

General Class Policies – Dr. John Worth, UWF Anthropology Dept.

1. **Attendance:** Students are required to attend class, and roll will be taken at the start of class. If you arrive late, it is your responsibility to make sure your attendance is noted in the class roll for that day. Two unexcused absences are permitted without penalty for classes that meet two or more times a week; only one is permitted for once-a-week classes. For every additional unexcused absence, one percentage point will be deducted from your grade at the end of the term.

2. **Excused Absences:** If you know in advance you will have to miss a class for a legitimate reason, please contact the teaching assistant or me as soon as possible (or promptly after the fact if an absence is unanticipated). In all cases, however, excused absences will require appropriate written documentation to be provided. If no documentation is provided by semester's end, the absence will count as unexcused.

3. **Participation:** Participation in scheduled classroom discussion sessions forms part of each student's grade. Failure to speak up and participate routinely in these discussions will result in a lower grade.

4. **Readings:** Students are expected to have read all assigned reading materials before the class on which they are due. Students are responsible for the content of all readings (textbook and otherwise), both for classroom discussion purposes, and also for any quizzes, tests, and exams based on the readings.

5. **Writing Assignments:** Writing assignments will be evaluated both for content and for style and technique. Students are expected to use formal language (avoiding colloquial or conversational style) as well as proper grammar, spelling, and punctuation. For assistance in this regard, writing assignments may be submitted independently to the UWF Writing Lab for evaluation and assistance prior to the due date. Unless otherwise indicated, all writing assignments should be formatted as follows:

- Times New Roman font, 12-point type, double spaced, 1-inch margins.
- Header on each page containing page numbers, student last name, and course number.
- File names for electronic submissions should include student last name and course number.
- Sources listed in bibliography must be properly cited within the text of the paper, with page numbers. Unless indicated otherwise, students should follow a recognized anthropological style guide.
- Internet sources (not including print journals also posted online, such as at JSTOR) should be kept to a minimum, and unrefereed sources such as Wikipedia are always unacceptable; internet citations should include all appropriate bibliographic information, and not simply the URL.

6. **Assignment Due Dates, Incompletes:** All assignments are due by the day and hour indicated on the syllabus, and it is the student's responsibility to keep track of their assignments. If you know in advance that you will not be present at class to deliver an assignment, please make prior arrangements to submit it early. Grades for late assignments will be reduced by one letter grade (10%) per day after the due date and time (i.e. 6 hours late = 10% reduction, 30 hours late = 20% reduction). Please also note that in accordance with UWF policies, I will *not* consider giving Incomplete ("I") course grades except in cases of extreme personal or family hardship, and never in cases where students simply fall behind in their work due to poor time management or work overload.

7. **Communication:** The best way to contact me is by email, and I will do my best to respond within 24 hours on weekdays. I will also be available in my office during posted office hours, or appointments can be made at other times via email or phone. In all cases, open communication with me or with the teaching assistant is paramount, especially if you have any questions or concerns, or if you need to report absences.

8. **Classroom Conduct:** As a courtesy to your classmates and instructor, all cellphones, blackberries, or similar devices must be turned off or placed on silent during class time. Personal laptop computers are permitted in class only if placed on silent mode, and only for purposes of note-taking. Inappropriate computer use during class (gaming, messaging, internet surfing) will count as an unexcused absence.

9. **University Guidelines:** The Student Code of Conduct and the Academic Misconduct Code for the University of West Florida may be accessed online at <http://uwf.edu/osrr/>, or in the Student Handbook. All students are expected to understand and follow these guidelines.

10. **Online Student Resource Links:** My faculty web page includes a list of useful links for students at the following URL: <http://www.uwf.edu/jworth/links.htm#Students>. Digital copies of class syllabi, class policies, writing tips, and other information may be found at: <http://www.uwf.edu/jworth/teaching.htm>.