Guide for Anthropology Course Instructors  
(GTAs and Part-Time Instructors)

Teaching and designing your own courses is an important step in your professional development, and one that you should take seriously. The following guidelines are designed to help you efficiently manage this process. And remember that every university instructor was once in front of his/her first class – so if you have questions or are facing challenges, ask someone on the faculty for advice.

IMPORTANT: Whatever you do in the classroom, do it consistently. If you give one student a special extension but do not give it to other students, or if you let some students answer phone calls in class but not others, for instance, you will create chaos.

1. Be on time when teaching. Use the class time fully (end no more than 5 minutes before the end of class).
2. Use your good judgment to present yourself in a sharp, clean and professional manner. Every time you step in front of the class, you are a representative of the department. Shorts, revealing clothing, and torn/heavily worn clothing should be avoided.
3. Avoid drinking alcohol immediately before class, office hours, or other occasions where you will be in contact with your students.
4. You should hold office hours (1-2 hours per week minimum) and you need to be available during those times.
5. If you are unable to attend class on a particular day (e.g., for reason of illness), inform the department as soon as possible.
6. Be sure that the department has your phone number in case we need to reach you. This number will not be given out to students or other unauthorized people.
7. By the first day of class at the very latest, students in your course should have access to a syllabus in a paper copy and/or on Blackboard. You must also give a copy of your syllabus to the departmental main office for our records.
8. Treat your syllabus like a contract between you and the students, and do not make changes (ESPECIALLY to grading policies) except for extraordinary reasons.
9. Your syllabus should include, at minimum:
   a. The course name and number
   b. Your full name
   c. The time and meeting place of the course
   d. Your office hours and the location where you hold them
   e. Your WSU email address (NOT another email address – Blackboard only recognizes wayne.edu addresses)
   f. Your policy regarding use of cell phones, iPods, Facebook, and other electronic devices/media. You should not allow students to take or make phone calls during class.
   g. A statement clearly and explicitly describing and prohibiting plagiarism, cheating, and other forms of academic dishonesty.

Stephen Chrisomalis
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h. Your policy regarding late/missed work (whether or not you accept late assignments at all, specific lateness penalties (if any), etc.)

i. Your attendance/lateness policies (if any)

j. Course prerequisites (and whether you are willing to consider exceptions)

k. Texts/reading (including place where texts can be purchased, if relevant, and prices, if known)

l. A clear and explicit description of each piece of work (test, quiz, essay, assignment, etc.) to be evaluated along with the value of each, and the date it is due. If you have minimum/maximum word counts for essays/assignments, include them.

m. A detailed schedule of topics to be covered and readings associated with each class or week

10. The period to add courses, and the period to drop courses with a tuition refund, varies from term to term. You should find the appropriate dates on the WSU website.

11. You must submit final grades via Pipeline within 72 hours after the final exam. If you are unable to do so for any reason, you should inform your students of the delay on Blackboard.


13. When students withdraw from courses after the add/drop period, assign them grades of WP, WF, or WN on their transcript, which you assign depending on whether they currently are passing (WP), failing (WF), or never attended (WN) the course.

14. Students who have not completed sufficient term work to pass the course may at your option be granted a grade of I (Incomplete). They must then make arrangements with you to complete the required work in a timely fashion in order to achieve a regular letter grade. You are not obliged to permit students to submit work after the end of term.

15. Courses at the 2000 and 3000 level have Early Assessment Grades. You must have some kind of assessment (quiz scores, assignments, essay, report, etc.) before the end of the fourth week of class. You will submit this grade via Pipeline, which is separate from the final grades reported at the end of term.

16. Be alert to academic dishonesty and plagiarism, and if you find a suspected case of academic dishonesty, report this immediately to the Chair.

17. Keep all email correspondence with students for at least one year after the end of the course.

18. Keep all graded work that is not returned to students for at least one year after the end of the course.