**Graduate Assistant and Lecturer Handbook**

**2021-2022**

**Department of History**

**University of Arkansas**

 **416 N. Campus Drive**

**Old Main Bldg. 416**

**1 University of Arkansas**

**Fayetteville, AR 72701**

**(479) 575-3001**

**Department of History – University of Arkansas**

**Department Chair:** Dr. Laurence Hare, lhare@uark.edu

 Office: 419 Old Main, (479) 575-7332

**Associate Chair and**

**Director of Graduate Studies:** Dr. Todd Cleveland, tcclevel@uark.edu

 Office: 419 Old Main, (479) 575-7332

**Director of Undergraduate Studies:** Dr. Alessandro Brogi, abrogi@uark.edu

 403 Old Main, (479) 575-5888

**Department Staff:** Brenda Foster, bsf001@uark.edu

 Melinda Adams, mmadams@uark.edu

**Department Office:** 416 N. Campus Drive

 Old Main Bldg. 416

 1 University of Arkansas

 Fayetteville, AR 72701

 (479) 575-3001

 (479) 575-2775 fax

**History Department Website:** <http://fulbright.uark.edu/departments/history/>

**Graduate Sharepoint site:** <https://uasharepoint.uark.edu/sites/hist/GRAD/default.aspx>

**Graduate School Website:** <http://graduate-and-international.uark.edu/>

#

# Professional Guidelines for GAs and Lecturers

It is a privilege to receive a graduate assistantship or lecturer position from the Department of History. Teaching assistants and lecturers have an enormous responsibility to students, the college, and the university to strive to be excellent educators, to uphold high standards of teaching and evaluation in the classroom, and to act in a professional and ethical manner when representing the History Department and the University of Arkansas.

*Required Professional Standards*

The Graduate Studies Committee and the history faculty require some common standards in how GAs assigned to faculty members should function in the department. GAs must:

* Attend all required meetings and trainings held by the department and the Graduate School including but not limited to:
	+ Departmental Graduate Assistant/Lecturer Training (August each year)
	+ University Diversity Training (in-person, every three years)
	+ Title IX, Sexual Assault/Sexual Harassment Training (online, every three years)
	+ What is Discriminatory Harassment Training (in-person, every three years)
	+ FERPA Training (online, every three years)
	+ Preventing Campus Violence (in-person, every three years)
		- Note: All the above trainings must be complete by November 1 after employment has begun
* Coordinate with their assigned faculty member all expected duties including but not limited to holding office hours, interacting with students, attending undergraduate classes, and meeting deadlines for grading student work or completing research tasks.
* Meet expectations on student grade confidentiality in accordance with federal law if assigned to grade student work. (See statement on student privacy). Records and materials made and collected as evidence of student performance and learning are the primary source of data for the evaluation of students for grades. GAs, in coordination with their assigned faculty member, are responsible for maintaining such records as part of their teaching responsibilities. Such records should be retained for two years following the assignment of grades.
* Adhere to Graduate School regulations for their employment, especially working no more than 20 hours per week.
* Maintain communication by answering emails from the department, faculty members they are assigned to, and students within 2 business days during the regular academic year and meet departmental deadlines for any requested information unless extenuating circumstances (extreme illness, travel, etc) prevent such response
* Maintain university standards of conduct in class, with students, and University peers, faculty, and staff including adhering but not limited to the [University Policy on Sexual Harassment](https://hr.uark.edu/working/handbook/3-general-employment-policies/3-6.php), the [University’s Code of Student Life](https://handbook.uark.edu/index.php), and the [Graduate School Handbook](https://graduate-and-international.uark.edu/_resources/forms/graduate-handbook.pdf)
* Provide updates (if needed) to their departmental website profile at least once per year and having their official university portrait taken at the beginning of their appointment
* Keep personal information updated in UA Connect and BASIS
* Direct all questions and concerns about their appointment to the Director of Graduate Studies.

The Graduate Studies Committee and the history department faculty require some common standards in how GAs and Lecturers assigned as instructors of record design and teach their courses. GAs/Lecturers must:

* Provide a high quality learning experience for their students by:
	+ Assigning more than one book (i.e. textbook or reader). For example, a GA might require a textbook and a primary source reader, a textbook and novel, or a number of articles could substitute for one book. Any books ordered must be submitted to the department by the required departmental deadlines each semester (see textbook policy)
	+ Assigning a writing assignment in their course. While the department permits multiple-choice examinations/quizzes, students must have at least one assignment (of at least 2-3 pages) that requires students to analyze and write. Examples of such assignments include an essay question on an exam, a book review, analytical essay, primary source analysis, etc.
	+ Ensuring that the content of their classes is appropriate to each course as officially described in the catalog. They are responsible for confining classroom discussion to the subjects related to the topics of concern in the course and for conducting the class to facilitate learning for all students.
* Provide regular classroom engagement for students by:
	+ Not dismissing their classes early. If the instructor finishes a lecture early he/she is encouraged to have an activity or discussion topic ready to fill the remainder of the class period time. Chronic cases of letting classes out early could result in dismissal.
	+ Not cancelling classes unless they have a medical or other legitimate reason. If class must be canceled, [UA Academic Policy 1858.10](http://provost.uark.edu/policies/185810.php) requires notification of the Department (in this case Dr. Cleveland, the Associate Chair/Dir. Of Graduate Studies AND Melinda Adams) and all students in writing (email is acceptable) in advance of the class time. Chronic cancellations could result in dismissal.
* Support student success by:
	+ Maintaining open communication with students by
		- Keeping at least two office hours per week. These must be listed on the syllabus. Office hours should be flexible enough to provide reasonable access to students who may have class conflicts. A “by appointment” option must also be included.
		- Answering emails from students within 2 business days unless extenuating circumstances (extreme illness, travel, etc) prevent such response
	+ Providing timely feedback on student assignments and utilizing UA Connect to provide early progress grades (in 1000 and 2000-level courses)
	+ Creating a course attendance policy that satisfies University guidelines and reporting students with low attendance as “at risk” on UA Connect
	+ Meeting expectations on student grade confidentiality in accordance with federal law. (See statement on student privacy) Records and materials made and collected as evidence of student performance and learning are the primary source of data for the evaluation of students for grades. GAs/Lecturers are responsible for maintaining such records as part of their teaching responsibilities. Such records should be retained for two years following the assignment of grades and transferred to the department upon leaving the University. (see policy on retention of records)
	+ Holding final exams at the times and places approved for them (see final exam policy below)
	+ Uploading all syllabi to [UA Connect](https://uaconnect.uark.edu/) by the first day of class so they can appear in the online syllabus bank
* Support departmental success by:
	+ Attend all required meetings and trainings held by the department and the Graduate School including but not limited to:
		- Departmental Graduate Assistant/Lecturer Training (August each year)
		- University Diversity Training (in-person, every three years)
		- Title IX, Sexual Assault/Sexual Harassment Training (online, every three years)
		- What is Discriminatory Harassment Training (in-person, every three years)
		- FERPA Training (online, every three years)
		- Preventing Campus Violence (in-person, every three years)
			* Note: All the above trainings must be complete by November 1 after employment has begun
	+ Actively discussing the benefits of a major and/or minor in History with undergraduate students and referring them to faculty or other resources on campus with their questions about the department or discipline
	+ Maintaining communication by answering emails from the department within 2 business days during the regular academic year and meet departmental deadlines for any requested information unless extenuating circumstances (extreme illness, travel, etc) prevent such response
	+ Provide updates (if needed) to their departmental website profile at least once per year and have their official university portrait taken at the beginning of their appointment
	+ Keep personal information updated in UA Connect and BASIS
* Maintain university standards of conduct in class, with students, and University peers, faculty, and staff including but not limited to adhering to the [University Policy on Sexual Harassment](https://hr.uark.edu/working/handbook/3-general-employment-policies/3-6.php), the [University’s Code of Student Life](https://handbook.uark.edu/index.php), and the [Graduate School Handbook](https://graduate-and-international.uark.edu/_resources/forms/graduate-handbook.pdf)
* Direct all questions and concerns about their appointment to the Director of Graduate Studies.

*Academic Standing and Evaluation for Future Appointments as GA or Lecturer*

GAs and Lecturers are chosen based on their academic and professional records. They are expected to maintain a 3.5 GPA or higher. Falling below this minimum may result in termination of the appointment. Generally, the best students receive assistantships and perform the crucial service of teaching the U.S. history and world civilization surveys.

All appointments in the Department of History are one-year appointments. Each year, the Graduate Studies Committee will evaluate GAs and Lecturers based on their academic progress towards their degrees, their engagement in the wider profession (conferences, publications, grant writing), and their performance in the department as a GA or Lecturer. In each of the above areas, the GA or Lecturer should be actively engaged as a collegial contributor to the life of the department and should exhibit respect and cooperation in shared academic and administrative tasks. These collegial contributions (or lack thereof) will be evaluated by the Graduate Studies Committee.

## The Graduate Studies Committee will recommend which candidates the department should extend an offer of an appointment for the following academic year to the faculty at large. The faculty at large then will make a recommendation on those appointments to the Chair and Associate Chair of the Department.

# Departmental Guidelines for GAs and Lecturers

## Required Components of a Syllabus

The syllabus is a contract between you and the student, and a document that must be constructed with great care. Sample syllabi are available on the sharepoint site, and the Teaching and Faculty Support Center offers some [helpful ideas](http://tfsc.uark.edu/150.php).

**All syllabi MUST be uploaded to** [**UA Connect**](https://uaconnect.uark.edu/) **by the first day of class so they can appear in the online syllabus bank.**

You are responsible for the creation of your own syllabus but there are university requirements of what must be included in every syllabus. The following must be included:

1) Contact Information: Office number; Phone number; Office hours; Email address

2) Course Information: Course and section numbers; Title of course; Meeting days and time; Classroom address; Course description; Goals and objectives

3) A list of required texts

4) Policies on: Late assignments and Incompletes in Course

5) Attendance Policy (Approved by [UA Faculty Senate, October 2014](http://facultysenate.uark.edu/facsen2014to2015/minutes100814.html))

* Education at the university level requires students’ active involvement in the learning process. Therefore, students have the responsibility to attend class and to actively engage in all learning assignments or opportunities provided in their classes. Students should treat class attendance as mandatory. Instructors have the responsibility to provide a written policy on student attendance that is tied to course objectives and included in a course syllabus.

There may be times, however, when illness, family crises, or university sponsored activities require a student to be absent from class. In these situations, the student is responsible for making timely arrangements with the instructor to make up work missed. The make-up work should be completed in a timeframe that has been arranged with the instructor. Such arrangements should be made in writing and prior to the absence, when possible.

6) Inclement Weather Policy (Fayetteville Policies and Procedures, [210.0](https://vcfa.uark.edu/policies/fayetteville/vcfa/2100.php) and [211.0](https://vcfa.uark.edu/policies/fayetteville/vcfa/2110.php))

* It is the policy of the university to remain open regardless of weather conditions. However, when inclement weather occurs, designated university officials assess weather and road conditions and decide whether it is necessary to close the offices and cancel classes. If the university remains open, each person is expected to make his or her own determination to work but **should make every attempt to get to work within the bounds of personal safety**.

7) Links to the University’s Academic Honesty Website (<http://honesty.uark.edu/>) and the following syllabus statement:

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.

Each University of Arkansas student is required to be familiar with and abide by the University’s Academic Integrity Policy at honesty.uark.edu/policy. Students with questions about how these politics apply to a particular course or assignment should immediately contact their instructor.

Also a statement on how the academic honesty policy applies specifically in your course to your assignments in terms of what is allowed and what is not permitted

8) Paragraph about Emergency Procedures and link to webpage: (<https://emergency.uark.edu>)

EMERGENCY PROCEDURES

Many types of emergencies can occur on campus; instructions for specific emergencies such as severe weather, active shooter, or fire can be found at **emergency.uark.edu**.

**Severe Weather (Tornado Warning):**

* Follow the directions of the instructor or emergency personnel
* Seek shelter in the basement or interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside
* If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building
* Stay in the center of the room, away from exterior walls, windows, and doors

**Violence / Active Shooter (CADD):**

* **CALL-**  9-1-1
* **AVOID-** If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
* **DENY-** Barricade the door with desk, chairs, bookcases or any items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it’s safe.
* **DEFEND-** Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

9) A statement supporting reasonable accommodations and link to the [Center for Educational Access (CEA).](http://cea.uark.edu/)  This statement must follow the guidelines set forth in [Academic Policy 1520.20](http://provost.uark.edu/policies/152020.php) which requires faculty to provide exam accommodations if they receive an accommodation letter from the CEA.

10) Clearly stated grading standards and criteria with breakdown of how final grade will be computed

11) Dates of all exams/assignments, including final

12) A Daily or Weekly Schedule of class topics/readings

13) **OPTIONAL STATEMENT ON CONCEALED CARRY**

**---**The below is an optional statement that you may put on your syllabus at your discretion. This, however, is the only statement you may put on your syllabus regarding Concealed Carry of Handgunds on campus.

**Reminder About Concealed Carry On Campus**

Handguns are only allowed on campus (including all classrooms) to the extent specifically authorized by state law.  Each individual who lawfully possesses a handgun and an enhanced carry permit is required to keep the handgun concealed from public view at all times and is responsible for carrying the handgun in a safe manner.

If an individual carries a concealed handgun in a personal carrier such as a backpack, purse, or handbag, the carrier must remain within the individual’s immediate vicinity (within arm’s reach).  During this course, you may be required to engage in activities that may require you to separate from your belongings such as taking a quiz or examination, and thus you should plan accordingly.  Any student who violates the concealed carry laws while on campus may be subject to criminal prosecution and/or discipline by the University, up to and including dismissal. If you observe someone displaying a handgun or other weapon on campus, it should be reported to the University of Arkansas Police Department.

*History Department Policy on Course Scheduling*

Lecturers and GAs who have been cleared to teach their own courses will receive a teaching request form from the department. Lectuers/GAs should list all the survey courses (1113/1123/2003/2013) that they are qualified for and able to teach. If they have passed their comprehensive exams and entered candidacy when the schedule is made, they should also list all the 3000-level courses and senior capstone courses that they could offer.

Students who have entered candidacy will be assigned no more than one 3000-level or capstone course unless departmental demand dictates otherwise. However, all assignments for upper-division courses are based on enrollment, therefore they will be assigned only if a demand exists that cannot be met by faculty, visiting professors, or instructors. Demand changes each semester so it is important that Lecturers and GAs list all courses they could conceivable teach.

The Department of History assigns courses based on a seniority system, overall enrollment demand, and the needs of the department and the University of Arkansas. Faculty, Visiting Professors, and Instructors are, in order, highest in seniority. Among lecturers and GAs, seniority is determined by the date the comprehensive exams were completed. Students who are denied funding or waitlisted for funding lose their seniority. If they return to a funded status, the date they return to a funded status becomes their new seniority date. In the case of a tie, the original exam date is used. Students who leave funded status for personal, medical, or research purposes retain their seniority if they return.

If a student is pre-comps, the year they entered a funded status is the primary mode of identifying seniority. Within the same year, students are ranked based on the number of graduate credits earned in the PhD program, excluding dissertation hours. If there is a tie, undergraduate hours completed while enrolled in the PhD program are used. If there is still a tie, hours earned as an MA student are used.

Seniority will be extended on an equal basis to all students enrolled in the history PhD program who teach history courses but are funded by other units including but not limited to African & African American Studies and Middle Eastern Studies.

In addition to assigning courses by seniority, the time the course will be offered is assigned by the same seniority system. Lecturers and GAs should be prepared to teach at times assigned by the department between 8AM and 5PM as all teaching is assigned based on departmental needs.

*History Department Policy on Incomplete Grades*

All GAs and Lecturers in the Department of History who are instructors of record are responsible for assigning grades in their courses according to university guidelines. Incomplete grades or “I” grades should only be assigned when a legitimate good cause has prevented the student from completing all course requirements and work completed in the course up to the point of the “I” grade is of passing quality. Students have a maximum of 12 months from the end of the term the incomplete was assigned to complete the remaining coursework. (See also [University policy on Grades](https://registrar.uark.edu/faculty-staff/grading.php))

As instructors of record on year-to-year contracts, GAs and Lecturers should only assign “I” grades in extreme circumstances, as the University might not employ them within the period that the student has to complete the course. In addition, any instructor wishing to assign an “I” grade must register that grade and receive approval to issue that grade with the Associate Chair/Director of Graduate Studies in the Department of History. The Associate Chair/Director of Graduate Studies will maintain a register of “I” grades issued by GAs and Lecturers. Before the end of the GA or Lecturer’s terminal contract, the GA or Lecturer must submit all gradebooks and syllabi for the course to the department to ensure that any outstanding “I” grades can be resolved if the GA or Lecturer is no longer employed by the University and/or does not wish to finish the incomplete with the student. If approved for the incomplete, instructors should make an agreement with the student in writing detailing the work remaining to be completed and the timeframe allowed to make it up.

*History Department Policy on Textbooks*

All GAs and Lecturers in the Department of History who are instructors of record are responsible for choosing their own required texts to be used in their courses. They should, however, be aware of the pricing of textbooks and make efforts to assign works that are affordable to students.

All orders for textbooks to be used in a course will be submitted through the History Department staff for processing with the bookstore. The University is required to adhere to Act 175 of the 2007 Arkansas General Assembly. Under this state law, all textbooks required in undergraduate courses must be displayed on the bookstore’s website and posted at the bookstore by noon on April 1 (for summer and fall courses) and by November 1 (for spring courses).

See also [Academic Policy 1406.30](http://provost.uark.edu/policies/140630.php)

In order to meet this deadline and adhere to state law, the bookstore sets a due date for the department to submit the proper forms and the history department sets a deadline for its instructors to submit their orders. This is done in order to process the very large number of textbook orders the department receives each semester from its instructors. All Lecturers and GAs must adhere to the deadlines set for submitting textbook requests so the department can meet its obligations under state law. For each instructor that misses the deadline, the department is required to notify the Provost of the University of that instructor’s failure to meet the deadline and that instructor’s course is subject to cancellation.

*History Department Statement on Student Privacy*

The University of Arkansas Board of Trustees (through [Board Policy 540.1](https://www.uasys.edu/wp-content/uploads/sites/16/2016/05/0540_1-Student-Education-Records-and-FERPA.pdf)) requires all instructors of record and GAs assigned to grade student work to adhere to FERPA, the Federal Educational Rights and Privacy Act of 1974. The University of Arkansas has created a [brief outline](https://registrar.uark.edu/student-records/ferpa/ferpa-for-faculty-and-instructors.php) for instructors to follow concerning release of student information.

The History Department adheres to the federal and University guidelines on the release of student information. Student information includes not only personal identifiable information but any student record (including papers, exams, and assignments) that could be linked back to an individual student. No student information may be released in any manner including but not limited to: discussing student’s grades/assignments with those not eligible for access to this information (ie, those without a legitimate educational purpose to access it), posting student comments or assignments on social media (including private pages), distributing information about student assignments via any medium to anyone other than the student.

Beginning August 2018, any GA or Lecturer employed by the History Department must complete online FERPA Awareness Training for Colleges and Universities, offered by the US Department of Education at the following website: <https://studentprivacy.ed.gov/training/ferpa-101-colleges-universities>

All GAs and Lecturers must print out the “Certificate of Completion” offered at the end of the course and submit to the Associate Chair/Director of Graduate Studies by November 1 after their start of employment. GAs and Lecturers must recertify themselves in this course every three years.

*University Policy on Final Exams*

[Academic Policy 1500.20](http://provost.uark.edu/policies/150020.php) sets forth university policy regarding final exams and dead day. All GAs and Lecturers are required to adhere to the following:

* Final exams are to be given during the scheduled final exam period.
* The last exam for the semester is considered the final exam, and it should be administered during the final exam period (not the last week of class---no exam should be required during the last week)
* Students **cannot** be required to participate in any class or extracurricular activities (including make-up exams) on Dead Day or Saturday or Sunday between Dead Day and the final exam period
* Students may not sit for more than two final exams in a single calendar day. Students with three or more final exams have the right to an alternate exam date for each exam exceeding two. They must submit a formal request for an alternate date in writing, along with an official copy of their class schedule for verification purposes, to the professors of those classes involved to see if one will voluntarily move the exam. If voluntary accommodation is not achieved, instructors of classes with lower enrollments will have to accommodate before classes with higher enrollments
	+ Requests must be submitted on or before the last day to drop a full semester class with a mark of “W.” Professors will provide the student with an alternate exam date and time no later than one week after the last day to drop a full semester class or classes with a mark of “W.” All rescheduled final exams are to take place during the university designed final exam dates and times. If a student has an objection to the alternate exam date/time, she or he may appeal to the instructor’s department chair.
	+ If a student does not submit the request before the last day to drop in a semester, the instructor is not required to make an accommodation, though the department suggests making an accommodation if possible.

*Policy on Retention of Records*

[Academic Policy 1480.10](http://provost.uark.edu/policies/148010.php) requires instructors of record to maintain records of student performance (ie grade books) for at least two years after the assignment of the final grade in a course. Any assignments that the instructor has not returned (ie bluebook final exams or final papers) must also be retained for two years. The department will keep all gradebooks and final exams of lecturers and GAs after they leave University employment until the two year period has expired.

*Office Space for GAs and Lecturers*

Office space will be assigned to GAs and Lecturers based on seniority each year. Due to space concerns and the complications of moving large numbers of staff each summer, individual requests for office placement will not be accepted. GAs/Lecturers must vacate their office within 48 hours after their last final exam if they are notified of a move at the end of an academic year. New office space will be available to move into the Monday after commencement.

GAs and Lecturers will be assigned a desk with a computer. It is the GA/Lecturer’s responsibility to maintain their desk and computer and notify the History administrative staff if their equipment fails. Computer equipment (tower, monitor, mouse, keyboard, etc) should NOT be moved from the desk it is assigned to. No personal data should be saved on each computer as the computer could be changed at any point updated systems become available. Offices are shared workspaces. Please be considerate of other GAs and Lecturers as you work.

*Business Cards and Stationary*

All funded PhD students have access to departmental stationary and business cards. PhD students receive one set of business cards during their time in the program. Students choose when to receive business cards. There will be an open call in the fall to order. The department will order students a second set of business cards but the student must pay for them.

Departmental stationary and envelopes are available in Old Main 416. Electronic stationary is available on the department’s sharepoint site.

*Summer Course Scheduling*

There are limited opportunities to teach summer courses for lecturers and GAs who have been instructors of record in the past. Courses will be scheduled according to seniority. Lecturers and GAs should not automatically expect that a course will be available to them and should seek other employment opportunities over the summer. Courses must adhere to university guidelines for minimum enrollment as specified in [Academic Policy 1640.10](http://provost.uark.edu/policies/164010.php) (14 for a 1000 or 2000 level; 10 for a 3000 level).

Addendum:

# How to Teach Online in the Department of History

Teaching online is different than teaching in person. To help you navigate these different worlds, Global Campus and the History Department have developed some guidelines because we believe that consistency for our online students is central to the success of our department’s online program.

These best practices include what you should consider changing in the course you will teach, some things that you should not change, some actions to take before the class begins, some tutorials on how to use the tools available in the Blackboard system, the best practices you should use while teaching the course, and some things to consider after the class concludes.

## Before Class Begins

* Get the “shell course” content into the current course shell for the semester. Dr. Gigantino can assist with this.
	+ Notify Learning Technology Support team (tips@uark.edu) for customized banner of your course w/your name. There is likely an existing template; if not, you will be asked to approve an image.
* The following courses don’t have a required paper textbook, as they are completely OER: HIST 1113, 1123, 2003, 2013, and 3383
* Each course (except AAST cross-listed courses) has a section written by the designer for the instructor that details the assignments, course, and what you specifically need to do before starting to teach. This is a “plug and play” model so the amount of “course design” that you have to do as an instructor is minimal.
* Add a contact policy to your syllabus.
	+ Students expect faculty to be present in the course when they are. If they ask a question, unless told otherwise, they might sit and wait for an answer. Let the students know the best way to contact you and how long to wait for a response. Typically, 24 hours during the week and 48 hours on the weekend. However, sooner is always better. This approach differs from the general HIST policy that requires a response within 2 days—online teaching requires more access via email.
	+ Schedule a minimum of 2 virtual office hours per week.
* Develop a set of explicit expectations for your learners and for yourself regarding how you will communicate and how much time students should be working on the course each week.
* Add a feedback policy to your syllabus.
	+ Online students seem more anxious about feedback and grades. Give them an idea of how quickly you will grade and provide feedback. Typically, for small assignments, most instructors provide it within 2-3 days, but for larger papers and multi-part projects, it might be a week or more.
* Review and/or edit the Start Here section for correct information. The Start Here section is intended to replicate the class orientation of the first day of class. You might have students new to online or new to Blackboard and, therefore, orienting them to the course (where to find the syllabus, where to find lesson content, assignments, etc.) is key.
	+ Record your own introduction video that shows your face and outlines the course for the students.

## Review the Course as a Whole

* Don’t eliminate assignments or links
* Don’t change assignments or grading systems without checking with Dr. Gigantino.
* Remember to [**make the course available**](http://tips.uark.edu/make-your-course-available/)once the course content is copied and updated. By default, courses remain unavailable to students.
* Use Global Campus’ [readiness checklist](http://tips.uark.edu/wp-content/uploads/2013/12/course_ready_checklist_New.pdf) to determine if your course is ready for the start of a new semester.

## You Can Search [TIPS.uark.edu](https://tips.uark.edu/) or email TIPS@uark.edu if You Need Help with Any of the Following)

* How to add/hide instructor information
* How to add/change due dates
* How to set assessments (pools/tests)
* How to set assignments and provide grading and feedback, including use of rubrics
* How to set up testing protocols.
* How to set up introduction blog or discussion
* How to set up external grade collection
* How to use virtual office hours
* How to access Instructor help on Blackboard site and TIPS

## While Teaching the Class - Our Best Practices

* Be present in the course.
	+ Host an "Introduce Yourself" discussion or blog in the course. Let the students interact informally with other students and you.
	+ Get in the habit of sending out a "Welcome to the Week" message at the beginning of each week. Tell the students what to expect, what to look for as they study, and remind them of any assignments due that week.
	+ Write announcements ahead of time that can be scheduled for release or quickly posted at different times during the week.
	+ Participate in a weekly discussion. You can be a participant or a guide to keep the conversation on the right track.
	+ Schedule special online office hours, being available by chat/Collaborate, e-mail, or phone, particularly when learners are likely to be working on an important assignment.
	+ Hold 2 hours of online office hours
		- If you are going to be unavailable for an extended period of time or your regular contact hours change, (e.g. sickness, conference, travel, etc.) communicate that to the students.
* Follow your stated feedback and contact policy
	+ Give quick and meaningful (or personalized) feedback.
		- Some of the most valuable communication with your students is the guidance you provide through feedback on assignments. Try to avoid simply clicking on point totals on a rubric; instead, write a short response.
			* Strive for written responses for students on every assignment.
	+ Respond to emails within 24 hours.
	+ Grade all materials within 72 hours after due dates; longer assignments within one week.
* Honor your virtual office hours.
* For all major written assignments, you should use the Blackboard SafeAssign tool.

## More Help

* For computer/technical help call IT Support at (479) 575-2905 for immediate help or email bbhelp@uark.edu.
* Browse the [Teaching Innovation and Pedagogical Support (TIPS) site](https://tips.uark.edu/).
* Who to ask for help?
	+ Technical issues with the system or the course – IT Help Desk (you will be routed to a Blackboard specialist).
	+ Questions about the course design or best practices – Instructional Designer.
	+ Questions about specific assignments – Department Chair.
	+ Unresolved issues – Departmental Chair.

*Helpful Numbers and Resources*

CEA – Center for Educational Access

<http://cea.uark.edu/>

209 Arkansas Union

(479-575-3104) or ada@uark.edu

CAPS – Counseling and Psychological Services;

<http://health.uark.edu/departments/counseling-psychological-services.php>

Pat Walker Health Center

479-575-5276

U of A Cares

<http://uofacares.uark.edu/>

325 Administration Building

479-575-5004

* Suggested Syllabus statement: If something bad happens in your personal life that causes you to miss assignments or substantial portions of class, please contact the U of A Cares office (479-575-5004) in the Dean of Students Office (<http://uofacares.uark.edu/>). They can help you navigate troubles, connect you with resources, and contact all of your professors at once so you can stay on track academically.

CLASS+ (Center for Learning and Student Success)

<http://class.uark.edu/>

* Class+ in Gregson Hall (479-575-2885) or elc@uark.edu
* +Writing Support in Kimpel Hall (479-575-6747) or writcent@uark.edu

*Scholarship of Teaching and Learning*

[*Academe: Magazine of the AAUP*](http://www.aaup.org/reports-and-publications/academe)

Ayers, Edward. *The Next Generation of History Teachers: A Challenge to Departments of History at American*

*Colleges and Universities* ([online resource](http://www.historians.org/pubs/Free/historyteaching/index.htm))

Calder, Lendol. “Uncoverage: Toward a Signature Pedagogy for the History Survey,” *Journal of*

*American History* 92 (March 2006): 1358-70. [Link to article](http://0-jah.oxfordjournals.org.library.uark.edu/content/92/4/1358.full.pdf%2Bhtml)

[*The Chronicle of Higher Education*](http://chronicle.com/section/Home/5/)

Galgano, Michael J. *Liberal Learning and the History Major* ([online resource](http://www.historians.org/pubs/Free/LiberalLearning.htm))

[Indiana University Teaching Handbook](http://teaching.iub.edu/handbook_toc.php)

[Lynda.com](file:///C%3A%5CUsers%5Cjgiganti%5CDesktop%5CUARK%20HIST%20DGS%5CGrad%5CGraduate%20Handbook%5Clynda.uark.edu)—online courses and tutorials

McClymer, John. *The AHA Guide to Teaching and Learning with New Media* ([online resource](http://www.historians.org/pubs/Free/mcclymer/index.cfm))

Pace, David. “The Amateur in the Operating Room: History and the Scholarship of Teaching and

Learning,” *American Historical Review* 109 (October 2004): 1171-92. [Link to article](http://0-www.historycooperative.org.library.uark.edu/journals/ahr/109.4/pace.html)

[*Perspectives on History: The Newsmagazine of the American Historical Association*](http://www.historians.org/Perspectives/index.cfm)

Resources for History Graduate Students and Early Career Professionals ([online resource](http://www.historians.org/grads/index.cfm))

Stearns, Peter N. “Why Study History?” ([online resource](http://www.historians.org/pubs/Free/WhyStudyHistory.htm))

Wally Cordes Teaching and Faculty Support Center at the University of Arkansas ([online resource](http://tfsc.uark.edu/))