

General Class Policies

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1. **Attendance, Tardiness:** Students are *required* to attend class, and roll will be taken at the start of class. If you arrive late (after the attendance roll is passed around), it is *your* responsibility to make sure your attendance is noted in the class roll for that day. Unless otherwise indicated, two unexcused absences are permitted without penalty for classes that meet two or more times a week; only one is permitted for once-a-week classes. For every additional unexcused absence, one percentage point (e.g. 4/400 points) will be deducted from your final grade at the end of the term. In addition, chronic tardiness to class will also result in deductions, with four late arrivals equaling one full absence.

2. **Excused Absences:** If you know in advance you will have to miss a class for a legitimate reason (illness, UWF athletic team participation, military service, etc.), please contact the teaching assistant or me as soon as possible (or promptly after the fact if an absence is unanticipated). In *all* cases, however, excused absences will require appropriate *written* documentation to be provided. *One* absence due to illness may be excused by email or letter without a supporting doctor's note, but a doctor's note is required for *each* additional absences due to illness during the semester. If no documentation is provided by semester's end, the absence(s) will count as unexcused.

3. **Classroom Participation:** Participation in scheduled classroom discussion sessions is an important part of the learning experience. Failure to speak up and participate routinely in these discussions may result in a lower grade.

4. **Readings:** Students are expected to have read all assigned reading materials *before* the class on which they are due. Students are responsible for the content of *all* readings (textbook and otherwise), as a basis for classroom discussions, quizzes, tests, and exams.

5. **Writing Assignments:** Writing assignments will be evaluated both for content and for style and technique. Students are expected to use formal language (avoiding colloquial or conversational style) as well as proper grammar, spelling, and punctuation. For assistance in this regard, writing assignments may be submitted independently to the UWF Writing Lab (<http://uwf.edu/writelab/>) for evaluation and assistance prior to the due date. I am also willing to review writing assignment drafts if prior arrangements are made to submit them to me at least one week before the due date. Unless indicated otherwise, all writing assignments should follow the guidelines below:

- Use Times New Roman font, 12-point type, double spaced, with 1-inch margins.
- Place a header on *each* page containing page numbers, student last name, and course number.
- File names for any electronic submissions to the e-Learning dropbox (*no* email submissions) should include your last name, the course number, and a brief assignment title (e.g. Worth-ANT4172-ReactionPaper2). Digital files should be submitted *only* in the following formats: .doc, .docx, .wpd, .rtf, .pdf (no MS Works or Mac Pages formats).
- Submit all printed papers stapled (use paper clips or binder clips *only* if the paper is too thick to be stapled, usually 20-25+ pages) and *without* plastic report covers. Title pages are optional, but are *not* recommended for short writing assignments, and should generally be reserved for longer term papers. Neither abstracts nor tables of contents should be included.

- If required for a writing assignment, the bibliography should be placed on a separate page or pages at the end of the paper, and this page will *not* count toward minimum or maximum page lengths indicated for any specific writing assignment.
- Sources listed in bibliography *must* be properly cited within the text of the paper, *including* page numbers except in rare cases where the citation is to the entire book or article.
- Unless indicated otherwise, bibliographies must be formatted as indicated in an accepted anthropological style guide (no MLA or APA); 2000-level students should use AAA style only, while students in 3000-6000-level courses may use AAA, SAA, or SHA styles (links to all guides are provided on my web page at http://uwf.edu/jworth/links_writing.htm, along with a comparative overview at http://uwf.edu/jworth/Anthro_Style_Worth.pdf).
- Internet sources (not including print journals also posted online, such as at JSTOR) should be kept to a minimum, and unrefereed sources such as Wikipedia are *always* unacceptable for bibliographies; internet citations should include *all* appropriate bibliographic information as indicated in the appropriate style guide, and *not* simply the URL. Course textbooks and reserve readings may be cited if appropriate, but will *not* count toward minimum sources.
- Any figures (illustrations, maps, tables, etc.) or tables should *not* be placed in the main paper text, but must be inserted *after* the main paper text and bibliography, and these additional pages with figures or tables will *not* count toward minimum or maximum page lengths. If more than one specific figure or table is referenced directly in the text, they should be numbered accordingly.

6. Assignment Due Dates, Late Work, Incompletes: All assignments are due by the day and hour indicated on the syllabus, and it is the student's responsibility to keep track of their assignments. If you know that you will not be present at class to deliver an assignment, you *must* make prior arrangements to submit a physical copy by the due date and time (an online e-Learning dropbox is provided *only* to facilitate on-time submissions when a student is unable to be present at the time the assignment is due; *no* email submissions). Grades for late assignments *will* be reduced by one letter grade (10%) per day after the due date and time (i.e. 6 hours late = 10% reduction, 30 hours late = 20% reduction). At my discretion (and only with prior approval), in documented cases of extreme or extended personal or family hardship (but *never* in cases where students simply fall behind in their work due to poor time management or outside work overload), a substantially reduced number of points may still be granted for late assignments turned in for grading, but *no* assignment will be accepted if turned in *after 5 p.m. on the last day of classes before final exam week* (this is also the deadline for all extra credit activities). In addition, I will *no longer consider* granting grades of Incomplete ("I").

7. Tests and Quizzes: Unless indicated otherwise, all tests are cumulative up to the date of the test, including content drawn from all readings and classroom lectures. All tests and quizzes begin at the start of class, and students who arrive late may completely miss short quizzes (normally 10 minutes in length), and will not be given additional time for longer tests. In addition, makeup tests or quizzes will *only* be offered in cases where students can provide a documented excuse for being late or for not being able to attend class *on the day and time of the test*, and not for previous illness or other reasons that may have interrupted personal study schedules, or for absences (excused or not) on scheduled test review sessions. Students are expected to keep up with the material throughout the semester, and avoid last-minute cramming which could be affected by illness or other unexpected reasons.

8. UWF Emergency Closures: During official closures of the university due to weather (hurricanes, tornados, flooding, snow/ice, etc.) or other reasons, scheduled tests will be postponed until the *next class period*, and the same applies to scheduled class lectures, discussions, and any associated reading assignments, unless I communicate otherwise. Students will also be granted a grace period from late penalties for any assignments due on days that UWF is officially closed. However, this grace period ends *by noon on the first weekday following the closure*, and *not* on the next scheduled class session (which may be one or more days later). Extensions may be granted at my discretion in specific cases where the student can provide documentation that continued lack of internet access or hazardous road conditions specifically resulting from that weather emergency makes it impossible to turn in assignments on the first day after the university re-opens.

9. Disability Accommodations: Testing and other accommodations will be made for students with documented disabilities, but these accommodations *must* be requested through the UWF Student Disability Resource Center, which can be found in Bldg. 19, Rm. 100D, and online at <http://uwf.edu/sdrc/>. In addition, students experiencing severe or debilitating stress, anxiety, depression, etc. are strongly urged to contact UWF Counseling and Psychological Services (<http://uwf.edu/offices/counseling-psychological-services/>), and I will make every effort to make accommodations for students under treatment for these health concerns when requested.

10. Communication: The best way to contact me is by email, and I will do my best to respond within 24-48 hours on weekdays, though this may not always be possible. I may not respond to emails received on weekends or holidays until the following weekday. If you do not receive a response within this time frame, please resend or remind me as sometimes individual emails are overlooked. In addition to email, I will also be available in my office during posted office hours, or appointments can be made at other times via email. In all cases, *open communication* with me or with the teaching assistant is *paramount*, especially if you have any questions or concerns, or if you need to report absences. The longer you wait to communicate regarding a problem, the less the chance it can be resolved in a satisfactory manner.

11. Classroom Conduct: As a courtesy to your classmates and instructor, all cellphones, smartphones, blackberries, or similar devices must be turned off or placed on silent during class time. Personal laptop or tablet computers, and e-readers, are permitted in class only if placed on silent mode, and only for purposes of note-taking or consulting readings during class discussions. If observed, inappropriate computer or other mobile device use during class (gaming, texting, internet surfing) will result in an unexcused absence for that day. In addition, cellphones, tablet computers, and other similar devices are *not* permitted during testing.

12. University Guidelines: Students should read, understand, and observe the Student Code of Conduct and the Academic Misconduct Code for the University of West Florida, which may be accessed online at <http://uwf.edu/osrr/>, or in the Student Handbook.

13. Online Student Resource Links: My faculty web page includes a substantial list of useful links for students at the following URL: <http://uwf.edu/jworth/links.htm>. In addition, digital copies of class syllabi, class policies, writing tips, and other information such as advising links may be found at: <http://uwf.edu/jworth/teaching.htm>.