



Instructional Responsibilities and Reminders

Attendance: it is a violation of UW policy to grade on attendance. You can grade on participation, but you cannot use attendance as a proxy for participation. For example, a student who doesn't attend class should get the same grade as a student who attends class but doesn't participate in the exercise or discussion.

Finals: it is a violation of UW policy to give an exam during the last week of the quarter. Exams are to be given during finals week at the scheduled time. If you do not give a final and simply give a last exam that exam cannot be given during the last week and must be given when the final exam is scheduled. It is fine to give a take-home exam that is due at the time the final is scheduled, but you cannot give an exam during the last week of classes. The Provost takes it seriously when she receives complaints from students on this issue.

Research/Pause Quarters: the UW's Instructional Responsibility Policy (IRP) requires that faculty teach in each of the 3 quarters of the AY. If you have a research or pause quarter you must be in residence. Please do not leave for extended periods of time. If you will be gone for more than a week it is really helpful to let me know. If you need to conduct field research or be away for an extended period of time we can petition for an exception to the IRP. Our ability to continue providing research or pause quarters depends on our ability to keep absences from campus to a reasonable level.

Use of laptops in class: The Department of Sociology is banning the use of laptops in class, except as allowed/directed by the instructor.

Good research practices: Please insist that students in your class or section use good research practices (e.g. protecting the anonymity of subjects, confidentiality, etc.) when they conduct a research project where they use or collect data. Students whose work may become a thesis or other published work should be encouraged to submit an IRB application, even if the work is initially just for a classroom assignment. This is especially the case for qualitative work where prior work/interviews may not be allowed if the appropriate procedures were not followed.

Finally, if you're teaching please try to limit the amount of time you will be away. Students complain if they think they see TAs or guest lecturers more frequently than they see the instructor of record.

policies & procedures/Instructional reminders
10/2008