

General Class Policies

Dr. John Worth, Department of Anthropology, University of West Florida

- 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 final 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 (illness, UWF athletic team participation, military service, etc.), 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. Classroom 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 (<http://uwf.edu/writelab/>) for evaluation and assistance prior to the due date. Unless indicated otherwise, all writing assignments should follow the guidelines below:
 - 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 any electronic submissions should be constructed as follows: lastname-firstinitial-coursenumber-assignment (e.g. Worth-J-ANT2000-EthicalDilemma). Digital files should be submitted *only* in the following formats: .doc, .docx, .wpd, .rtf, .pdf (no Microsoft Works or Mac Pages formats).
 - Sources listed in bibliography *must* be properly cited within the text of the paper, with page numbers. Any recognized academic style guide (e.g. MLA, APA) is fine for 2000-level students, as long as it is consistently applied; upper-level undergraduate and graduate students should use an accepted anthropological style guide such as AAA, SAA, or SHA.
 - 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, you *must* make prior

arrangements to submit it early (email is fine, using the above format for digital submissions). 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 documented cases of extreme or extended personal or family hardship, and *never* in cases where students simply fall behind in their work due to poor time management or outside work overload.

7. Tests and Quizzes: Unless indicated otherwise, all tests are cumulative up to the date of the test, including content drawn from all readings and classroom lectures. All tests and quizzes begin at the start of class, and students who arrive late may completely miss short quizzes (normally 10 minutes in length), and will not be given additional time for longer tests. In addition, makeup tests or quizzes will *only* be offered in cases where students can provide a documented excuse for not being able to attend class *on the day of the exam*, and not for previous illness or other reasons that may have interrupted personal study schedules, or for absences (excused or not) on scheduled test review sessions. Students are expected to keep up with the material throughout the semester, and avoid last-minute cramming which could be affected by illness or other unexpected reasons.

8. Disability Accommodations: Testing and other accommodations will be made for students who request these services through the UWF Student Disability Resource Center, which can be found online at <http://uwf.edu/sdrc/index.cfm>.

9. 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.

10. 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. If observed, inappropriate computer or other mobile device use during class (gaming, texting, internet surfing) will count as an unexcused absence.

11. University Guidelines: Students should read and understand the Student Code of Conduct and the Academic Misconduct Code for the University of West Florida, which may be accessed online at <http://uwf.edu/osrr/>, or in the Student Handbook.

12. 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>. In addition, digital copies of class syllabi, class policies, writing tips, and other information may be found at: <http://www.uwf.edu/jworth/teaching.htm>.