TEACHING HANDBOOK

Guidelines for Associate Instructors and Graduate Students as New Teachers

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Purpose
The contents of this manual should assist individuals newly employed as Associate Instructors or graduate student teaching assistants for the Department of Art and Art History at the University of Utah. It is intended to answer many of the questions you may have. The department’s “Non-Appointment Auxiliary Faculty Policy” governs the contractual relationship between the department and the auxiliary faculty member (Associate Instructor); and the MFA Handbook outlines the requirements of the MFA Graduate Program. Much of this “Handbook” is directed to graduate students who are awarded funding through the Graduate School’s tuition benefit program, but also contains useful information on University services that assist in creating a great teaching and learning experience. The phrase, “instructor of record,” is used throughout when information concerns both Associate Instructors and graduate student TAs.

GA and TA Awards
Faculty committees that oversee the MA and MFA graduate programs consider departmental funding for all incoming graduate students and for second-year graduate students in good standing. The department makes awards in two of the Graduate School funding categories: graduate assistantship (GA) and teaching assistantship (TA). If the award offered is accepted, the graduate student must register for 9 semester credit hours each semester during the period of the award. The hours must satisfy one or more of the degree requirements.

The role of GA is defined as assisting faculty in department operations related to the field of study. Work assignment possibilities include computer lab monitor, photography lab monitor, woodshop monitor, kiln room assistant, Owen Reading Room monitor, visual resources assistant. The role of TA is defined as assisting a particular faculty member with one of the large lecture classes or as instructor of record for a small lecture or studio course. Sometimes, a graduate student will work first with a faculty member as an apprentice in one semester before advancing to instructor of record in another semester. The student can learn effective methods of communication, organization, course content management, and evaluation. Teaching assignments are generally introductory courses with non-department majors.

The semester-based funding award is composed of a department stipend that forms the graduate student’s compensation and a Graduate School tuition benefit applied to a tuition invoice. The process starts in the department, and all awards are considered half time or 50% awards. The Graduate School sets the minimum stipend levels for the academic year. According to policy, the stipend is earned with a workload of ten hours per week, and 50% of the tuition is waived for a semester.

Graduate students will sign a department contract that stipulates the assignment and confirms the parameters of the award. The tuition benefit program is not available for the Summer Semester.

Employment Procedures
Graduate students who receive a stipend as part of a tuition benefit award are employed by the University. All prospective instructors of record will present the necessary pieces of identification and verify whether they are employed elsewhere in the University. The department payroll reporter prepares the forms for Human Resources and Payroll. Paychecks are issued on the 7th and 22nd of each month for the length of the contract.
Orientation
Graduate students in their first year of teaching are required to attend the campus-wide TA orientation sponsored by the Center for Teaching and Learning Excellence (CTLE) in August. The one-day orientation provides valuable background for graduate student teachers and includes other information helpful to incoming students. The Director of Graduate Studies also holds a one-day orientation the week before classes begin fall semester on department policies and procedures, the facility, and faculty/staff contacts.

Building Security/Health and Safety
The Art and Sculpture Buildings are wired for security and controlled access. Department staff members code instructors of record into the Ccure system (pronounced “se-cure”) on presentation of a University of Utah faculty or student ID card (available from the University Student Union Bldg). Other doors are opened by a University-issued key. Office staff will assist the instructor of record to complete the forms for the signature of the department chair.

Access as an instructor of record is granted only for the semester in which the instructor teaches; at the end of the contract, card access will be cancelled and keys must be returned unless a subsequent contract is to be offered.

The department takes its responsibility seriously to protect the health and safety of all individuals who enter the Art and Sculpture Buildings. All instructors are expected to assist the department in carrying out this obligation by noting problems. Each individual is invited to bring any concerns in this area to the department Facilities Supervisor or the department chair.

The Facilities Supervisor is charged with maintaining specialized machines and equipment (except Dumke and computer labs CFA-CSIS techsupport@finearts.utah.edu) and should be informed immediately if theft or damage. Custodial staff does not clean these spaces, so all instructors are expected to clean up after themselves and their students.

Shared Spaces
Instructors can be granted access to exterior doors and, depending on teaching responsibilities, several shared shops/labs in the Art and Sculpture Buildings, including a Computer Lab (169 ART), Darkroom (264 ART), Printshop (252 ART), dry-mount/copystand room (138G ART), Woodshop and Toolroom (184-185 SCULP), Plaster room (181 SCULP), kilns (195 SCULP), Foundry (182 SCULP), sandblasting booth (180 ART), 3D printer, vinyl plotter, laser cutter (160G ART) three spray booths (Painting, Woodshop, Ceramics). Woodshop and sandblasting access is granted after learning safety and equipment operation procedures in a Fall Semester orientation led by the Facilities Supervisor. The Dumke Documentation Studio (053 ART) is installed with lights, and backdrops to document student work, digital images can be downloaded to a lab or personal computer.

TA as Assistant in a Large Lecture or Studio Class
The TA will meet regularly (at least once every other week) with the faculty member teaching the class to discuss the operation of the course. The faculty member shall act as overall supervisor in designing a 10-hour per week workload and overseeing TA activities such as grading and interacting with students during office hours. The TA can expect direct instruction in creating and managing course content, grading projects, teaching and communication methods, and instructor responsibilities. The TA will keep a weekly log of hours worked to submit to the faculty member and to the department chair at the end of the semester.
Getting Started as Instructor of Record

CHOOSING A MENTOR » The department Director of Graduate Studies serve as the general supervisor for the TA’s in the Master’s programs. For the MA students, a faculty mentor is selected to provide specific training in pedagogical instruction in the art history discipline. For the MFA students, Assistant Professor (Lecturer) Maureen O’Hara Ure serves as the TA mentor, chiefly in the Fall Semester. The MFA student is encouraged to invite another department faculty member to serve as an additional teaching mentor. A mentor, for all instructors of record, can be a vital resource for effective teaching methods and for solving issues not addressed in the Handbook that come up during the semester. You should not hesitate to contact either the TA advisor, the mentor, the relevant Director of Graduate Studies, or the department chair to discuss your questions and concerns.

ORDERING BOOKS AND SUPPLIES » Classes for which course texts or other publications and supplies can be made available at the University Bookstore; these must be ordered through the department office. Photocopy reading guides can be prepared for student purchase through University Print & Copy Services www.printing.utah.edu 135 University Services Bldg (USB); uprint@printing.utah.edu TEL 581-6171; FAX 581-4359 or 158 Olpin Union Bldg (Union); unioncc@printing.utah.edu; TEL 587-7928; FAX 587-7929. Students often express a preference for Marriott Library’s electronic reserve to trim costs of attending the University and to have 24/7 access to course materials. See http://lib.utah.edu/services/faculty-course-reserves.php
This resource is often more effectively used than the department Owen Reading Room where materials can be assigned by monitors to a reserve shelf but cannot be checked out or photocopied. For studio courses, a list of art supplies should be included in the syllabus along with local businesses or web sites where these materials can be found. Firms, such as the University Campus Store, Utrecht Art Supply, and Reuel’s Art & Frame will maintain a list of predetermined supplies to help students purchase the correct materials. It is important to file your list with these vendors at least two weeks before the first class session to assure enough supplies for all students.

COURSE FEES » A course fee has been approved by Undergraduate Studies for most of the department courses. The fee is intended to defray costs of some materials and supplies ‘consumed’ by students in the preparation of their projects. It is also used for approved class project costs such as models for figure classes, kiln assistants for ceramic wheel courses, and department image database maintenance and expansion. The online course schedule displays the amount of the fee, and the funds, collected through tuition invoices, are transferred to the department. Office staff will prepare a campus order (on-campus purchase, also called CO) or purchase order (off-campus purchase; also called PO) for buying supplies for the class.

It is the responsibility of the instructor of record to ensure that course fees are spent only on student ‘consumables’ and that the account is not overspent. Some supplies from course fees are purchased in bulk and made available to students at vastly reduced cost or for free. Art teaching, ceramics, painting/drawing, photography, print-making materials are ordered by faculty in that area; sculpture/intermedia and some general supplies for studio classrooms are ordered by the Facilities Supervisor. The studio TA mentor or faculty area head from each emphasis will advise how much of the course fee remains for the instructor’s classroom needs. For those supplies needed by students beyond those purchased from course fees, a list
of materials in the syllabus helps students understand the costs of the course.

**CAMPUS INFORMATION SYSTEM (CIS)** » Instructors of record should take time to become familiar with the resources of CIS https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP_GUESTTh where one can log on to find information about student services, payroll, and human resources, online grading and other campus services. Instructors of record should remind all students to update their personal information, such as email address, so that they can be notified of schedule changes and other important notices.

**PREPARING A SYLLABUS AND COURSE CALENDAR** » The instructor of record will prepare a syllabus for each course number according to Undergraduate Studies’ requirements listed in Appendix One. In most contexts, the syllabus serves as a contract between the instructor and the student. All department syllabi are posted online at www.art.utah.edu, and instructors are encouraged to review online syllabi as examples. The scheduling coordinator posts syllabi from electronic Microsoft Word files emailed by the stated deadline, and instructors should make students aware of the web address for a course syllabus. Students often request that PowerPoint lectures, assignment instructions, and exam review materials be posted online in the same web location. The department discourages photocopied syllabi, which are too often discarded or lost by students.

Instructors of record should review the University academic calendar for add/drop/withdrawal deadlines, holidays, and final exam schedules while preparing course calendars. See http://registrar.utah.edu/academic-calendars/ and http://registrar.utah.edu/academic-calendars/final-exam-schedule.php

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)** » Federal law controls the privacy of student records. The most important prohibitions are 1) the public display of grades; 2) the unsupervised distribution of graded assignments and exams; 3) the discussion of a student’s grade or other performance information with anyone other than the student and authorized department staff. All instructors are responsible for familiarizing themselves with the University web site on FERPA and are encouraged to take the FERPA Review tutorial at http://registrar.utah.edu/faculty/ferpa/

**CANCELLED CLASSES**
It is the responsibility of the instructor to contact the art office by phone 801-581-8677 or info@art.utah.edu email as soon as possible if the class is cancelled due to instructor illness or emergency. Staff will email the students and post signs on the door informing students of the cancellation and any other information the instructor deems appropriate.

**Teaching Resources**
**IMAGES AND PROJECTION EQUIPMENT** » The department’s Visual Resources Specialist administers a searchable digital image database for our faculty and students. Projection quality images are available for classroom use, and PowerPoint lectures can be constructed and posted online with the course syllabus. These images may also be used with ArtStor, a searchable image database to which the University has a subscription. The campus ArtStor liaison is the Head of the Fine Arts Division of Marriott Library and offers free training sessions for you and your students. The value of ArtStor is the
ability to import external images (e.g., department database, Google Image, and personally owned images such as iPhoto) as well as offering features of zoom and pan to show details.

Projection screens are installed in nearly all classrooms. Projection equipment for digital images is permanently installed in a few classrooms (principally Owens Reading Room 365, 158, 169, 170, 258, and 273). There is a monitor, VCR, and DVD in the Owens Reading Room. Some audio-visual and projection equipment (but no laptops) are available from Teaching and Learning Technologies at http://tlt.utah.edu TEL 581.6112. Equipment is free if used for a class, but must be reserved several days in advance. Please note that any TLT charges will be applied to course fees. If you use your own laptop for class lectures/presentations/demos, the department can often provide a portable data projector and VGA cable at the art department office, room 161. If availability exists instructors can reserve classrooms with permanently installed projectors by contacting the art office.

STUDIO ART PROPS » Instructors of record using still-life setups have access to a variety of shared props in one of the shared hallway cabinets outside 353 ART, in the Dumke Photography Studio, and in the 3D area. The Facilities Supervisor will arrange to unlock the cabinets or to issue a key for the semester.

SHARED CLASSROOMS, LABS/SHOPS » Instructors must inform students that all class rooms and labs/shops are shared spaces and that students should be courteous and respectful of the space and each other’s work and belongings. This applies equally to instructors. Please remove wall display of artwork and shift props out of the way for the next class. If the instructor of record wants to use a facility in the building outside the classroom, it is necessary to speak with the area head or the faculty/TA mentor as well as department staff. Areas of the building containing specialized equipment are shared facilities, and department staff often coordinates use of the area by multiple instructors. Training for the instructor and/or students is sometimes required to use specialized equipment. The Facilities Supervisor is charged with maintaining many of the machines and tools in the Art and Sculpture Buildings and should be immediately informed of damage or theft.

COLLEGE COMPUTER LABS » Two College of Fine Arts computer labs with Macintosh computers have been installed in 169 and 258 Art Bldg. The latter room is normally scheduled as a classroom. The department subsidizes a qualified work-study student who monitors open lab hours in 169 Art Bldg, which has a full range of graphics and word-processing software, slide scanners, flatbed scanners, a laser printer, and a photo-quality color printer. Printing requires a prepaid monochrome or color print card available from the department office. The public access schedule is posted in the department office and near the lab. All computer equipment in the college labs is maintained by College Computer Support staff; instructors of record should email to report any theft, damage or malfunction techsupport@finearts.utah.edu

CANVAS » Open source online platform learning management system (LMS) gives instructors a platform for open integration of the web. Technology to allow online presence of media, provide notifications and feedback to students. https://utah.instructure.com/courses/23633
Teaching Practicalities

AUDIENCE » The University expects that faculty of all ranks will continually assess their own teaching methods with the goal of improving classroom teaching across the institution. Two of the more obvious questions to consider are “Who is your audience and how can you reach them?” Oftentimes students are learning about art and visual culture for the first time, and the experiences of the class members may be widely divergent.

Students attending a large university are challenged in balancing life/work/study issues and are more successful when given policies, procedures, due dates, and objectives up front. Instructors are encouraged to make the class about learning new course content in a safe environment and not about the mechanics of the course. It is often critical to a student’s well being to address an individual student’s concerns privately during office hours. Graduate students as instructors of record may find that they are not much older than many of their students. It is suggested that instructors present their expertise with a more formal vocabulary, body language, and dress code.

The Department of Art and Art History is committed to enhancing the success of diverse faculty, graduate and undergraduate students, to enrich the educational experiences and success of all members of our community. We recognize that a diverse and inclusive department enriches the educational experiences of all students, and enhances our excellence as a world-class institution for 21st Century learners.

There are several units/offices intended to assist instructors of record to improve their teaching and to develop quality-teaching portfolios.

CENTER FOR TEACHING AND LEARNING EXCELLENCE (CTLE) » This is an excellent resource in the Sill Center for assisting all faculty and TA’s to become better teachers. CTLE facilitates training programs for new TAs and International TAs. See http://ctle.utah.edu Instructors can access “Teaching Assistant Resource Page” information from http://web.utah.edu/taresources/

TEACHING AND LEARNING TECHNOLOGIES (TLT) » The center, located in Marriott Library, offers various services to instructors who are interested in integrating technology (generally computer-based) into their course content. See http://tlt.utah.edu The TLT staff maintains and administers the server for Canvas, software for online courses and for online instructional resources to enhance a classroom course.

ADD/DROP/WITHDRAWAL PERIOD » The department issues a preliminary class roll at the beginning of each semester, and instructors of record should download new rolls from their employee page on CIS. Instructors quickly become aware that students ‘shop around’ just before and at the beginning of the semester. The class roll sheet can change dramatically from day to day. Once the semester begins, however, a student will need a permission number from the instructor to add the course to her/his schedule. See the University policy at http://regulations.utah.edu/academics/guides/instruction/courseContents.php

Enrollment caps are set by the department chair and reviewed regularly. If the class is not full, the instructor is encouraged to distribute permission numbers to reach the cap. One may also add students above the cap but should consider the impact on effective teaching and the needs of the students who can expect attention. Waiting lists or other means of controlling the total number of students is left to the discretion of the instructor. University policy holds that any student who has not appeared in class by the third class session may be “replaced” by another student from the waiting list.
Instructors should remind the class verbally that students are responsible for add/drop/withdrawal forms submitted to the office of the Registrar. Feel free to discuss appropriate class size with the department chair.

**LATE ADD** » Instructors of record must verify that only students officially enrolled for the course are in the classroom. While it is the responsibility of the student to ensure proper registration for classes, the instructor should notify students when their name is not on the class roll that they must register for the course before the University deadline. **The department chair will not sign late add forms after the census date** (the day on which student credit hours are calculated for each department). Inability to reach the instructor, computer failure, lack of the proper permission number and other similar excuses will not be accepted. The department must rely on the instructor to prevent this situation.

**MID-COURSE REVIEW** » The department is committed to peer and supervisory review of classes taught by all faculty and graduate students. TA’s should expect to have a review at least once during the semester; the reviewer will consult with the TA to select a suitable day in order to provide the best feedback on teaching methods and communication skills. The reviewer should discuss observations and suggestions with the TA in a timely manner. CTLE offers for free to all instructors of record a variety of mid-semester evaluation options, including online evaluations, group discussion evaluations, and video observation. These evaluations can help the instructor to judge how well the course is going and what adjustments one may want to make.

**HOMEWORK, MIDTERMS, PROJECTS, STUDIO CLASS CRITIQUES AND FINAL EXAMS** » Feedback, regularly given to each student throughout the course, is an obligation that meets the University’s accountability requirement. Project grades, constructive comments on written homework, and/or regular studio critiques in class can inform a student of her/his standing and help the student focus on learning. Each student should receive at least one grade by the middle of the semester. One or two written examinations spaced equally and/or multiple studio class critiques are the primary means of evaluation of student performance. In lecture courses, one day reviews led by the instructor or by student teams can benefit students in determining how to organize course material. In studio courses, group critiques should be scheduled during a class session and can function also as a learning exercise for students to become familiar with the work of their fellow students and to see how individuals have tackled visual problems in different ways. Instructors should encourage students to ask questions, both of the instructor and of each other.

**DISPLAY OF ARTWORK IN THE BUILDING** » Two-dimensional student work can be displayed in certain building corridors, chiefly on the second and third floors, for studio critique and for display of artwork for other students. For installation of two or three-dimensional work on the first floor consult with the art office. It is customary to consult with the area head of Painting and Drawing for the third floor corridor and the area heads of Graphic Design, Photography, or Printmaking for the second floor corridors. The facilities manager must approve installation of three-dimensional work inside or outside of the department. On occasion, when the Alvin Gittins Gallery is not scheduled, instructors are permitted to install student artwork for display and group critique; permission must be received from the Gittins Gallery faculty liaison before installation. Space is always at a premium, so **please remove the work after 10 days.**
from all public spaces. In the interests of fairness, it is helpful to put at least one example of each student’s work up, not just selected individuals.

FINAL PROJECT CRITIQUES AND EXAMS » University policy has established that instructors of record teaching studio classes should schedule the final group critique during the last week of class. Final written exams are administered during finals week according to the University schedule so that no student is faced with overlapping final exams.

ONLINE GRADING » Final grades for students in each class are submitted online by the instructor of record. The instructor should assign a letter grade for each student on the class roll (excepting those students who officially withdrew) since non-letter grade options are known only to the student and the office of the Registrar. The computer software will automatically change the grade of those students who have elected to take the course pass/fail or credit/no credit. University policy states that a student must complete approximately 80% of the course requirements before any discussion of an Incomplete for the semester takes place. In addition, instructors are strongly encouraged to set and announce a policy of extraordinary circumstances (e.g. severe illness) that must be demonstrated in writing to merit an Incomplete grade. If an instructor grants an Incomplete, students should expect to sign a written agreement about how and when course requirements can be completed for a final letter grade. Students are permitted twelve months to finish the course, and after grading the final requirements, the instructor will fill out a change-of-grade form through the department office. The University changes an incomplete to a failing grade if no form is submitted within one year. See http://registrar.utah.edu/handbook/grading.php If the instructor of record does not plan to be employed at the time the student may complete the course requirements, all student work and written materials must be submitted to the department senior academic advisor for tracking.

COURSE EVALUATIONS » Students have the opportunity to complete an anonymous questionnaire for each class before viewing the final letter grade earned in the course. The instructor of record’s teaching portfolio and annual review for rehire will be strengthened by a high percentage of enrolled students participating in the evaluation. The greater number of students will mean a more balanced and constructive evaluation. The instructor will receive a summary of the course evaluations for the class at the beginning of the following semester/term.

University Policies and Services
The operation of the University of Utah is governed by its Policies and Procedures Manual (PPM). Other offices also establish policy statements related to teaching. Instructors of record are encouraged to review the following policy web sites and to note the University services for their students or themselves.

- **STUDENT CODE** » [http://regulations.utah.edu/academics/6-400.php](http://regulations.utah.edu/academics/6-400.php)
  The section includes information on the grade appeals process.


- **FACULTY CODE** [http://regulations.utah.edu/academics/6-316.php](http://regulations.utah.edu/academics/6-316.php) A Faculty Handbook has been prepared by the Vice President's office with a series of useful web sites about rights and privileges at [http://admin.utah.edu/faculty-handbook](http://admin.utah.edu/faculty-handbook)
SEXUAL HARASSMENT / CONSENSUAL RELATIONSHIPS  »
http://regulations.utah.edu/human-resources/5-107.php

• CONTENT ACCOMMODATION  http://admin.utah.edu/faculty_handbook/teaching- and-student-relations

• TUTORING CENTER » Tutoring services by appointment for students in many undergraduate classes. “Alternative Tutoring Services” link is a PDF file also for specialized disciplines  http://tutoringcenter.utah.edu/  581-5153).

• TESTING CENTER » Administration of both standardized placement exams and individual class make-up exams  http://testingcenter.utah.edu/  581-8744).


• CENTER FOR DISABILITY SERVICES » Accommodations and support for the educational development of students with physical and learning disabilities  http://disability.utah.edu  581-5020).

• WOMEN’S RESOURCE CENTER » Focus on women’s needs and services such as single parent concerns, support for non-traditional students and gender issues.  www.sa.utah.edu/women/  581-8030)

• STUDENT HEALTH AND MEDICAL SERVICES
All injuries must be reported to the department Facilities Supervisor.
Student Health Service—University Wasatch Clinics, 581-6431
University Family Health Center—University Wasatch Clinics, 581-8000
Community Counseling Center (drug/alcohol problems)—355-2846
Salt Lake County Health Department (information services)—468-2750
Poison Control Center (24-hour services)—(800) 222-1222
Emergency Ambulance Service—911 or 581-2291
Hospital Emergency Rooms—Urgent illness or injury treated at the following:
University of Utah Hospital—581-2291

Department Staff
Cheryl Brog:  c.brog@utah.edu  Scheduling Coordinator
Janine (Jenni) Evans:  janine.evans@utah.edu  Graduate secretary and faculty affairs
Liz Butler:  liz.butler@utah.edu  book orders, key requests, online grading, course evaluations, art model scheduling
Shawn Porter:  sop1@utah.edu  Facilities Supervisor--maintains non-AV equipment in the class- rooms and shared facility areas
Amelia Walchli:  amelia.walchli@utah.edu  Visual Resources Specialist--maintains department image database
Janet Soller:  j.soller@utah.edu  Accountant
APPENDIX ONE

Required Syllabus Contents for Courses Taught

Syllabus Design: https://utah.instructure.com/courses/148446/wiki/syllabus-design

These guidelines have been issued by Undergraduate Studies to inform students better about course content and course structure. The items listed below are required for course syllabi submitted to Undergraduate Council for approval of baccalaureate and General Education courses. The syllabus essentially serves as a contact between the instructor and the student. Better clarity about all aspects of the course can reduce the number of student grievances and grade http://ugs.utah.edu/gen-reqs/assessment.php

“A well-constructed syllabus shows students and colleagues that the course is a serious academic undertaking. Demonstrating serious intent in this way is most helpful in two arenas: 1) in the large format freshman-level general education course, where socialization into the university classroom can be as important as mastery of the course content, and can be as difficult to achieve and 2) when a course syllabus is being reviewed by peers for purposes of accreditation, for RPT file review, or for adherence to criteria for general education...[W]e hope to provide enough structure without stifling creativity and expression.”

DOCUMENT ONE

• Department offering course: e.g. Department of Art and Art History. This information becomes important when a student has questions, needs to find you, or wants to appeal a decision.

• Course number, credit hours, and course title: e.g. ART 1010 (3 credits), Introduction to the Visual Arts.

• Pre- or co-requisites: should be quoted from the online General Catalogue
  www.utah.edu/students/catalog.html

• Meeting time(s) and location: can be quoted from the online Course Schedule
  http://www.utah.edu/students/catalog.html

• Faculty names and rank or professional title or degrees/credentials: first/last name required but may also include how you want students to address you such as Professor, Ms. or Dr.

• Faculty office location, room number & hours: traditionally two hours a week, every week. If you do not wish to be tied to those hours, relatively unoccupied, simply list “by appointment” and then explain to students on the first day how they can make an appointment to see you.

• Faculty phone number(s) and e-mail address: only put information there if you use the medium. For example, if e-mail is not a very good way to find you, there’s no real benefit in listing it. Students prefer if you tell them what method is the best for contacting you.

• Course description: check that this matches what is in the catalogue —that there is even a description in the catalogue — and that it contains a general content overview, not what faculty or students will be doing. This should take one paragraph.

• Course fee: periodically reassess that the course fee is sufficient for consumable supplies used in class. Describe in the syllabus what the course fee covers.

• Text or reading list (includes course materials): cite the reading materials according to the disciplinary norms for scholarly citations. It will teach students the standard format. If you use course materials other than the usual texts or articles, such as videotapes or supplemental packets, describe them and state where they are available.
• **List of supplies**: include those supplies needed and distinguish between those subsidized through course fees and those the student must purchase in addition. It is helpful to list local businesses or web sites where the supplies may be obtained.

• **Content overview**: describe what will be covered in the course, in more detail that the course description. You can use your own voice and be more creative in this section.

• **Course objectives**: these differ from the course description by describing what a student will be able to do after taking the course. The objectives are intended as measurable learning outcomes.

• **Teaching and learning methods**: list all the activities that occur in the course; for some courses this will be one word (“discussion” or “lecture”) and for others there will be a varied list (debate, term paper, oral criticism, readings, performances, etc.).

• **Facility use**: courses that use department equipment must describe expectations for daily cleanup and end of semester disposal of art projects. Students should be aware that the department is unable to store items for students and that prompt pickup of projects and exams.

• **Evaluation methods**: a critical section for students who want to know how they shall achieve their grade. List the ways the student will demonstrate learning to you; for some courses this will be two words (multiple-choice examination) while for others, there may be many methods. There should be parity between evaluation methods and objectives. Note: attendance is not a learning objective, so most instructors evaluate participation, or an activity that must be done or completed in class instead, to assist with getting students into the room. University of Utah instructions to students regarding attendance can be found at http://registrar.utah.edu/handbook/attend.php

• **Grade scale or points scale**: Each method of evaluation is given a weight or number of points. This tells both students and instructors what matters most. Also, include the total points possible. See registrar.utah.edu/handbook/grading.php for assistance. Students should be informed where and under what circumstances graded projects and exams can be claimed. Please note that the office staff is not expected to distribute items during the semester (excepting the odd item from a faculty mailbox) and will only distribute items for two weeks after the end of classes. Afterwards, the materials will be discarded.

• **ADA statement**: use the OEO statement verbatim at http://www.oeo.utah.edu/access/ “The University of Utah is fully committed to affirmative action and to its policies of nondiscrimination and equal opportunity in all programs, activities, services, and employment without regard to race, color, national origin, sex, age, disability, gender identity/expression, religion, sexual orientation, and status as a protected veteran. The University seeks to provide equal access to its programs, services, and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the University’s Title IX/ADA/Section 504 Coordinator: Director, Office of Equal Opportunity and Affirmative Action, 201 S Presidents Cr., Rm 135, Salt Lake City, UT 84112. (801)581-8365 (V/TDD).”

Upon request, this information is available in alternative formats, such as cassette, Braille, or large print.”

Or, in case of space limitations, the following statement is sufficient to satisfy requirements under the ADA/Sec 504: “The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the University’s ADA/Section 504 Coordinator: Director, Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Cr., Rm 135, Salt Lake City, UT 84112. (801)581-8365 (V/TDD).”

Upon request, this information is available in alternative formats, such as cassette, Braille, or large print.”

Make sure students are aware that arrangements for disability accommodations should be discussed at the beginning of the semester.

Other items such as part of the Student Code or an accommodations policy statement are left to the discretion of the instructor.
**Document Two**

- **Weekly calendar or schedule of topics and due dates:** separate document posted as a reference for students who have heavy course loads, work and/or family obligations. If your course is quite fluid and the calendar changes during the semester, list major topics and generally when you expect to get them. Include deadlines for papers, etc. and timing of exams, field trips, etc. The calendar can be very detailed with lists of the basic activities for each class session, including what materials and supplies are needed on which days. The outline also helps students to see at a glance how the objectives of the class will be met throughout the semester.

  Other documents such as assignment instructions or review materials also help students get the most from the class.

**Graduate GA Time Sheet**

Class room assistant teaching: Instructor of record requests including but not limited to grading, video projection, still life set-ups, props.

Maintain Classroom Assets: Stocking all Kraft Paper, Gojo hand soap, checking light bulbs and replace as necessary.

At the end of the semester please allow 8-10 hours for studio cleanup. Graduate Assistants are required to work a total of ten hours per week, hours can be rolled over week to week.

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