

University of Oregon
Department of Human Physiology
122C Esslinger Hall
346-4107

Manual for Graduate Teaching Fellows 2008-9

Office staff

Jan Brady	Office Manager	6-4337	janb@uoregon.edu
Anni Elling	Accounting	6-4284	aelling2@uoregon.edu
Kate Anderson	Grant Administrator	6-4878	Jordan@uoregon.edu
Cindy Wisner	Undergrad & Grad Coordinator	6-5430	cwisner@uoregon.edu

Academic Advising

The Human Physiology department has its own advising center for undergraduate majors. This is located in the department office, 122C Esslinger Hall. Students can meet with trained peer advisors or the director of undergraduate advising, Rick Troxel, for help in planning a program of study.

Human Physiology supplies

Basic office supplies are stored in the department office, 122C Esslinger. Please contact Cindy Wisner for assistance.

Classroom reservations

If you need a room for a review session or a special meeting, contact Cindy and she will reserve a room through the Registrar's Office.

Computers

Information on computer use, repair, troubleshooting, email and network access should be directed to Information Services in McKenzie Hall, 541-346-4403.

Confidentiality of Student Records

Information about the UO Student Records Policy can be found through the following link - http://registrar.uoregon.edu/common/records_privacy/students.htm

Copying

Instructors are welcome to use the copier in the HPHY office for small copying jobs. You will be assigned a personal code to use the copier. If you do not have a code, please see your supervising instructor or Cindy. Course materials for distribution to your class should be copied at the Copy Center in the EMU. It's located on the lower level of the EMU. Cindy can help you with the process. Sometimes the Copy Center can print small jobs while you wait, but often you need to plan for turn-around time.

Please do not make copies at Kinko's or somewhere else off-campus. Prior approval from the University of Oregon Printing Department must be obtained to receive reimbursement for off-campus copying service and such approval will only be given under limited circumstances.

Course evaluations

Course evaluations are completed online. Each student in the class is asked to complete this for the course, instructor, and GTF. Evaluations are available after the grade reporting period.

Course packets

Copyright clearance is the first step in creating a course packet. The Copyright Clearance Office (x6-5370, located next to Campus Copy in the EMU) has a helpful booklet with procedures. Packets are sold at the UO Bookstore along with all other course books. If you wish extra copies of your packet to put on reserve in the library, be sure to indicate this when you place your order. The cost of the extra copies will be included in the cost of the copies that are sold. The HPHY department does not normally purchase extra copies of course packets. See Cindy Wisner for printing order forms.

Course web sites

The Department of Human Physiology utilizes the Blackboard Course Management System, administered by the U of O Library. Please check with the HPHY Office for information on Blackboard access and training.

Disability Services

The Office of Disability Services is an excellent source of information and assistance. See <http://ds.uoregon.edu/>. Disability Services recommends that you include the following statement in your syllabus:

“If you have a documented disability and anticipate needing accommodations in this course, please make arrangements to meet with me soon. Please request that the Counselor for Students with Disabilities send a letter verifying your disability.”

Diversity

The University of Oregon and the HPHY department are committed to a discrimination-free environment. See the UO policy statement of Equal Opportunity.

Email

The HPHY department maintains email distribution lists for all faculty and staff. If you have a message for distribution to all faculty, Cindy can help you post it. If you wish to use an email address other than your official U of O email address, please arrange to forward email to your preferred address here: <https://account.uoregon.edu/forward>.

Email Identifiers

Instructors may integrate email communication into their course work. If email addresses will be shared among class members, care should be taken to protect the privacy of those students who request it.

Final Examinations and Dead Week

Dead Week is the week preceding final examinations. See the Registrar's link: <http://registrar.uoregon.edu/common/cals/finalscal.htm> for policy regarding Dead Week and Final Exams. The exam schedule is also posted on this link.

Grading

Instructors in charge of the course are advised to use the course syllabus as a contract and describe what will and will not be accepted as legitimate reasons for accepting late assignments. If you have any questions, you should check with the course instructor to find out how late assignments should be handled.

There are three options for final grades:

1. Letter grade

2. An incomplete (I)

This is an option if the instructor feels the student deserves an extension to complete a minor yet essential requirement. The quality of the work is satisfactory and the student is passing the class, but a minor yet essential requirement of the course has not been completed for reasons acceptable to the instructor. The instructor must establish a contract, to be filed in the department office specifying what work must be done to remove the incomplete grade.

Forms are available in the main office and online.

Failure to make up the incomplete by the end on one calendar year will result in the mark of "I" changing to a grade of F or N.

Under NO circumstance can an "I" grade be given to a student who has completed all the course requirements.

3. A "Y" (no basis for grade). This is intended to be used only if the instructor has truly never seen or heard from the student – an error in registration possibly. Students who take only one quiz and are never seen again should be given an F.

All students can access their grades on DuckWeb.

Returning papers and exams

Confidentiality: It is the instructor's responsibility to return papers and other assignments in a way that protects the identity of the student.

Class papers and examinations: Each GTF is responsible for keeping and handing back their own papers and examinations during terms they are on the regular payroll and "in residence". If requested to do so, the department office staff will keep and hand back papers and exams during terms that faculty are not "in residence".

Retention period: The official university retention policy is: a) 1 term after completion for uncontested grade results; b) until resolved for contested grade results. For complete information see: <http://libweb.uoregon.edu/speccoll/archives/schedule/index.html>

Disposal: To protect the student's right of confidentiality, the Human Physiology office has a locked bin for confidential recycling.

Human Subjects Clearance

Projects that involve collecting data from people must be cleared through the Office of Research Services and Administration (orsa@uoregon.edu) before beginning. This is important in the case of theses (whether Ph.D. or M.S.) for practical reasons- as well as the obvious ethical ones. Before a thesis is accepted at the Graduate School, a form must be filled out confirming that Human Subjects approval has been given. The Graduate School checks with Human Subjects.

Keys

Office and building keys are issued through the Department of Public Safety in Straub Hall. A key authorization card must be obtained from Cindy Wisler in the HPHY office, then taken to the Department of Public Safety office. No students are allowed to have a "master key" or a key to the HPHY office. There is a \$10 deposit for each interior key, and \$20 for a sub-master exterior key.

Lunch hour

The office staff is normally off duty during the lunch hour, so the office doors are closed between approximately noon and 1 pm.

Office Hours for Faculty and GTFs

Please let Cindy Wisner know your scheduled office hours. These times should be posted outside your office door. If you must miss your office hours, please remember to notify the office staff so they can inform students if asked. If you would like to reserve conference room 132 Esslinger for office hours, please talk to Cindy Wisner.

Sales of books or papers in class

Book and packet sales are normally handled by the UO Bookstore. If there is a special situation that requires making sales to students, please obtain approval in advance.

Scantron forms

Scantron forms are available from Scanning Services in the Computing Center. There is a fee for the forms, so you must have the correct cost index to charge when you make the purchase.

Security

Please keep your person and possession safe by helping us with building security. Keep your office and laboratory doors closed and locked when you or your colleagues are not present (even for a "few moments"). Report any suspicious persons or circumstances to the HPHY Office and/or the Department of Public Safety, DPS (541-346-5430, EMERGENCY: 541-346-6666). Do not prop open locked doors and secure any doors you find propped open. For access to locked offices (locked out) or buildings contact DPS.

Classes held during non-traditional hours have special security considerations. Please contact the office for more information.

Sexual harassment

Employees found to have engaged in sexual harassment are subject to disciplinary sanctions. The Office of Affirmative Action and Equal Opportunity is a good source of advice for assistance with these concerns. You can reach them at 346-3123.

Sick

If you are ill and need to miss class, please contact the instructor in charge of your course, and notify the HPHY office. It is the responsibility of each GTF to find a replacement instructor to teach their class.

Social Security/student ID numbers

Care should be taken to protect the privacy of student records. Social security and student ID numbers should NOT be used to post grades. As an alternative, students may be assigned a code or number known only to the student and the instructor for the purpose of posting grades.

Student conduct and academic dishonesty

Assistance is available from the Director of Student Judicial Affairs in the Office of Student Life, 164 Oregon Hall. Their phone is 346-1140.

Syllabi

Course syllabi are kept on file in the HPHY office and they are used as reference for students and faculty. Please submit a current copy of your course syllabus to the HPHY office.

Teaching help

The Teaching Effectiveness Program is an excellent resource for help with assessing and improving undergraduate instruction. It is a division of Academic Learning Services, 64 PLC. Learn more about it at <http://tep.uoregon.edu> or call 346-2177.

Telephones and offices

GTFs will be assigned an office and have access to a telephone.

All telephone extensions are on the university's Callxpress voicemail system. The office staff encourages callers to leave messages on people's individual voice mail. To view online instructions for setting up your voicemail account go to:

<http://telecom.uoregon.edu/voicemail/index.html>