University of California, Merced

New Instructor Handbook

School of Social of Social Sciences, Humanities & Arts

[updated 01/09]

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ENROLLMENT

What do I do if a student attended class all semester and then I find out s/he is not enrolled?

Please check your class lists regularly, particularly the first through fourth week of instruction, and ask students to make necessary adjustments in their class schedule before the deadline. If you discover before the last day of instruction that a student is not properly enrolled, inform the student that she may appeal to the dean for a late add of the class. Late adds are rarely approved.

What do I do if a student's name doesn't appear on my UCMCROPS course roster?

If the student's name is not on the UCMCROPS roster, the student is not enrolled in the course. Through week three, the student can enroll by filing the appropriate paperwork (see "Deadlines"). After week three, inform the student that he needs to appeal to the dean of the appropriate school to add the course. Please keep in mind that requests to add courses after the fourth-week deadline are rarely approved.

DEADLINES

What's the last day students can change their class schedules?

Beginning Fall 2006, the following add/drop deadlines are in effect:

Adding a course:
First week of courses: Students may add if space available
Third week of courses: Students may add only with instructor approval
Beyond the third week of courses: Students may add only with instructor and dean's approval; fee assessed

Dropping a course:
First through fourth week of courses: Students may drop with no penalty
After the fourth week of courses: Students may drop only with the instructor and appropriate dean's approval; fee assessed

Changing grading options:
First and second week: Students may change grading options as the course allows
Third week and beyond: Students may change grading options only with the appropriate dean's approval

Please help us by reminding students to check and update their schedules early in the term. Lack of attendance or lack of knowledge about course enrollment does not constitute sufficient grounds for an exception to the deadline.

For courses taken during the summer, deadlines vary. Refer to the Summer Sessions website for specific dates.

What are the dates of this semester's holidays?

See the campus academic calendar, found online at http://registrar.ucmerced.edu. All holidays are noted on this page.

When do classes start next term?

All information about semester start/end dates, holidays, and exams is noted on the campus academic calendar, found online at http://registrar.ucmerced.edu.

GRADES

When should I give an Incomplete? How do I determine whether or not an Incomplete grade is justified?

You may assign an Incomplete grade if the student's work in your course has been of passing quality but is incomplete for reasons beyond the student's control (e.g., sudden illness). A student should make prior arrangements with you concerning the Incomplete grade, as you may be required to specify the reason for the Incomplete grade to the School chair or on the course report. An Incomplete grade is given at your discretion. Please refer to the general catalog for further information on Incomplete grades.

What happens when an Incomplete lapses?

Any Incomplete grade that has not been replaced before the deadline will, at that time, lapse to a grade of F (or NP if taken passed/not passed). After that time, but not retroactively, the grade is counted into the student's grade-point average. Once the grade has lapsed a student is allowed to repeat the course under the repeat rules of the University.

How do I submit a grade when a student has finished an Incomplete?

The student should give you a form called "Petition to Remove an Incomplete" at the time she finishes the final work for the course. The student should fill in the information on the top half of the petition and the petition should have a stamp from the Registrar indicating the five-dollar processing fee was paid. Please complete the lower half of the form, noting the student's grade. The petition should then be sent to the Registrar. Students can download a PDF version of the petition from the Registrar's website.

How much time are undergraduates given to make up an Incomplete? Are there extensions?

For an Incomplete given in the fall semester students have until the first day of classes the following fall to complete the work. For an Incomplete given in spring or summer the student has until the first day of classes for the following spring to complete the work.

Can a student remove an Incomplete by repeating the course?

No, a student cannot remove an Incomplete by repeating the course. If the student repeats the course the incomplete will lapse to an F or NP. A student should not enroll in a course in order to make up an Incomplete. She should arrange to audit the course informally if that is required in order make up the missing work for the course.

Under what circumstances should or may I change a grade that I already submitted? How do I do it? Is there a form to change a student's grade?

You may change a grade due to a clerical or procedural error. Grade changes may not be made on the basis of a reassessment of the quality of the student's work. A grade change can be done either via petition or by a memo on School letterhead to the Registrar. Please provide an explanation for the change in grade. In SSHA you would contact the Instructional Services Coordinator who would provide the confidential form and envelope to you.

What do I do if a student comes to me with a complaint about the grade a TA assigned?

If you are the instructor of record for this course, you must be involved in the grade appeal. Grade grievances can be brought by a student if she feels that issues such as race, politics, religion, sex or sexual harassment affected her grade or if her work was evaluated by other criteria that did not directly reflect her performance of the course requirements. More commonly students will challenge a grade based on academic grounds. Please refer to the question "What if a student wants to grieve a grade" for further information on grade grievances procedures.

What if a student wants to grieve a grade? What rights do students have? What rights do I have as the instructor? What are the procedures? If it happens at the end of the semester, what grade do I assign?

A student has a right to bring a grade grievance if he or she believes that "improper academic criteria" were used to evaluate his or her work.

If a grade grievance comes at the end of the term, please assign the grade you believe is appropriate based on your grading policy and your evaluation of the work submitted by the student. However, more commonly students will contest a grade based on academic grounds, i.e., they disagree with the grade assigned. If a student has a grade grievance based on academic criteria it is suggested that you either meet informally with the student to try to resolve the dispute or ask him to address his concerns in writing. If you disagree with the student's challenge, you might offer to write a letter for the student's file describing in detail the reasons for the grade and any extenuating circumstances that may have influenced your grading.

If a challenge arises, you can expedite its resolution by preparing a written description of course content, measures used to evaluate student performance, and a complete record of the individual student's work.

Grade changes can occur only as the result of clerical or procedural errors. Grade changes should not occur as result of a re-examination or the submission of additional work after the close of the term. We would encourage you to help students understand that academic integrity and fairness to the other students in the course prevent you from re-evaluating their individual work with an eye towards a grade change. You are under no obligation to re-evaluate papers or exams except for clerical or procedural errors.

Clearly written grading policies on your syllabus will help to avoid grade disputes. Also, if you make changes to the written grading policy during the semester it is recommended that you put the changes in writing and distribute them to your students. Finally, careful record keeping throughout the semester will help in any grade challenge.

Can I let the TA decide on a contested grade?

As the instructor of record you should be involved in any grade disputes. Remember that grades are to be adjusted only to correct errors in procedures or clerical mishaps, not due to a re-evaluation of the student's work. Whether you determined the final grade or not, any grade dispute in a course for which you are the instructor of record does involve you.

Do I have to give all the students, even the ones taking the course P/NP, a letter grade?

No, you can assign these students either a P, NP or Incomplete as appropriate. However, it is helpful to record the letter grades, as they will come in handy in situations such as a retroactive change of grading option request.

What is the lowest passing grade for a student taking my course P/NP?

A student must complete work of C- quality (or better) to qualify for a Pass grade.

What is the deadline for students who want to change their grading option?

Students may change their grading option from P/NP to letter grade through Friday of the second week of instruction. Summer Session deadlines vary. The deadline dates for this term are available on the Office of the Registrar website.

When should or may I give a No Report (NR)?

Please do not assign a No Report grade under any circumstances. This designation is reserved for the Registrar only; it's used to note that the instructor for this course did not submit a grade. It should not be used in lieu of assigning a grade. Please assign an F or NP grade if the student has not attended your class nor turned in assignments. An F or NP grade will not penalize students who have dropped the course by the fourth-week deadline of the semester or have withdrawn from the University.

This student was never in my class. What grade should I give her?

It is likely that the student intended to drop the course and did not do so in the appropriate timeframe. Please assign the student a failing grade. An F or NP grade will not penalize a student who has dropped the course by the fourth-week deadline or withdrawn from the University.

What constitutes failing a course?

A grade of F is failing grade. Grades of D, D+ or D- are given unit credit towards graduation. The General Catalog describes the grading policy.

Am I doing a student a favor by giving him or her an F instead of a D?

You are not necessarily doing the student a favor by assigning an F rather than a D grade. A grade of D is considered a passing grade and the student will receive unit credit towards his or her degree while a grade of F is a failing grade and carries no unit credit. A student may repeat the course whether he received a D or an F, following the repeat guidelines of the University.

When the student repeats a course, the grade received in the course the second time will replace the original grade in the calculation of the student's grade point average. In effect the GPA will reflect the most recent grade. Whether the student received a D or an F, if he repeats the course and does better the second time, he will improve his GPA. A student can repeat up to 12 units to improve his or her GPA in this manner. For additional courses repeated after the 12 units the two grades will be averaged together.

The student hasn't turned in her final paper yet. How can I give her a final grade?

If the student has not contacted you regarding the final paper you should award her the grade she would earn in the course if she does not submit the final paper. If, after grades are submitted to the Registrar, you determine that the student's failure to submit the paper and to contact you regarding the final paper was due to circumstances beyond the student's control you can submit a grade correction memo to the Registrar, and assign the student an Incomplete grade. In order to receive her final grade after that, the student must obtain a Petition to Remove an Incomplete Grade (download a PDF version of the form from the Registrar's website) and file it along with completing the final paper within the deadlines for removal of an incomplete grade.

Are there guidelines for assigning grades?

There are no campus-wide standards. In large lecture courses, however, instructors are expected to help section or lab leaders reach a consensus about grading as well as policies on such things as late assignments and student requests to submit revised work or earn extra credit. Within reasonable limits, the way of assessing the quality of student's performance in a course and the guidelines for assigning grades in a course are determined by the instructor in accordance with School practices.

What do I need to know about UCMCROPS?

At a minimum, you should be familiar with the grading feature in UCMCROPS. This feature allows instructors to submit their final grades electronically. This system replaced the use of pre-printed course reports and eliminated the need to pencil in students' final grades on paper. UCMCROPS is the only mechanism for reporting final (and midterm) grades.

What do I report on UCMROPS if a student stopped attending class or did not take the final exam?

If the student stopped attending the course at some point during the semester it is possible that she has dropped the course. Unfortunately, students are not required to inform you that they are dropping your course. If the student's name appears on your final electronic or paper course report you should assign whatever grade is appropriate for the student based on work completed

(if any) and on all assignments, tests, etc that were missed. Please remember that an F or NP grade will not penalize a student who has dropped the course by the fourth week of the term or withdrawn from the University.

If the student did not take the final exam, but has completed other work for the class, again please assign the student a grade based on the work completed, averaged in with the F for the missed final exam. If there are extenuating circumstances for this student, it is the student's responsibility to contact you regarding the missed final. You are under no obligation to assign an Incomplete grade and are encouraged not to do so unless you have spoken with the student and determined that this is the appropriate course of action.

When are grades due?

Grades are due 72 hours after the final exam, please consult the published final exam schedule (online at registrar.ucmerced.edu). If no exam is given, grades are due 72 hours after the last day of instruction.

What happens if I turn in my grades after the deadline?

If grades are turned in after grade processing is complete, the delay may affect the student's academic status. If you know you will not be able to make the deadline, you MUST arrange an extension with the Registrar's Office.

The Registrar's Office no longer accepts class lists with grades or memos for an entire course from an instructor who did not submit grades via UCMCROPS. Instructors are required to write an individual memo for each student whose grade is not processed electronically.

What is the purpose of the mid-semester grades? Do I have to turn them in? What if I haven't given a midterm or graded any assignments yet?

Mid-semester grades provide students in lower division courses with early feedback (both positive and negative) about their academic performance. Mid-semester grades provide an opportunity for students to receive positive reinforcement and motivation if they are doing well, and to identify those who are struggling. Mid-semester grades for all lower division courses only are reported at the end of the seventh week of the semester, and all grades are submitted as letter grades for letter-graded courses (regardless of whether the student has elected to take the course as P/NP). If a course is P/NP only, all grades will be submitted as P/NP. Mid-semester grades are notational grades which are used to help ensure the academic success of UC Merced students in lower division courses. These grades are not recorded in any permanent record or on a student’s academic transcript.

Why should I bother with mid-semester grades?

Mid-semester grades are mandated for all lower-division courses. Mid-semester grades are used to alert a student to academic difficulty. The SALC, as well as the individual Schools, are

informed when a student receives a notification. Your participation in this process allows the advising office to reach out to students who are having difficulties.

How do I submit my students' mid-semester grades electronically?

You can use the e-grading system of UCMCROPS to assign midterm grades for fall and spring during the eighth week of the semester. The Registrar's Office will notify your School when the system is open. Your School should then notify you that you can submit midterm grades. The actual process for assigning midterm grades is the same as for assigning final grades.

What do I do if I don't like the date set for my final exam?

The date and time of final exams are based on the day and time the course is offered. Talk to your School Instructional Services Coordinator about your needs before the Schedule of Classes is finalized. After the schedule is set, if you would like to change your exam date, you are required to make a formal written request, which is unlikely to be approved – except in extenuating and unanticipated circumstances.

What do I tell students who want to take my final at a time different from the one listed?

Except for students who are registered with the Disability Services Center (DSC) and who have been approved by DSC for such accommodations, *you are under no obligation to offer a final exam except at the stated time in the Schedule of Classes*. If you wish to offer an exam at an alternate time you will be responsible for finding a location and appropriate supervision for the exam. Check with your School's Instructional Services Staff to see if it offers such options. If the student has a DSC recommendation for either extended time or a different location, the DSC Program Specialist for that student can provide necessary location and proctoring services. The student must make prior arrangements with both you and his or her DSC specialist for test accommodations. Please see information on the DSC website regarding accommodations for testing.

A student says that the final exam day is a religious holiday. For which religious holidays should I make accommodations?

UC Merced's campus' policy for accommodation of students who miss exams because of their religious commitment is distributed annually at the beginning of each fall semester. The policy follows:
"ACCOMMODATION OF RELIGIOUS CREED: In compliance with Education code, Section 92640 (a), it is the official policy of the University of California at Merced to permit any student to undergo a test or examination, without penalty, at a time when that activity would not violate the student's religious creed, unless administering the examination at an alternate time would impose an undue hardship which could not reasonably have been avoided. Requests to accommodate a student's religious creed by scheduling tests or examinations at alternative times shall be submitted directly to the faculty member responsible for administering the examination. Reasonable common sense, judgment and the pursuit of mutual goodwill should result in the

positive resolution of scheduling conflicts. The regular campus appeals process applies if a mutually satisfactory arrangement cannot be achieved."

Are instructors required to keep final exams and grading records? For how long?

Instructors may opt either to return final exams (or copies of them) or to retain them. If final exams are not returned, then instructors should retain final exams for thirteen months after the date of the final exam. The grading records also play a very important role in the dispute or challenge should one arise. Since students have two semesters after the completion of a course to file a grade grievance, it would be wise to save records for the same 13 month period as required for final exams.

Can I assign a final exam or course assignment to be due after my scheduled final exam date?

All due dates for course assignments/exams must be assigned no later than the course's scheduled final exam date.

CONFIDENTIALITY

I'd like to inform my students of their grades on an exam, or for the course. If I post a list of student ID numbers and grades outside my office door, am I violating any laws by doing this?

ID numbers and grades are confidential information, and posting such information (without prior written consent from every student on the list) is a violation of FERPA regulations. Particular care should be taken with the student ID number, because it is now one of two keys used for accessing student records electronically. Students can easily look up their course grades on UCMCROPS—and you'll be doing them a favor when you encourage them to use that system.

Is it ok to leave my students' graded midterms in a bin outside my office door for them to pick up?

No. Exams are considered student records.

A parent of one of my students wants to know what history courses her daughter has taken, what scores she has received, her overall GPA, and her current academic status. How should I respond to her request?

Under no circumstances may you release to any third party, including a student's own parents, information of this nature, unless you have written authorization from the student to release the information.

A parent has telephoned my office in desperation. He said, "I need to contact my son because his sister has been seriously injured in an accident. Can you please give me his class schedule so I can locate him?" How should I respond?

In emergency situations, refer the caller to the UC Merced Police Department at (209) 228-2677. At the discretion of the police and the Office of the Registrar, disclosure of a limited amount of information may be made to appropriate parties in connection with an emergency when the information is necessary to protect the health and safety of the student or other persons.

Under what circumstances am I allowed access to a student's file?

Faculty may have access to public information that the student has not restricted, and to confidential information for which the student has provided an appropriate written authorization, or under Legitimate Educational Interest/need to know. Faculty members may view their own class lists and e-mail addresses of students enrolled in their classes via UCMCROPS.

Can I get a list of the email addresses for the students in my class?

Yes, UCMCROPS has a built in messaging system that allows you to email enrolled students. The student email addresses are pulled automatically from the campus directory. To comply with FERPA regulations, the student email addresses are suppressed in the outgoing message. You

can also send email to individual students by clicking the linked email address in the student roster available on UCMCROPS.

You have access via UCMCROPS to the email addresses of students enrolled in your class. Since you have what's termed a Legitimate Educational Interest in this information, you may email your students messages related to the course even if some of them have asked that their email addresses not be released. Please put the students' email addresses in the "bcc" line (not the "to" line) of your message, so you won't inadvertently reveal their addresses to anyone without a legitimate educational interest.

Is it ok if I send my students their grades by email?

If a student, whom you can positively identify, has submitted a written request (signed and dated) to you in person, authorizing you to send him his grades electronically, you may do so. Please inform the student that you will use only the official email address on record with the university, which you can get from UCMCROPS. If the student submits the request by email, the Registrar recommends that you not provide the grade electronically: it can be difficult to know for sure that the email really came from the student. However, the best and easiest response to such a request would be to refer students to UCMCROPS.

ACADEMIC DIFFICULTIES

I have a student who can't write a paragraph—where can I send him for help?

Refer students to the Student Advising & Learning Center. The SALC offers workshops and tutoring for students who need assistance with writing and many other subjects.

I have a student who doesn't have the mathematical preparation necessary for my course. What should I do?

Alert the student to your concerns and refer him to the Student Advising & Learning Center for more assistance. The student may need to drop your course. If you believe the student could succeed in your course with some additional support, direct him to the Student Advising & Learning Center. The SALC offers study groups, tutoring, workshops, and adjunct courses for students enrolled in a variety of Math courses.

What is probation? Dismissal?

Students are placed on *academic probation* if their cumulative UC GPA falls below 2.0. If the student does not bring her cumulative UC GPA up to a 2.0 the following semester, she becomes *subject to academic dismissal*. Students are also *subject to academic dismissal* if their UC Merced GPA for a given term falls below 1.5. Students in the latter category must attain both a 2.0 cumulative GPA by the end of the probationary term and a 2.0 GPA for the individual term itself.

STUDENT CONDUCT

What are a faculty member's best resources in cases of academic dishonesty?

Academic dishonesty strikes at the heart of a university's function and self-definition. When you suspect academic dishonesty, it is your obligation to investigate and, if suspicions are confirmed, to confront the student with the fact and determine an appropriate penalty. Of assistance at such times is the Office of Student Judicial Affairs (SJA), formerly the Office of Student Conduct. At the request of the instructor, SJA will investigate and help resolve suspected violations of the Code of Student Conduct, including both academic and non-academic issues.

Even if you don't engage SJA to help you resolve a violation, you are encouraged to report cases of academic dishonesty to SJA so that its files will be as complete as possible.

What steps can I take to prevent academic dishonesty?

The SJA recommends the following measures:
• Inform students of academic standards for scholarship and conduct;
• Explain how cheating harms students and describe campus sanctions;
• Minimize the opportunities for cheating and plagiarism;
• Take visible actions to detect dishonesty so that students know you will not tolerate cheating;
• If cheating occurs, respond swiftly with disciplinary measures.

What is plagiarism?

All written work submitted for a course, except for acknowledged quotations, must be expressed in the student's own words. It must also be constructed upon a plan of the student's own devising. Work copied without acknowledgement from a book, from another student's paper, from the internet, or from any other source is plagiarized. Plagiarism can range from wholesale copying of passages from another's work to using the views, opinions, and insights of another without acknowledgement, to paraphrasing another person's original phrases without acknowledgement.

What steps can I take to help prevent plagiarism?

The Office of Student Judicial Affairs (SJA) has many good suggestions, including the following. Please see the SJA faculty handbook available on the SJA website for many other useful strategies (http://studentlife.ucmerced.edu/2.asp?uc=1&lvl2=121&contentid=170).
• Clarify the distinctions between plagiarism, paraphrasing and direct citation;
• Ask students to seek permission before resubmitting previous academic work to you;
• Change your paper topics and exam questions as often as is practical;
• Request that students submit rough drafts before or along with final versions of papers;
• Assign a variety of short in-class papers during the term.

What is the penalty for plagiarism?

The submission of such work will, under University rules, render the offending student subject to an F grade for the work in question or for the entire course, at the discretion of the instructor, and will also make the student liable for referral to the SJA.

Should I confront a student whom I suspect of plagiarism?

If possible, yes. Students who have plagiarized often confess when the evidence is clear, or after judicious questioning about their topic, style, etc. If you feel threatened or for some other reason uncomfortable, refer the matter to the Office of Student Judicial Affairs (SJA).

What if I strongly suspect but have not proved plagiarism?

You may not lower a grade or fail a student on a suspicion of plagiarism.

What if the instructor is a TA?

The TA is no different from any other instructor and may follow the course of action outlined above, including referral of an uncertain case.

How can I find out about other forms of academic dishonesty not covered above?

Please see the Office of Student Judicial Affairs' Instructor's Guide for the following transgressions, with helpful subheadings:
• Furnishing false information in the context of an assignment;
• Creating an unfair advantage for oneself or a disadvantage to another, e.g. contaminating a lab sample;
• Theft or damage to intellectual property, e.g another student's paper;
• Selling or distributing course lecture notes, etc. without the permission of the instructor.

What can I do to stop a student from disrupting class?

Such cases are among the most distressing of an instructor's experiences in the classroom, not to mention the effect on the class as a whole.
If the student exhibits threatening behavior towards you or other members of the class, call the UC Merced Police Department at (209) 228-2677.

If the disruption is non-threatening, try to meet privately with the student to review what is and is not acceptable behavior. Document all contacts with the student, including dates, times, and locations when incidents occurred, and your response. It is your right to expel a disruptive student from your classroom—but only for that day's session. He has the right to return to class the following day, and may remain so long as the disruptive behavior is not repeated. If it is, the instructor should contact Office of Student Judicial Affairs, which can coordinate campus-wide resources to assist the instructor and the student involved.

SPECIAL ARRANGEMENTS

A student with a disability is enrolled in my class. What adjustments or other accommodations should I make?

There are many kinds of disabilities, and they affect students in many different ways. Specific answers about what an instructor must do will depend on an individualized analysis of each student's need. You have the resources of the Disability Services Center (DSC) for help with this, and it is in your best interest (logistically, legally, etc.) to use that help.

DSC will make sure that a student is indeed entitled to accommodations in your class, and perform the professional assessment of what those accommodations should be. All you have to do is refer the student to DSC and request that he acquire a "letter of accommodation" from a DSC professional. Once you have a "letter of accommodation" from DSC, you need only follow the recommendations in that letter.

What if I am concerned about, or object to, a recommendation in DSC's "letter of accommodation"?

If you are concerned that the recommendation is not appropriate for your particular class, then you should contact the signatory. The Disability Services Center advisors know that their recommendations can occasionally inadvertently compromise the purposes or standards of a class, and are ready to discuss such concerns with you.

The goal is to find a way to accommodate the student in a manner that does not fundamentally alter the essential performance standards of your class. If there is an unresolved disagreement after a good-faith effort, there is a process for pursuing the matter. Note, however, that the DSC Advisor's recommendations must be followed until they are overturned or modified.

How far in advance must students with disabilities inform an instructor about needed accommodations?

Students who work with the Disability Services Center are strongly urged to communicate with instructors as soon as possible. However, the University must make every feasible effort to accommodate students regardless of the notice.

A specific answer to this question would need to be given in the context of the necessary accommodation. For example, a student who has a vision impairment may need to use a dark pen and write in large print. Perhaps she will need to write the short answers on a separate sheet of paper instead of in the blank spaces on the test document itself. This accommodation really doesn't require any advance preparation, so not much advance notice may be needed. On the other hand, if a student's accommodation requires the arrangement of a separate, quiet room, a proctor, or both, then more time is obviously needed. For such matters, especially when a proctor must be arranged, it is reasonable to expect advance notice of three to five working days.

What can I do to help prevent problems related to students with disabilities in my classes?

Fundamentally, your responsibilities are to assure equal opportunity in your classes for all students with disabilities who are qualified to be in your classes, and to protect students' confidentiality in the process. Here are a few things you can do:

1. Include guidance in your syllabi and other course-related handouts, websites, and the like. Consider announcing similar information in your first days of class. Here's some recommended wording:

   If you need disability-related accommodations in this class, if you have emergency medical information you wish to share with me, or if you need special arrangements in case the building must be evacuated, please inform me immediately. Please see me privately after class or at my office.

   Students who need academic accommodations (for example, a note taker) should request them from the Disability Services Center. DSC is the campus office responsible for verifying disability-related need for academic accommodations, assessing that need, and planning accommodations in cooperation with students and instructors as needed and consistent with course requirements.

2. Make sure all course-related websites are accessible to users with various disabilities. For a discussion of various disabilities and web usability, see the World Wide Web Consortium's (W3C) How People with Disabilties Use the Web.

How do I obtain exam room and proctoring assistance?

If you are provided with a TA, they should be your primary resource for proctoring assistance. If you do not have a TA, please contact the School's Instructional Services Staff for proctoring assistance.

ENRICHMENT

How do I set up a basic course website?

UCMCROPS automatically generates a basic site for every lecture course. You may enhance your basic site with links to your photograph, personal web page, syllabus, office hours, etc.

How can I learn more about using web-based instructional technology in my courses?

Information Technology's Classroom AV Support Unit offers orientation sessions to introduce faculty to the course website options available, training sessions to teach instructors the basic skills necessary to use course management tools, and consultations to work with instructors on individual solutions.

I'd like to videotape my class and put it up on the web. How do I do that?

In certain instances, Information Technology can work to produce live webcasts of selected courses. For information contact IT.

How do I get a classroom with media equipment?

All classrooms are equipped with an AV package designed to allow the instructor to project audio and video (DVD or computer images).

How do I get the library to make special arrangements for a class text?

Contact the Kolligian Library for special arrangements.

How do I get the library to digitize supplemental course materials for my course?

The Kolligian Library has a special page dedicated to digitizing additional course materials (http://ucmercedlibrary.info/scr/index.html).

How can I be sure that my undergraduates know how to use the library for research?

Make your undergraduates confident researchers by sending them to a library workshop. Better yet, ask a librarian to tailor a presentation to the exact needs of your class. Contact the Library for more information**.**

What do I do if I want to team teach with someone in another School?

You and your teaching partner need to talk to your School chairs about teaching load and possible compensation issues. Will you cross-list your course, that is, offer it for credit in two or more Schools? If so, you may need special scheduling arrangements. If it is a new or cross-listed course it will need to be approved by the School faculty as well as UGC before the schedule of classes goes to the printer.

What is a Freshman Seminar? How do I offer one? (And why should I?)

A Freshman Seminar is a one-unit course, usually meeting one hour per week and enrolling no more than 15 first-year students. The program enables meaningful contact between faculty and freshmen and allows both to participate in the thoughtful exploration of a research topic.

Students tell me they need a sponsor for an internship, that the agency offering the position requires them to receive units as a condition of the internship. Should I sponsor them for units? Is it appropriate to enroll them in a 199 course?

Check with your School Advising Office. Some Schools have courses that are specifically designated for internships or experiential learning, and special requirements for enrollment. These "field studies" are usually numbered 191. A 199 course is usually reserved for independent study or research.

Students ask me, "What can I do with this degree?" I know about academia, but I'm not really familiar with the market experience of recent graduates. How can I help these students?

The Career Center also offers services, including workshops that give students an opportunity to hear from graduates in their field who have gone into various sectors.

How can I get undergraduates to assist me with my research?

In many instances, students may enroll in a section of 199 as they pursue research with faculty. Remember that "Supervised Independent Study" courses (199) are intended for student-initiated research, so while the student project may be closely allied to your research, the student goals should take precedence in the contract for 199 units.

If you have funds to pay a student, you should see your School personnel manager about steps necessary to advertise and hire a student assistant.

A student approaches me with an interesting research project. How does she get units for her research?

All Schools offer a 199 course, usually called "Supervised Independent Study." This is appropriate for many projects but is available only on a P/NP basis. For more involved projects, where a grade would be appropriate, many Schools have a special research and/or senior thesis course. Check with your School for local restrictions on enrollment in these courses.

How do I submit my course materials request?

Your School's Instructional Services Staff will send you notification via email of deadlines for course materials requests. Please note that it is important to submit your requests before or by the deadline.

How do I connect to a network printer?

Please follow the directions located on the UC Merced IT website (http://it.ucmerced.edu/docs/guides/printing/ucm1200_printer.cfm).

How do I use the copy machines?

Please obtain a copy code from your School's staff at the front desk of the Dean's Suite as you will not be able to make copies without it. Directions for use of the copy machines are located in the Classroom and Office Building, 2nd and 3rd floor copy rooms.

UNIVERSITY OF CALIFORNIA
ACADEMIC PERSONNEL MANUAL

PDF FORMAT

A copy of Adobe Acrobat Reader is needed in order to open the PDF files; a free copy can be obtained from the Adobe web site. Get Acrobat Reader

About the Academic Personnel Manual

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I. General University Policy Regarding Academic Appointees (APM-005 to APM-191)

II. Appointment and Promotion (APM-200 to APM-420)

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V. Benefits and Privileges (APM-700 to APM-760)

Academic Personnel Policy Issuances Beginning 11/1/92

- Reasonable Accommodation and Medical Separation: Definitions and Links ***(Under Construction)***
- Frequently Asked Questions ***(Under Construction)***

Academic Personnel Policies and Other Proposals Currently Under Review:

Systemwide Review
Final Review
Management Consultation (requires password)

If you have questions about the maintenance of the APM, call Doris Lopez at (510) 987-9450 or send e-mail to doris.lopez@ucop.edu. If you are located at a UC campus and have specific policy questions, contact your local campus Academic Personnel Office.

For information on academic salary scales, academic programs, related documents, UC Office of the President links, and UC campus academic personnel links, click here.

Send comments or questions about this web site to one of the webmasters
Last updated: August 13, 2008
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