the date of the missed examination.

All make-up examinations or make-up quizzes should be proctored either by History Department **faculty** or taken in the Test Center on the second floor of Armitage Hall. Students taking make-up examinations should not be left unattended. A student who missed a scheduled make-up should receive a failing grade for that component of the course.

DEPARTMENTAL OFFICE PROCEDURES

Book Orders and Sample Copies

Book orders should be submitted directly to the University District Bookstore in Camden via email (TM8006@bncollege.com), at the faculty portion of the online site (<http://universitydistrict.bncollege.com/>), or by phone (856-968-1200) as early as possible for the next semester in order to avoid problems with slow delivery from some publishers.

The bookstore places orders based on pre-enrollment figures. For this reason, books out of print, books from obscure publishers, and other ordered books may not be available. The best way to avoid problems is to verify with the publisher that the required texts are available and to inspect the supply of books on the shelves by visiting the bookstore on the first day or two of class.

Desk copies for required books are not always provided, particularly for small-size classes. **The bookstore cannot issue or order desk copies for faculty; instructors must order these themselves.**

Telephone

Unfortunately, the Department does not have funds to support extensive long-distance calling. Faculty members who make toll calls in excess of \$10.00 each month will be asked to reimburse the Department. The Department encourages instructors to use email and other web-based communication tools whenever possible. When applying for grants, faculty should be sure to budget for telephone use. Another way to reduce costs would be to place long-distance calls from personal cell phones with unlimited plans.

Mail

The Departmental budget is also unable to support the mailing of packages. Other

correspondence, in regular business size envelopes or in manila envelopes, may be mailed at Departmental expense, as long as the items are being sent to destinations within the United States and do not require special handling (e.g., registration, certification, etc.). Members of the Department, not the Departmental Administrative Assistant, are responsible for taking all packages and anything that requires mailing to a foreign country or special calculations to either the campus mailing room or to a U.S. Post Office themselves. (People in the campus mailing room can usually estimate how much a package will cost, but they do not sell postage over the counter.) Expenses for this incidental but often fairly expensive category should be included in grant applications. **Student work will not be mailed to students unless they provide pre-stamped envelopes.**

Travel, Conferences, and Guest Lectures

The Department will support travel to academic conferences for full-time faculty for the purpose of giving a paper or otherwise serving on a panel within the limits of the Departmental budget. Faculty members should inform the Department Chair of travel plans and projected expenses early in the Fall semester. Matching funds with a ceiling of \$500 are often available by the Dean. Faculty members need to apply online for reimbursements and matching funds **at least one week in advance of travel:**

<http://fas.camden.rutgers.edu/faculty-research/faculty-resources/travel-reimbursement/>.

Limited Departmental or Dean's discretionary funds may be available for support of special instructional needs (van travel to a site, for example), or for purposes of hosting a small conference or a guest lecture at the campus. Any such planning should be discussed well in advance with the Chair.

Limited funding for activities especially related to the Graduate program is also available through the Departmental Graduate budget, and should be discussed with the Department's Graduate Program Director.

Photocopying

Examinations, syllabi, quizzes, and other small quantities of class material for photocopying are covered by the Departmental budget. The university's Sakai program obviates the need for much of this by providing online access to pdf and other files for the students in RUC courses. Faculty members are strongly encouraged to save paper and expenses by uploading materials onto Sakai or placing materials on library reserve. Bulk materials such as articles for distribution in class (which should be kept to a minimum) should be provided to the Departmental Administrative Assistant well in advance of the date needed. Members of the Department must themselves fund professional or personal photocopying, including the photocopying of manuscripts for submission to publishers or to journals. Faculty who receive grants should therefore set up personal accounts with their own number. It costs more to use the Xerox machine than the HP Printer; faculty should send materials to our HP printer, not to the Xerox machine, and make duplicates and other copies on the HP printer as well.