

FREQUENTLY ASKED QUESTIONS FOR INSTRUCTORS IN PSYCHOLOGY

What is "my ufl"? What is "PeopleSoft"?

Instructors should use the web portal "My UFL" (<https://my.ufl.edu>), using their personal Gatorlink log-in, to access information on class rosters, to access WebCT Vista, to submit grades (Grade-a-Gator system), etc. Most of the flow of information between individuals and the university is now conducted through this portal. {PeopleSoft is the name of the management system for much of the computerized information processing within the university, and you can use it to view your paycheck, track expenses, and for a host of other administrative information.}

Whom should I contact for Psychology class-related topics

The Graduate Secretary (psyinfo@grove.ufl.edu): change of grades, grades for independent study, and room scheduling. She can also help with textbook orders, or go to <http://www.textadoption.ufl.edu>

Dr. Keith White (kdwhite@ufl.edu): faculty liaison for Grade-a-Gator

With the exception of conference rooms 108 and 333, Jim Yousse and Michael LeGrande **cannot help you with classroom computer issues**: those need to be referred to Instructional Resources, using the phone and # listed in each classroom.

What is WebCT Vista?

WebCT Vista (version 4) is an online course management system, useful for posting syllabi and assignments, electronic submission of papers, online gradebook, and online quizzes, exams, and discussions. An account must be requested by the instructor for each course, each semester. This may be done by linking to WebCT from the Academic Technology (AT) <http://www.at.ufl.edu/> site, or via the my.ufl portal. Note that all courses are required to have a course website.

Course materials: Syllabi, course packets, and exams.

Syllabi: Syllabi should be posted on line **only** (no paper), preferably using the WebCT Vista system, but on your home page is acceptable.

Course packets: These should be reproduced at a local copy center and the students must buy directly **from that vendor**. The University has strict rules that prohibit you from profiting personally from selling material to your students. The copy center will ask about copyright permissions, and can get them for a fee (assessed in the retail price) and given enough time.

Exams: For paper exams, the front office staff will provide photocopying but need 48 hrs notice. There is a drop-off box for testing material. If you are using scantrons (bubble-in answer sheets), these and pencils also are available in the main office; if you take pencils PLEASE be sure they are returned because they are expensive. The scantron test scoring service is in B213 (basement) of Turlington Hall, but you need to first see Cindy Powell to get the account number.

What are my photocopying privileges?

None. All photocopying for class related materials are to be done by the front office staff or distributed to students via WebCT.

Where can I check out videos or films?

Instructors and Teaching Assistants may check out these materials for classroom use through the <http://www.at.ufl.edu/classrooms/> Office of Academic Technology. You can link to the catalog from <http://www.at.ufl.edu>.

How can I get audiovisual equipment for my classroom? How can I learn how to use it?

Most UF classrooms now have computer projection and other AV equipment. Your Gatorlink name and password will get you into these systems. If you need additional items, they can be acquired from the Academic Technology, which has offices in several classroom buildings. You can request equipment online (<http://www.at.ufl.edu/classrooms>). Should you have problems with equipment in your classroom, most rooms are equipped with a telephone and help number. A technician may be available to come to your classroom and repair the problem immediately. If not, be sure to report the problem to classroom support via email or the phone number listed in your classroom.

How many office hours should I hold?

The expectation is that an instructor and the TA's will hold regular office hours, a minimum of 2 per week.. They should be listed in the syllabus. Office hours should be held during regular university teaching hours.

May I hold office hours in my home or at a restaurant?

No-office hours must be held in a university office. You also may not hold course meetings, review sessions, etc., outside of campus buildings, even if the students agree to do so. This rule is to protect both you and the students.

What information should go into my syllabus?

Consult the web page, "University of Florida Policy on Course Syllabi" http://www.ir.ufl.edu/fac_handbook/syllabi.htm, for minimal required information.

Are classes canceled for any holidays?

The Academic Calendar for each system can be accessed via MY.UFL or the university registrar (<http://www.registrar.ufl.edu>). You should plan your syllabus accounting for the official dates when classes begin and end and any days when the university has canceled classes. Keep in mind that your class roster is not final until the end of drop/add at the beginning of the semester. Our students come from very diverse cultures: please accommodate absences for religious holidays.

Can I revise my syllabus once the class has begun?

Yes, but once you have distributed a syllabus with conditions for class grades, attendance, extra credit, etc., you cannot change those conditions without the unanimous consent of the class.

Can I post grades outside my office or in the classroom?

No. The only way to post grades is to provide each student with a unique number or code name

and use that number or code to post their grades. It cannot be any part of their social security number or UF ID. There are secure ways to post student grades on the internet: many instructors are using WebCT Vista and online gradebook for this purpose rather than physically posting grades. You cannot tell any other student what scores or grades other students have earned.

Can I leave student papers outside my office door or in a student area?

No, it is against university privacy policy. You should arrange a different method for distributing graded papers and exams to students.

Can I give a student extra credit?

If you give extra credit, it must be available for all students in the course. Your grading system must be clearly stated in the course syllabus.

Can I use any grading system I like? Can I count attendance or participation in the grade?

The department and college have general expectations that all students will be graded based on the work performed and that a minimal competency is required to earn a passing grade; one standard for passing is 60% but this may vary with the type of course being offered.. How the grades are determined can vary. However, you must insure that all students are evaluated on the same basis and that no University rules are violated. Class attendance and participation, like exams and papers, can be counted towards the final grade, but this must be stated in the syllabus with an indication of what proportion of the grade comes from these different components.

Grade-a-Gator problems?

Grade-a-Gator has been moved to the my.ufl.edu portal (through the Admin menu). Make sure your password is up-to-date and meets the current restrictions. It is only possible to enter grades once the system is “open”, typically a few days before the end of a semester.

Can I allow an unregistered student to sit in on my class?

All students in attendance must be registered for the class. Students who are not registered for credit should sign up as auditors.

Cancelling class If you must unavoidably cancel a class, call the main office so that a notice can be posted on the classroom door, or use the class listserv (from My UFL) to email every student.

Classroom Decorum, Student Problems, Safety, and Security

Is there a dress code for instructors and teaching assistants?

No, but conventionally teachers do not wear informal clothes such as shorts, T-shirts, and flip-flops while teaching. You engender more respect if your dress communicates to the students the seriousness with which you hold your profession.

Whom can I contact for help with student, safety, and security problems?

Contact the Department Chair for help and information. Teaching Assistants should be in touch with the professors teaching their classes. Teaching Associates should speak with their designated faculty mentor or the Graduate Coordinator.

What do I do if I have a serious problem with safety on campus or in the classroom?

The University of Florida is obligated to provide a safe and secure environment. In an emergency situation if you or any student does not feel safe, contact the University Police Department (392-1111) or call 911.

How should I handle students with disabilities?

If a student has a disability, that student must bring you an official letter to that effect from the Dean of Students' Office. The letter will indicate what accommodations you are asked to provide the student. You may be required to provide the student with copies of your powerpoint slides or other media. Course syllabi should provide a statement related to accommodations for such students; see the university syllabus guidelines.

How should I handle sexual harassment problems in my class?

If a problem is reported to the TA, the TA must report it to the Instructor, and the Instructor (Faculty or Teaching Associate) to the department chair. Consult the guidelines for sexual harassment at <http://www.aa.ufl.edu/aa/affact/harass/>. Sexual harassment workshops are provided by the university and every instructor and teaching assistant is expected to attend one. See the schedule at the Office of Affirmative Action home page: www.aa.ufl.edu/aa/affact/

May I date a student in my class?

No. It is neither ethical nor professional behavior to do so because it creates a conflict of interest. Keep in mind that you are in a position of power over the students in your class. Any relationship with a student may well be perceived as coercive.

Can I expel a disruptive student from class?

Yes. The usual practice is to expel a student for one class only, followed by a private talk with the student outside class. If this doesn't solve the problem, speak to the department chair for advice. You should make it clear to the class what you will consider to be disruptive – eg talking, cell phones....

How should I punish a student for plagiarism or cheating?

To expel a student or assign a failing grade for plagiarism and other forms of cheating, this policy should be spelled out on the syllabus. Procedures for handling this problem are outlined on the student academic honesty page: <http://www.dso.ufl.edu/judicial/academic.htm>

What kinds of information should I not ask of students in class discussions or papers?

Most students are not offended if you ask questions such as, what is their hometown or where did they go to high school. Nevertheless, you should make it clear that they are not required to divulge private information about themselves. You should not ask about a student's ethnicity, religion, or family, for example, although if a student volunteers this information, you may pursue it further in a class discussion in a non-invasive and non-threatening way.

Can I require students in my class to participate in research projects?

You cannot involve students in projects for your own research, unless this is an approved project registered with the Institutional Review Board (IRB) and/or the Psychology subject pool. If you design a class project that involves interaction with people not in your class, you should seek the approval of the IRB and have all participants sign an informed consent statement. You may not

take biological samples or invade the personal privacy of participants or students without first getting permission from the IRB. See <http://irb.ufl.edu/irb02/index.html>