

HANDBOOK
FOR
ASSOCIATED FACULTY
2009-2010



DEPARTMENT
OF
HISTORY & SOCIOLOGY
OF SCIENCE



UNIVERSITY
OF
PENNSYLVANIA

HSSC Handbook for Associated Faculty – 2009-2010

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Introduction

Welcome to the Department of History and Sociology of Science at Penn!

We are glad you are teaching with us this year, and looking forward to seeing you at department events. This handbook provides information to help get settled at Penn and teach your course(s). In addition, it refers you to various university websites for university policies and resources. Any questions, ask Susan Lindee or Ann Greene. The real source of knowledge and wisdom is Pat Johnson, and you will see "Ask Pat" sprinkled throughout this handbook.

Handbook organization:

- Department
 - Who's Who
 - Contact Information
 - Department Life
- University
 - Policies
 - Resources
 - Calendar
- Getting Started at Penn
- Office Logistics and Support Services
- Teaching Your Course(s)

NOTE: Our building, Claudia Cohen Hall, used to be Logan Hall. It became Claudia Cohen Hall on July 1, so expect to hear it referred to by both names for some time.

The Department

The Department of the History and Sociology of Science offers courses in the history of science, medicine, environment, technology, and the social sciences. It has two undergraduate majors: Science, Technology and Society (STSC) and Health and Societies (HSOC), and a doctoral program in History and Sociology of Science (HSSC). Undergraduate courses (499 and below) are designated STSC or HSOC, graduate courses (500 and above) are designated HSSC.

Who's Who:

Susan Lindee, Chair	mlindee@sas
Robert Aronowitz, Graduate Chair	aronowit@wharton
David Barnes, Director, HSOC	dbarnes@sas
Ruth Schwartz Cowan, Undergraduate Chair, STSC	rcowan@sas
Ann Greene, Undergraduate Coordinator,	angreene@sas
Patricia Johnson, Administrative Assistant	pjohnson@sas
Susan Cerrone, Claudia Cohen Hall Business Manager	cerrone@sas
Jason Watkins, Claudia Cohen IT	jasonrw@sas
David Azzolina, HSSC Library Liaison	azzolina@pobox

Contact Information:

Department of History and Sociology of Science
303 Claudia Cohen Hall (formerly Logan Hall)
University of Pennsylvania
249 S. 36th Street
Philadelphia, PA 19104-6304

Phone: 215-898-8400 Fax: 215 573 2231

Website: <http://hss.sas.upenn.edu/mt-static/>

Department Life

- *Monday Workshop.* The HSS Workshop meets every Monday during the fall and spring semesters from 3:30 to 5:30 p.m. in 337 Claudia Cohen, with refreshments after in the lounge. The schedule is on the HSS homepage, and you will get a listserv announcement as well.
- *Journal Club.* A group of faculty and students meets every two weeks to discuss a journal article or book chapter. To get onto the listserv for this, talk to Ann Greene.
- *Listserv.* You will be put on our teaching listserv and receive information and announcements. Also, check the website frequently.
- *Department Events.* Consider yourself invited to all department events! Gatherings are generally held in the lounge. You will usually get email invites and reminders as well. Also check the "News and Events" page on the website for events in the department and related events around the university and the city.
- *Office.* You have workspace, mailbox, computer access and use of office equipment. See "Office Logistics and Support Services" below.
- *Lounge Life.* The lounge in 351 is the center of department life for eating, working, socializing and general hanging out. Help yourself to coffee and goodies, bring goodies to share, keep your lunch in the frig, and be sure to do your own dishes.
- *Website.* The website contains information about courses, undergraduate and graduate programs, alumni, and for regular department news and events.
- *Other assistance.* We are a friendly bunch so ask anyone, but for any teaching or student issues, ask Ann. Any logistical issues, ask Pat. For wisdom, ask Pat.

The University

University Policies for Faculty

University Policies: *PennBook: Resources, Policies and Procedures Handbook*
<http://www.vpul.upenn.edu/osl/pennbook.html>

Guidelines on Faculty Behavior
<http://www.sas.upenn.edu/home/views/guidelines.html>

University Resources

General Guide for New Faculty
www.sas.upenn.edu/faculty/new_faculty

School of Arts and Sciences Faculty Resources
<http://www.sas.upenn.edu/home/views/faculty.html>

College of Arts and Sciences (Faculty Homepage)
<http://www.sas.upenn.edu/faculty/>

College Office (200 Claudia Cohen Hall) 215 898 6341
<http://www.college.upenn.edu/advising/collegeoffice.php>

Center for Teaching and Learning
Support for faculty to develop and improve their teaching
<http://www.ctl.sas.upenn.edu/>

David Weigle Information Commons
One-on-one or group assistance or training in technological skills.
<http://wic.library.upenn.edu>

Registrar
<http://www.upenn.edu/registrar>

University Calendar- 2009-2010

Fall Term

First Day of Classes (Wed)	Sept. 9
Add period ends (Fri)	Sept. 25
Rosh Hashanah	Sept. 18
Yom Kippur	Sept. 29
Drop period ends (Fri)	Oct. 16

Fall Break (Sat-Tues)	Oct. 17-19
Family Weekend (Fri-Sun)	Oct. 23-25
Advanced Registration (Mon-Sun)	Nov. 9-22
Thanksgiving break (after classes Wed)	Nov. 25
Classes resume (Mon)	Nov. 30
Fall Term classes end (Thurs)	Dec. 10
Reading period (Fri-Mon)	Dec. 11-14
Final Exams (Tues-Tues)	Dec. 15-22
Fall Semester ends (Tues)	Dec. 22
Grades due	Jan. 4

Spring Term

First Day of Classes (Wed)	Jan. 13
Martin Luther King Jr. Day (no classes)	Jan. 18
Add period ends	Feb. 1
Drop period ends	Feb. 19
Spring Break begins (Fri end of classes)	Mar. 5
Classes resume (Mon)	Mar. 15
Advanced Registration (Mon-Sun)	Mar. 22-Apr. 4
Passover	Mar. 29
Good Friday-Easter (Fri-Sun)	April 2-4
Spring Fling	April 16-17
Penn Relays (Thurs-Sat)	April 22-24
Hey Day (Fri)	April 23
Spring Term classes end (Tues)	April 27
Reading period (Wed-Fri)	April 28-30
Final Exams (Mon-Tues)	May 3-11
Grades due	May 11-14
Baccalaureate	May 16
Commencement	May 17

Federal Holidays: The University **has classes on** Columbus Day, Veterans' Day, and Presidents' Day. However, it **has no classes** on Martin Luther King, Jr. Day in January.

Religious Holidays: Your course syllabus must account for major religious holidays. University policy states, "There are several religious holidays that affect large numbers of University community members, including Christmas, Rosh Hashanah, Yom Kippur, the first two days of Passover, and Good Friday. In consideration of their significance for many students, no examinations may be given and no assigned work may be required on these days. Students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If an examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday."

Additionally, there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. For the complete policy, go to <http://www.vpul.upenn.edu/osl/holidays.html>

University Events: Big campus events (Family Weekend, Spring Fling, etc.) can wreak havoc on student work schedules - best to consider them when scheduling assignments, especially with younger undergraduates. For all events, see <http://www.vpul.upenn.edu/osl/planning.html>

Three year calendar: Available on Registrar homepage <http://www.upenn.edu/registrar/>

Getting Started

Checklist

- Appointment letter (responsibilities, salary)
- PennCard (ID)
- PennKey (access code)
- Email account

Appointment letter

Your appointment letter states your teaching responsibilities and salary as agreed in your discussions with the department chair. For contract questions, see Susan Lindee. Check with Patricia Johnson to make sure all your paperwork is in order and that you are in the payroll system. Then you can get your ID, library access etc.

Paychecks are issued on the last working day of the month, and placed in your mailbox. If you wish to arrange for direct deposit, or for any other questions about pay-related matters or benefits, see Susan Cerrone in 303 Claudia Cohen.

Benefits are available only to full-time employees. Part-time lecturers (Lecturer B) do not receive benefits. If you are a Lecturer B and receive benefits information, notify the Business Office in 303 Claudia Cohen.

PennCard (ID card)

To get your **PennCard** (ID) you will need

- PennCard Request Form <http://www.upenn.edu/penncard/card/obtaining.html>
- Photo ID
- Letter of appointment (or talk to Pat first to see if you need to do this)

Go to the PennCard ID Center at 150 Franklin Building, 3451 Walnut. There is a no fee for the card. Double-check with Pat on the procedure **before** going over to the PennCard Center.

PennKey

A **PennKey** (consists of two parts, username and password) are required to access most University academic services such as Courses InTouch, some library services and databases, and to get an email account. Get your PennKey at <http://www.upenn.edu/computing/pennkey/>

E-mail account

http://www.sas.upenn.edu/computing/help/Email/create_acct.html

If you have difficulty, contact Jason Watkins 215 416 0904

Office Logistics and Support Services

Computer

You may use the department computer lab in 371 Claudia Cohen and there is also a computer lab in 237 Claudia Cohen. Get the combination to the door lock from Pat or Joyce in the front office. You might have a computer and printer available in your office (talk to Pat.)

For access questions, ask Jason Watkins.

Copier

In Room 306. Get the copier code from Pat Johnson. You can use the copier for your syllabus and short course handouts. However, for longer readings, use a bulkpack or have them scanned at the library. (See Blackboard)

E-mail (see previous section)

Fax

For occasional use, you may use the office fax without charge, but are expected to pay for regular use or many-paged faxes. Ask Pat.

IT

The IT person for Claudia Cohen Hall is Jason Watkins. Call 8-0065 or email jasonrw@sas.

Mail/Mailbox

Your mailbox is in Room 303. For outgoing campus mail, there is a basket in Room 301. Use a grey campus mailing envelope. For outgoing US Mail, there is a tray on top of the file cabinet just inside the door to 303. If you need letterhead, ask Pat.

Office

Pat will arrange office space for you. You may be sharing an office, using lounge space, or using the office of a faculty member on leave. Get office keys from Pat. If you have questions or issues about workspace, ask Ann or Pat.

Office Supplies

The department has a few basic office supplies (ask Pat) but does not supply grade books. For most things, bring your own supplies.

Telephone

You may have phone access through your office, which lets you make campus calls and calls in the 215/610 area codes. If you do not have a phone in your office, you may use the phone in the computer lab. For long distance calls, ask Pat.

Teaching Your Course(s)

Classes at Penn - General Information and Policies

Classes meet for three 50-minute or two 80-minute sessions per week.

Absences (yours)/Canceling Class. If you find it necessary to cancel a class due to illness, weather, etc. use the class listserv to notify your students. Then call the office so that a notice can be posted on your office door, and, if possible, at your classroom (depending on the location and the available personpower.) Student custom at Penn is to wait 15-20 minutes for a professor before leaving; however, you may specify how long you would like them to wait in your syllabus. (For bad weather, see below)

If you know you are going to miss a class for a professional obligation let your students know in advance. If possible, build your absence into the assignment schedule so students have work or a visiting lecturer in your absence. Questions, talk to Ann Greene.

If there is an unanticipated personal or medical situation that interferes with your teaching, contact the chair Susan Lindee immediately.

Bad Weather/Emergencies: The University never officially stops operating but there are partial and full closings for bad weather, etc. Sources of information:

Penn Homepage

215-898-6358 (898-MELT)

KYW 1060 AM (no other station's information is considered official)

University code numbers are **102 for day sessions** and **2102 for evening sessions.**

UPennAlert (university-wide notification system) via email
<http://www.publicsafety.upenn.edu/upennalert/>

For the full emergency policy go to <http://www.hr.upenn.edu/policy/Policies/707.aspx>

How Penn classes are coded and numbered:

HSSC (graduate) courses are 500 or higher.

Undergraduate courses are numbered 001-499

- STSC means Science, Technology and Society
- HSOC means Health & Societies

Penn courses have are numbered as follows:

- Four-letter department code
- Three-digit course number followed by a decimal point
- Three-digit code designating course type

Example:

STSC 001 is The Emergence of Modern Science. (STSC 001)

STSCC 001.401 is the lecture for the course (401 = lecture)

STSC 001.402 is one of the sections (402 = section)

Cross-Listings

Some HSOC and STSC courses are cross-listed with each other, sometimes with the same number (STSC 001/HSOC 001) and sometimes with different numbers (HSOC 011/STSC 160)

Many courses in this department are cross-listed with other departments: Anthropology, East Asian Languages and Civilizations, English, Environmental Studies, Gender Studies, History, Philosophy, Political Science, Religious Studies, South Asia Studies, Sociology, Urban Studies. Sometimes the numbers are the same, and other times different.

STSC 425/ PHIL 425

HSOC 238/ANTH 238

HSOC 109/SAST 230/GSOC 108

See the HSSC website <http://hss.sas.upenn.edu/mt-static/courses.php>

Important words and places to know

CIT stands for "Courses in Touch" and is where you find class lists, send Course Problem Notices (CPNs), find course and student information, and do on-line grading. PennKey required for access. Find CIT link on the Registrar home page.

CPN stands for Course Problem Notice. This is an easy mechanism to alert students if they have a potential problem in your course, and to alert the student's academic advisor. You do this through CIT.

LPS stands for College of Liberal and Professional Studies, the University extension division. (formerly CGS, College of General Studies)

Drop/Add Period or "Course Shopping" - Students may add courses until September 19 and drop courses until October 10. Until Sept. 19, it is "shopping period" where they visit classes to decide what they want to take. Your class list may change several times in the first week.

What To Do/How To Do It/When To Do It

Checklists for each part of the semester followed by explanations of each topic

What you need to do this summer:

- Make sure your paperwork is in order (see "Getting Started" above)
- Book orders (by the end of July)
- Start organizing Bulkpack (Coursepack) if any

Book Orders

Most HSSC faculty use the Penn Book Center. Other options are listed below. In general, remember that publishers are difficult to deal with and unpredictable, so give the bookstore you choose lots of lead-time. If you are running late on book orders, make sure you at least get the books for the first month into one of these bookstores promptly. *Desk Copies:* Make sure you ask the bookstore about getting desk copies, because they will not order them automatically.

Penn Book Center fall term deadline July 24
34th and Sansom
215 222 7600
Fax: 215 222 7610
<http://www.pennbookcenter.com/NASApp/store/IndexJsp>

House of Our Own fall term deadline July 31
3920 Spruce Street
215 222 1576
<http://www.biblio.com/bookstores/hooo.html>

Penn Bookstore (run by Barnes & Noble)
36th and Walnut contact for deadline and ordering information
215 898 4500
<http://upenn.bncollege.com/>

Bulkpacks/Coursepacks

Contact the copy center of your choice to find out how much turn around time they need, and what they require in terms of formats and permissions.

Bulk/course packs can be scanned onto your Blackboard site through the Rosengarten Reserve room in the Library. Give them your readings as soon as possible, especially for anything assigned in the first few weeks of the term.

Campus Copy
3907 Walnut
215 386-6410
<http://www.campuscopycenter.com/>, 215.386.6410

SEAS Copy Center
166 Levine Building (off Market between 33rd and 34th)
215 898-8115

Wharton Reprographics
400 Steinberg-Dietrich Hall
3620 Locust Walk
215 898-1251, 898-9945

What you need to do by the beginning of the semester

- Syllabus
- Blackboard site
- Bulkpack materials delivered to copy center of choice **and/or**
 - to Rosengarten Reserve Room and/or
 - to Blackboard people for scanning onto Blackboard site
- Books/materials placed on reserve
- Classroom location and technology
- Class schedule
- Class Lists
- Class listserv
- Office hours
- Library Resources to explore and schedule

Syllabus

A course syllabus functions like a contract between you and the students. Therefore, try to place as much information as possible on your syllabus for students about expectations, grade guidelines, academic policies, and assignments. A written statement of your policy on attendance and overdue work is particular helpful. If you need advice on workloads, assignments, and policies as you write your syllabus, talk to Susan Lindee,

David Barnes, Ruth Cowan, or Ann Greene. Ann Greene and Pat Johnson have syllabi from past years, hard copy and digital; there are also some course syllabi on the website.

Your syllabus should include:

- Course information: number, cross-listings, days/times
- Location of classroom
- Your name and contact information (email)
- Office Hours and Location
- Names of TAs (if any)
- Course description and purpose
- Required Texts
- Bulkpacks (if any)
- Texts on Reserve (if any)
- Blackboard site
- Class listserv
- Policies on
 - Attendance
 - Grading
 - What each grade means
 - What percentage each assignment or activity is worth
 - Absence
 - Late work
 - Plagiarism
- Due dates of major assignments and exams
- Assignment schedule for the semester (to the best of your knowledge as you write the syllabus, even if it is subject to revision later)

Make sure you send a digital copy of the syllabus to Ann Greene a/s/a/p for posting on the website; give both Ann and Pat hard copies of the syllabus

Academic Policies to include in your Syllabus

Attendance

You may set your own attendance policy, but it is usually best if you have a clear statement on your syllabus, with an academic penalty for absences (in the form of a participation grade or penalty on the work). You can always be more lenient than your stated policy. Example:

Absences and Tardiness: If you are going to miss a class, notify me by email and explain. Class starts promptly at 2:00 pm, so please be on time; if something (a distant preceding class, an ornery professor, a job) is making you chronically late, talk to me.

Most Penn students are very good about attendance, and students who miss a lot of class are often having academic or personal trouble. If a student has gone missing, email them. If they do not respond, go to CIT (Courses InTouch – on the Registrar Website) and send a Course Problem Notice (CPN). This alerts the academic advisor and College of an attendance problem, which may indicate other problems as well.

Grading

Penn does not mandate grading policies, such as requiring a certain grade distribution, but they do provide guidelines. Go the SAS homepage, click on “Resources for Faculty” then on “Teaching Resources.” Also, ask David Barnes, Ruth Cowan, Susan Lindee, or Ann Greene. It is not a bad idea to put your grade policies and expectations on your syllabus. See also <http://www.college.upenn.edu/grades/index.php>

Examples of syllabus statements about grading:

<i>Class Participation</i>	<i>15%</i>
<i>Short Papers (2)</i>	<i>30%</i>
<i>Midterm Exam</i>	<i>15%</i>
<i>Research Paper</i>	<i>25%</i>
<i>Final Exam</i>	<i>15%</i>

I evaluate written work (except the response papers) according to clarity and coherence of argument, use of evidence, and style of presentation (organization, diction and mechanics).

[as part of an explanation of all grades A, B, C, D, F]

C= Competent. C-range grades indicate that student has a competent understanding of the material and basic skills of written expression.

Policy on Late Work

Your syllabus should include a statement as to your policy on work that comes in after the due date. Examples:

In this class, work is never late—you turn it in on time, or you arrange an extension in advance of the due date. You do not inform me its late on the date its due; you do not skip class the day the work is due.

Occasionally, there are extenuating circumstance; in these cases, you must have documentation. If there is a legitimate reason for late work, then a document exists to substantiate it. For example, if you are sick, you must have a doctor’s note; if there has been a family crisis, a note from the Dean of your school; if your laptop or backpack is stolen, a copy of the police report; if your dog ate your paper, a copy of the x-ray from the veterinarian.

Plagiarism

Put a stern statement about this on your syllabus. For information about what to do, see below under “Student Issues”

Assignments that minimize plagiarism: The Web has created new problems with regard to plagiarism. Several members of the Department are knowledgeable on this and related subjects; ask for help early as you design your syllabus. See <http://www.upenn.edu/osc/faculty.html>

Blackboard Site

Blackboard is an online course site. You can use your site to provide course documents and readings, send messages, run discussion boards, etc. You can arrange to have your bulk pack scanned onto the site. Some faculty use Blackboard extensively, others use it partially; others do not use it at all. At the very least, it is handy to have syllabus, handouts, readings, assignments, and announcements that students can easily access. If it works for you use it; if not, don't worry.

To set up Blackboard sites for your courses, go to
<http://www.library.upenn.edu/forms/courseware/bbrequest.html>

For information on using Blackboard and the services available, go to
<http://www.library.upenn.edu/courseware>

To access your Blackboard site once its set up, go to
<https://courseweb.library.upenn.edu/>

To scan readings onto your Blackboard site see
<http://www.library.upenn.edu/courseware/>

See also "Library" below

Books on Reserve

You can place course texts and other books and materials on reserve through the Rosengarten Reserve room in Van Pelt Library. You will have to fill out a reserve slip for each book, so be prepared with the author, title, class number, and what kind of reserve (two hour or overnight) you want.

Classrooms

To find your classroom assignment, go to the “Course and Room Roster” for Fall 2008 on the Registrar's page. Classroom assignments are not available until this designation appears on the Registrar page or until you receive an email giving you your classroom assignment.

<http://www.upenn.edu/registrar>

To find what your classroom is like, click on "Classroom Finder" on the Registrar page. In the box labeled "Classroom Location and Physical Characteristics," find the building on the drop down menu, enter the room number and hit return. The next screen will give you information about its size and technological resources.

Classroom technologies- A/V - information available through Classroom Finder, but you should also receive an email specifying the available technologies and telling you the technology person to contact in your classroom building.

To find where your building is, go to the Penn Home Page, click on the "Maps" link, and locate the building with classroom.

If you do not understand the abbreviation for your classroom building, click on "Building Codes" on the Registrar homepage.

If your assigned classroom is inappropriate for your class (too small, without equipment you need, etc.) contact Pat Johnson ASAP.

Course Schedules

The days and times of your course(s) are on the department website and the Registrar homepage.

<http://hss.sas.upenn.edu/mt-static/>

<http://www.upenn.edu/registrar>

Class List

To see a class list (and, if you wish, photos of your students) go to Courses InTouch (CIT). You will need your PennKey for access. See also Student Enrollment below

<http://www.upenn.edu/registrar/staff-resources/courses-intouch.html>

Class Listserv

To set up a listserv for your class, go to the site below and follow their easy directions. If you encounter any problems, contact the Claudia Cohen IT consultant at 8-0065.

<http://www.upenn.edu/computing/classlist/>

Office Hours and Location

You must be available at least two hours a week, and available for appointments with students cannot come to your office hours. Make sure that your students know when and where your office hours are and tell Pat and Ann as well. It doesn't matter where you have hours as long as it offers an appropriate setting (people have been known to use

Starbucks, Mark's Café in the Library, etc.) and if you are consistently and predictably available. See Ann for suggestions if needed.

Library (Van Pelt)

Penn has truly wonderful library resources. The library staff is excellent, and more than willing to help you with resources for your students or for your own research. Van Pelt is the main library for arts and science classes but explore the resources at Furness, Annenberg, the Museum, etc. as well.

For a general introduction to the library, go to the library homepage at <http://www.library.upenn.edu> and click on “Ask Us/Get Help.”

HSS designated library support person: David Azzolina (azzolina@pobox.upenn.edu).

David can help you with library resources for your courses or your own research, develop a finding aid for your course, and run a library orientation for your class.

Blackboard Sites

Blackboard is an online course site. You can use your site to provide course documents and readings, send messages, run discussion boards, etc. You can arrange to have your bulk pack scanned onto the site. Some faculty use Blackboard extensively, others use it partially, others do not use it at all. At the very least, it's a good place to put syllabus, handouts, readings, assignments, and announcements that students can easily access. If it works for you use it; if not, don't worry.

To set up Blackboard sites for your courses, go to
<http://www.library.upenn.edu/forms/courseware/bbrequest.html>

For information on using Blackboard and the services available, go to
<http://www.library.upenn.edu/courseware>

To access your Blackboard site once its set up, go to
<https://courseweb.library.upenn.edu/>

Reserve Readings/Putting materials on Reserve at the Library

Materials for standard (hard copy) reserve go to the Rosengarten Reserve Room on the ground floor of Van Pelt Library. To fill out a form for each item, visit the friendly guys at the reserve desk.

<http://www.library.upenn.edu/reserves/contacts.html>

Materials for electronic reserve can be scanned and uploaded onto your course's Blackboard site - but it is important to get them to the Blackboard people as soon as possible! Check in at the Reserve desk on the lower level of Van Pelt.

<http://www.library.upenn.edu/reserves/eres-submissions.html>

Library Orientations for classes

If you want to schedule a library orientation session for your class, contact David Azzolina (azzolina@pobox.upenn.edu) about sessions and research guides. Library Resources include the Goldstein computer lab, where your whole class can learn to use the library's resources, or work simultaneously on research. Schedule library orientations and use of the lab early and put them on your syllabus.

David Weigle Information Commons provides technological support for teaching and collaborative learning. They will happily schedule an individual tour for you. They are excellent. Make sure you watch for the many workshops they offer on various software and technical tasks.

Weigle home page: <http://wic.library.upenn.edu>

Films, Music and Images from the Library

Film: The library video/DVD collection is accessible at <http://www.library.upenn.edu/catalogs/vcat/>

You can put films on reserve and have students view them outside class in one of the viewing carrels in Rosengarten.

Penn Video Network: You can have films for your class shown on the campus movie channel. The Penn Video Network (PVN) supports curriculum and programs by broadcasting movies and special events, or by showing films and videos that support your course on the campus movie channel. If you want your class to see a film outside of class, you can arrange to have it shown on the PVN.

E-mail: video@isc.upenn.edu
Homepage: <http://www.upenn.edu/video>

Music: Tapes and CDs are located through Franklin, the library catalog, and available at the Ormandy Music and Media Center on the 4th floor of Van Pelt.

Images: Penn has a large collection available on line and in hard copy. Go to the Fine Arts Library homepage at <http://www.library.upenn.edu/finearts/>

Starting the Semester

- Course enrollment
 - Permits
 - Drop/add period
- Give copies of your syllabus to Ann Greene and Pat Johnson
- Send Ann Greene your office hours and location

Course Enrollments

Who is in your course: Only students who are on the class list are officially registered. Class lists are available from Courses InTouch (CIT).

Drop/Add Policies: Students may add courses until the end of the add period (September 25) and drop until October 16. Until the end of add period, students “shop.” Therefore, students may be in and out of your classes and it will be at least two weeks until you have a stable class list. Don’t write your grade-book in ink!

Permits: A permit allows a student to enroll in the class and overrides the Registrar’s cap on course enrollment. The student needs to bring you the proper form for your signature.

Permitting additional students into your class is entirely at your discretion. We discourage giving permits until the class has met and you get a sense of who is shopping, who is staying and who is dropping. You may feel free to refuse a student a permit, even if they are pleading that it is desperately important that they take your course.

NOTE: A permit raises the cap on your course. If your course is capped at 25, and you permit three students into your course it means that your cap is now 28. If other students drop out, the students you permitted into the course do not fill those slots - those slots are now available for additional students. Therefore, be very careful when granting permits. Its best to wait a day or two and see if they can get in if other students drop out. If your course remains full after a few days, you can choose how many permits, if any, you are willing to grant.

Late Adds: If a student has been attending, is not on your list, you are willing for them to be in the class, but it’s after add period (i.e. after Sept. 19) make sure that they register. They will have to do a late add with your permission.

Late Drops: If a student wants to withdraw from a course after the drop period ends (Oct. 10) they need to talk to the College Office.

Cross-Listed Course Enrollments If a student says they can’t get into your course because its full, but CIT shows that there is room, have them try to register under one of the cross-listings instead if you have a cross-listed course. The computer system assigns a quota to each course code, so that a course cross-listed in three different departments with a cap of 20 will have spaces reserved for each department

During the semester

- Mid-term exams
- Student Issues - What to do about
 - Absent/tardy students
 - Athletes
 - Disciplinary issues
 - Learning differences and disabilities
 - Plagiarism

- Students in academic trouble
- Students in personal/emotional trouble
- Teaching evaluations
- Teaching issues/questions/assistance

Mid-term exams may be scheduled during class time or as a take-home at any point during the term. You may have more than one. *Blue books* are available in the office.

Student Issues

When you have a student in some kind of distress (due to academic problems, personal problems, family, medical or psychological crisis, plagiarism) talk to them in private, listen to what they have to say, and refer them to the appropriate resource. You are not obligated to be (nor should you be) a counselor, therapist, lawyer or parent-surrogate.

A general guide for Penn faculty is at

http://www.vpul.upenn.edu/caps/forms/VPUL_brochure_Faculty.pdf

Absences/Tardiness

Establish a procedure with your students about notifying you if they going to miss class for illness or another reason. The majority of Penn students are responsible about doing this. Then there are the few who are not; they may be having personal or academic trouble. If a student goes truly AWOL, email them; if no answer, send a CPN (on the CIT webpage), and contact Ann Greene, who will notify the appropriate people in the College office.

Athletes

Athletes should notify you when they have to miss class for practices and events. If you are having trouble with an athlete—if they are in academic difficulty, not keeping up with their responsibilities, or being difficult in any way—contact the Academic/Athletic Coordinator, Rosemarie Burnett (rburnett@pobox.upenn.edu).

Disciplinary Issues

University disciplinary policy is stated in full in the *PennBook*, pages 8-14.

Office of Student Conduct: <http://www.upenn.edu/osc/>

Learning Differences and Disabilities

If a student requires special accommodation, you should receive a letter from the Office of Student Disabilities Services (SDS). If a student tells you that they are entitled to accommodation, but you have not received a letter, make sure they register with SDS. If they are not, they are not entitled to accommodation. SDS will administer exams to students who require additional time at the Weingarten Learning Resources Center,

<http://www.vpul.upenn.edu/lrc/sds/index.html>

Plagiarism

The Code of Academic Integrity

<http://www.vpul.upenn.edu/osl/acadint.html>

What should you do if you suspect plagiarism? There is a very useful page called “Guidelines for Faculty on Academic Integrity” that tells you what to do if you suspect a student of cheating (either on the spot or after the fact on a written assignment) found at <http://www.upenn.edu/osc/faculty.html>

NOTE: Plagiarism is serious – do not dismiss it, downplay or offer the student an easy way out by letting them simply redo work because you think it’s too much trouble to deal with.

Students in Academic or Emotional Trouble

If you have concerns regarding student grades, attendance, behavior, or something that doesn’t seem quite right, you can do one or more of the following

- Notify their advisor
- Consult with Ann Greene, David Barnes or Nathan Ensmenger
- Call a dean in the College Office **215 898 6341**
- Call **CaseNet**, an academic support system in the College office that provides a centralized response for students.

<http://www.college.upenn.edu/support/casenet.php>

CAPS (Counseling and Psychological Service for Students)

If you are talking to a student who seems troubled, you may suggest they go to CAPS or to the CAPS website <http://www.vpul.upenn.edu/caps/>

Academic Resources for Students

Access & Achievement Programs http://www.vpul.upenn.edu/aap/aap_home.html

Career Services (career and professional school advising) 215.898.7531

<http://www.vpul.upenn.edu/careerservices/>

CURF (Center for Undergraduate Research & Fellowships <http://www.upenn.edu/curf/>

Language Resource Center: <http://ccat.sas.upenn.edu/plc/larrc/>

Penn Writing Center: <http://www.writing.upenn.edu/critical/help/>

Tutoring Center: http://www.vpul.upenn.edu/dasp/tutoringCenter_home.html

Van Pelt reference Department: 215.898.8118

Weingarten Learning Resources Center: <http://www.vpul.upenn.edu/lrc/>

Teaching Evaluations

Mid-term Teaching Evaluations If you wish to get feedback from your students during the semester, you may use an informal evaluation—Ann Greene has a sample in her office. This is a voluntary, unofficial evaluation, for your eyes only.

Teaching Resources

SAS Homepage “Teaching Resources” has a treasure trove of resources on teaching, student services, policies, etc. <http://www.ctl.sas.upenn.edu/index.html>

There is a useful link called “*For New Faculty*” (pretty useful for notsonew faculty as well.) <http://www.ctl.sas.upenn.edu/newfaculty/index.html>

Center for Teaching and Learning provides workshops, individual consultations, print and online resources to support teaching and learning. <http://www.ctl.sas.upenn.edu>

CWiC (Communication Within the Curriculum) is a University of Pennsylvania program that works with students to help them improve their speaking abilities and with faculty to help them integrate student speaking into their teaching in order to achieve their educational goals. CWiC supports speaking-intensive, [CWiC-affiliated courses](#) in a range of departments, works directly with [faculty](#), consulting on ideas for using student speaking in their classes, and with [graduate students](#) to improve their teaching and presentation abilities. <http://www.sas.upenn.edu/cwic/>

David B. Weigle Information Commons: <http://thecommons.library.upenn.edu/>

Multimedia & Educational Technology Services (MMETS):

<http://www.sas.upenn.edu/computing/instructional/mmets/facilities.html>

Penn Writing Center <http://writing.upenn.edu/critical/help/>

President’s Fund for Student-Faculty Interaction <http://www.vpul.upenn.edu/osl/presfund.doc>

At the end of the semester

- Teaching evaluations
- Reading period
- Exams
- Turning in grades
- Returning papers and exams
-

Teaching Evaluations

End of Term Teaching Evaluations Students do these online. They are unable to see any grades until the evaluations are done.

TA Evaluations If you have one or more TAs, we will also ask you to distribute the Department's TA evaluation form. Get them from Ann Greene. You should distribute this form during a lecture period.

Reading Period Before exams, there are 4 reading days. Exams MAY NOT be scheduled but makeup classes and due dates can be.

Exams

Final Exams Ann will ask you if you are having a final exam in your class so the Registrar can assign a room. You do not have to give a final exam, but may do a take home or a paper instead. Feel free to do what you wish. *Blue books* are in the office.

NOTE: Penn has a very strict policy on final exams:

<http://www.upenn.edu/registrar/finals/final-exams-fall-2008.html>

Exam Schedules On the Registrar homepage you will find, under "Final Exams" (left-hand side) the schedule for final exams. Every class has a designated exam day and time.

Exam Locations and Times The final schedule of times and locations is posted during the last weeks of the term on the Registrar webpage, and you should receive an email as well.

Make-up Exams If students have genuine exam conflicts, they may make-up exams at a time mutually convenient to them and you, or your proxy. If students have more than two exams back-to-back, they are entitled to a make-up exam

Turning in Your Grades: All grading is done on-line through CIT. This includes incompletes, change of grades, etc. Only the course instructor may enter the grades, unless you have TAs and then you must authorize them.

Fall Term Grades: due Jan. 4 by noon

Spring Term: due no later than May 14 by noon

Returning Graded Papers and Exams: Privacy laws prohibit leaving papers and exams in a public, unsupervised location. Currently, our system is to put them into large marked envelopes and give them to Pat Johnson, who will give them to students on request, unless you want to arrange to give them back personally.

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