

SCHOOL OF ART ADJUNCT AND TA HANDBOOK

THINGS YOU NEED TO KNOW

For a listing of the U of A academic policies

<http://catalog.arizona.edu>

Syllabus/Course Information Sheet

It is University policy that the distribution of a syllabus is required for all University courses. It must be distributed during the first week of classes and a copy must be emailed to our Scheduling and Curriculum staff @ ellegood@email.arizona.edu.

The following minimum information shall be included:

1. Instructor's name, office (room) number, telephone number, and email address
2. Office hours or a statement of an "open-door" policy;
3. Grade and absence policies; (for further information see **attendance** and **grading** below.
4. List of required texts
5. Number of required examinations and papers
6. Required extracurricular activities, if any
7. Special materials required for the class, if any
8. For classes that work from a nude model (such as figure drawing) and some Foundations courses, a notification that there are some elements of the course content, namely the nude model, that some students may find objectionable.

A statement is permissible indicating that information contained in the course syllabus, other than the grade and absence policies, may be subject to change with advance notice, as deemed appropriate by the instructor.

Please work with your supervisor, discipline or division coordinator to determine absence and grading policies

The School of Art also requires the following information be included on your syllabus. This is to inform students that they are required to comply with the University of Arizona Codes of Conduct and Academic Integrity

CLASSROOM BEHAVIOR

Student Code of Conduct: "The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals."

Code of Academic Integrity: “Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student’s submitted work must be the student’s own. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308/5-403, all provisions of which apply to University of Arizona students.”

Both the Code of Conduct and Code of Academic Integrity can be found at <http://www.arizona.edu/~dos/SPC/policies.htm>

If a student’s behavior makes you uncomfortable, please contact the administrative secretary at 621-7570. The Assistant Director can help you file a complaint if a student violates the code of conduct. It is important that these violations are registered with the Dean of Students. If it is an emergency, call campus police at 911.

Attendance

Instructors should keep an accurate attendance record. According to University Policy, “Students are expected to be regular and punctual in class attendance. The University believes that students themselves are primarily responsible for attendance. Instructors will provide students with written statements of their policies with respect to absences. Excessive or extended absence from class is sufficient reason for the instructor to recommend that the student be administratively dropped from the course.”

As the instructor of record is responsible for setting the attendance policy, the School of Art requires TA and Adjuncts to work with faculty in their area to set appropriate attendance expectations. For example, you will need to determine whether you distinguish between documented and undocumented absences (documented absences are supported by third-party/external parties, such as a medical doctor’s note). You will also need to determine how many absences (documented or undocumented) will be allowed and what the penalty will be for exceeding allowed absences. (ex: grades are lowered by one letter grade for each absence over 3, or, after 5 absences the student will automatically fail the course).

Also, University policy governing excused absences for groups of more than three students is as follows:

1. A student may be excused from classes for attendance at officially authorized functions and for regularly scheduled field trips announced in the General Catalog.
2. The instructor shall accept such excuses and shall impose no penalty if the students have complied with the prescribed procedures for excused absence. Instructors should also notify persons in charge of the quiz or laboratory sections of these excused absences.

3. For trips during the semester, the approval of the academic dean as well as that of the Dean of Students must be obtained. Normally the deans will not give approval for students on academic probation.
4. Students with Dean of Students excuses have an approved participation which they must show to all of their instructors.
5. As a matter of courtesy, students should provide a list of anticipated dates of absences at least one week in advance of being off campus.

Students can also notify the Dean of Student's Office when an absence from class of one week or more is unavoidable. The office will maintain a file of such reports available to instructors upon request.

According to university policy, all faculty must accommodate absences due to religious observances. For a calendar of religious holidays, please go to:

<http://www.registrar.arizona.edu/religiousholidays/calendar.htm>

Changing enrollment to an Audit

In some cases, students may change their enrollment status from for credit to an audit. This is done through the **drop add** slip. After the 4th week of class, a student may change to an audit only if they have a passing grade in the course.

Disability Resource Center

The Disability Resource Center and The University of Arizona are committed to facilitating full access for students with disabilities through consultation with faculty and the provision of reasonable accommodations.

A reasonable accommodation is a modification in policies, practices, or procedures. Examples of reasonable accommodations include, but are not limited to: text conversion to alternate accessible formats, interpreter services/real-time captioning, exam modifications, making facilities readily accessible to and usable by individuals with disabilities **The DRC may provide auxiliary aids and services to qualified individuals with a disability to facilitate effective communication and access to benefits of University programs and activities.**

A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity, or facility that enables a qualified student or employee with a disability to have an equal opportunity. An equal opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to a similarly-situated student or employee without a disability. The University is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified disabled student or employee. To determine reasonable accommodations, DRC seeks information from appropriate University personnel regarding essential standards for courses, programs, services, jobs, activities, and facilities.

Reasonable accommodations are determined by examining:

1. the barriers resulting from the interaction between the documented disability and the campus environment;
2. the possible accommodations that might remove the barriers;
3. whether or not the student or employee has equal access to the course, program, service, job, activity, or facility without accommodations;
4. whether or not essential elements of the course, program, service, job, activity, or facility are compromised or fundamentally altered by the accommodations; and whether or not accommodations are unduly burdensome.

Dropping and Adding courses

The School of Art does not advocate adding more than the maximum number of students to classes (the maximum number of students can be found on the web schedule). Students may drop or add courses by using the drop add form. These are found in the Advising Center and it is the student's responsibility to pick one up and fill it out. The drop/add forms must be signed by the instructor. Current School of Art policy does not allow students who are not art majors to register for art courses, and all students must register through the School of Art in the Advising Center. Please be aware of the deadlines for adding and dropping classes.

Family Educational Rights and Privacy Act of 1974 (FERPA)

<http://www.registrar.arizona.edu/ferpa/ferpa.htm>

FERPA allows students access to their educational records and limits the ability of others to access those records, except as authorized by law. To be in compliance with FERPA instructors cannot post grades or leave students work unattended to be picked up.

Fees and Purchasing materials for classes

Certain courses have affiliated course material fees, which are to be used for materials that students consume and to pay for models. The Studio division in the School of Art buys materials in bulk to be shared by classes. Please consult with the division chair about any materials you might need and he or she can let you know if these are fee appropriate, and can take care of the ordering. Adjunct instructors and TAs cannot purchase materials without the authorization of their division chair and the School of Art Business Manager.

If the course you teach does not have an approved affiliated course fee, you cannot charge the students additional fees.

Final Examinations

Every class has a scheduled exam time which can be found on the U of A website. Classes are **required** to meet at the scheduled exam time. In studio classes where there isn't a final examination, final critiques can be held at this time, or portfolios can be returned with the instructor available. If there is any change in the final exam schedule the instructor must have prior permission from the Dean's office.

Final Grades

Instructors are expected to keep records of the students grades that are in keeping with the expectations outlined in the syllabus. At the end of each semester, the final grade sheets along with deadlines and instructions will be announced and available for pickup in the advising center.

Grade Appeals

If a student wishes to appeal their grade there is a policy and procedure: see <http://catalog.arizona.edu/2000-01/policies/gradappeal.htm> for the guidelines. Generally these situations can be resolved through conversations before embarking on the process.

Grade Change

Change of grade forms are in the Advising Center. An incomplete can be changed into another grade when all the work for a class is completed and turned in. The only reason that an assigned grade A B C D E (not an incomplete) can be changed is error in calculation. Changes in grades must be made within a year of the end of the class.

Grading

There are three elements that you need to include in your syllabus that has to do with grading. Please consult with your supervisor on the preferred mode of grading.

1) Course requirements and percentage/point value

| | | | |
|--------------|-----------|-----|-----------------|
| For example: | Project 1 | 25% | (or 250 points) |
| | Midterm | 25% | (or 250 points) |
| | Project 2 | 25% | (or 250 points) |
| | Exam | 25% | (or 250 points) |

2) Grading scale: what percentage or point value determines the final grade

| | |
|------------|---------------------|
| 90-100% -A | 900-1000 points - A |
| 80-89%-B | 800-899 points - B |
| 70-79%-C | 700-799 points- C |
| 60-69% -D | 600-699 points - D |
| 0-59% -E | 500-599 points -E |

3) Criteria for what constitutes the particular letter grade.

The School of Art follows the University of Arizona Grading System. A, B, C, D, and E constitute the regular grades used at the University of Arizona. This information should be included on your syllabus

Incompletes

Adjunct instructors and Teaching Assistants are **not** permitted to assign the grade of I (incomplete).

| The University of Arizona Grading System | |
|--|---|
| A* | Excellent |
| B* | Good |
| C* | Satisfactory |
| D* | Poor |
| E* | Failure |
| P | Passing (Special S/P and P/F grade) |
| F | Failure (Special P/F grade) |
| S | Superior (Special S/P grade) |
| O | Audit |

Internships and Independent Studies

Adjuncts instructors and Teaching Assistants **cannot** sponsor independent studies or internships.

Cat Card

Before you can get your keys, parking or a UA NET ID email address, you will need a University Identification Card—the Cat Card. Teaching Assistants, as students, will have a Cat Card. Adjuncts, however, will have to pay the \$25.00 fee to obtain a Cat Card. The Cat-Card Office is on the ground floor of the new student union; be sure to bring a photo id and your hire form

Keys

The Administrative Secretary in the Joseph Gross gallery will carry out the paperwork for issuing keys. There is a key form that must be filled out and signed by your supervising faculty before a key can be issued. The key or keys must be turned in at the end the time period for which they were issued; there is a \$50.00 fee for non-returned keys.

Mailboxes

Every Adjunct instructor will be assigned a faculty mailbox for the period of time they are teaching. Depending on the number available, some may be shared. The Administrative Secretary in the Joseph Gross Gallery will make the assignments and arrange for a key. Teaching Assistants will use their graduate mailbox in the main hall of the art building.

Parking

The Park Street garage (corner of Park and Speedway) is the closest parking garage. If you park in the visitor's lot in the Park Street garage you will be charged \$2.00 for the first 30 minutes, or a maximum of 7.00 per day. There is also permit parking at the Park Street garage, however, the permits are limited in number and difficult to obtain. The Parking and

Transportation Office is located just east of the 6th St. Parking Garage. Street parking can be found in the neighborhoods around the university, but you must be careful not to park in areas requiring a neighborhood permit. Also, beware of parking in the Jack in the Box lot—they will tow you. The loading dock is reserved for deliveries. If you park in the loading dock for more than 20 minutes there is a very good chance that your car will be booted!

Phones

The phone number that is often listed for adjuncts and TA's is the School of Art Main Desk phone number. 621-7570. Messages will be taken for you and placed in your mail box or sent to you via email.