



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**  
The Graduate School



# Graduate Teaching Assistant Handbook 2012



Cover photography by Jonathan T. Britton.

## A Message from the Graduate Dean



Dear Graduate Teaching Assistant:

I am pleased to extend my best wishes for a successful year as a graduate teaching assistant at The University of North Carolina at Greensboro. At UNCG, excellence in teaching is a central part of our mission. As a graduate teaching assistant your work in the classroom is directly related to the quality of our educational offerings. The Graduate Teaching Assistant Program is designed to provide you with information that will help you develop your teaching philosophy, and add to your repertoire of teaching skills. Today's workshop covers those areas of teaching that are of common concern to both senior teaching assistants and teaching assistants. A senior teaching assistant serves as an instructor of record for a course and has all of the teaching responsibilities of a professor. A graduate teaching assistant may engage in a variety of activities that supplement a professor's instruction and may include supervising recitation sessions, facilitating class discussions, grading papers or examinations, and/or supervising laboratory sections.

I hope you will also take advantage of any training that may occur within your department. Some of you who are planning on becoming instructors or professors in the future may be interested in enrolling in our Preparing Future Faculty program (PFF) which is part of our Preparing Future Leaders initiative. It offers valuable non-credit workshops on many aspects of teaching and learning. Upon completion of the program, a notation is made on your university transcript.

Please make use of this handbook as you prepare for your responsibilities. It will provide you with valuable information about University policy, staff resources, and ways to become an effective teacher. The handbook will serve as a complement to the mentoring provided by your faculty mentor. The faculty of your department and the staff at UNCG are here to assist you in this important enterprise.

Developing as a classroom teacher is an important part of your professional growth. Serving as a Graduate Teaching Assistant will provide you an opportunity to share your passion for your discipline and enable you to create an environment for enthusiasm, excitement, and active learning in your classroom. Most of all, enjoy your year as a Graduate Teaching Assistant.

Sincerely,

William R. Wiener, Ph.D.  
Dean, The Graduate School

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# Chapter 1

## The University of North Carolina at Greensboro: An Overview

### 1.1 History

The State Normal and Industrial School opened in October 1892 with a student body of 223 and a faculty of fifteen. The college changed names several times, becoming the State Normal and Industrial College in 1896, the North Carolina College for Women in 1919, the Women's College of The University of North Carolina in 1932, and after becoming coeducational in 1963, was named The University of North Carolina at Greensboro.

Charles Duncan McIver, a crusader for women's education, was crucial in the founding of our institution and served as its first chief executive officer with the title of President. By act of the Board of Trustees in 1945, the title was changed to Chancellor. On August 1, 2008, Dr. Linda P. Brady became UNCG's tenth Chancellor.

During its first seven decades, the institution's mission was to prepare women—primarily undergraduates—for the most effective living of that day. Today that goal—effective living—remains the same, but its scope has been greatly expanded.

### 1.2 The University of North Carolina at Greensboro Strategic Plan 2009–2014

#### 1.2.1 Vision and Mission Statement (Approved by Chancellor Brady, December 15, 2008)

The University of North Carolina at Greensboro will redefine the public research university for the 21<sup>st</sup> century as an inclusive, collaborative, and responsive institution making a difference in the lives of students and the communities it serves. UNCG is a...

- Learner-centered, accessible, and inclusive community fostering intellectual inquiry to prepare students for meaningful lives and engaged citizenship;
- Research university where collaborative scholarship and creative activity enhance quality of life across the lifespan;
- Source of innovation and leadership meeting social, economic, and environmental challenges in the Piedmont Triad, North Carolina, and beyond; and
- Global university integrating intercultural and international experiences and perspectives into learning, discovery, and service.

### 1.2.2 Values

The University of North Carolina at Greensboro, a community including students, faculty, staff, and alumni, will demonstrate its commitment to...

- **Inclusiveness** – A welcoming and inclusive academic community, based on open dialogue and shared governance, offers a culture of caring with visible, meaningful representation of differences;
- **Collaboration** – Interdisciplinary, intercommunity, inter-institutional, and international collaboration is reflected and rewarded in teaching, research, creative activity, community engagement, and infrastructure;
- **Sustainability** – Academics, operations, and outreach are conducted with careful attention to the enduring interconnectedness of social equity, the environment, economy, and aesthetics;
- **Responsibility** – A public institution, the University responds to community needs and serves the public in a systematic fashion through the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity; and
- **Transparency** – Goals, processes, and outcomes are accessible and measurable, resulting in enhanced performance, trust, and accountability.

### 1.2.3 Strategic Areas

By 2014, The University of North Carolina at Greensboro will demonstrate increased excellence in research, creative activity, and student learning by undertaking initiatives to foster...

- **Access to Education and Student Success** – by providing complementary systems of aid and outreach, vibrant, inclusive, sustainable learning environments, and caring, personalized, and comprehensive support to students, thereby creating access to education and opportunities for success for all persons, particularly citizens of North Carolina from underserved regions and from underrepresented populations;
- **Health and Wellness across the Life Cycle** – by enhancing and extending health, wellness, and quality of life for children, adults, families, and communities, through scientific inquiry and application, workforce development, reduction of disparities, sustainability efforts, and recreational opportunities;
- **Education and Leadership Development** – by offering transformational undergraduate, professional, and graduate education in which students participate in high impact experiences that develop integrative thinking and prepare collaborative, adaptable graduates with a broad spectrum of transferable skills for life, civic participation, and work in a global society;
- **Economic, Cultural, and Community Engagement** – by supporting a faculty with outstanding accomplishments in research, scholarship, and creative activity and working collaboratively with diverse communities, UNCG will be a **catalyst** for economic transformation, cultural expression, and community development to benefit

the residents of the Piedmont region, the state, and beyond; and

- **Internationalization** – by being a university where students, faculty, and community integrate teaching, research, and service into global context characterized by international and intercultural experiences and perspectives.

### **1.3 Administrative Structure**

The Provost and Vice Chancellor for Academic Affairs is the chief academic officer of the university. UNCG is organized into the College of Arts and Sciences and six professional schools: The Joint School of Nanoscience and Nanoengineering, The Joseph M. Bryan School of Business and Economics, The School of Education, The School of Health and Human Sciences, The School of Music, Theatre and Dance, and The School of Nursing.

The Graduate School has general supervision of graduate study throughout the College and schools. The Graduate Dean is the chief administrative officer of The Graduate School, taking general responsibility for the development, improvement, and administration of all graduate study at UNCG. The Dean of The Graduate School serves as admissions officer and administers services to graduate students and programs. All matters of policy, procedures, and graduate curriculum are developed, approved, and implemented in consultation with the academic programs and the Graduate Studies Committee.

## Chapter 2

# University Policies and Procedures

### 2.1 General Policies and Procedures

#### 2.1.1 Health Insurance

The University seeks to provide health insurance vouchers with a co-pay for its graduate, research and teaching assistants who do not already have health insurance. However, the University's ability to offer these vouchers will depend upon budget constraints from year to year as well as annual stipend levels. The minimum annual stipends (including awards, scholarships, etc.) required to receive a health insurance voucher are:

- \$6,000 for Masters students
- \$8,000 for Master of Fine Arts students
- \$9,600 for Doctoral students

#### 2.1.2 Liability Protection

Limited liability protection provided by state law for all University personnel also applies to Graduate Teaching Assistants arising in connection with their role as Graduate Teaching Assistants. In certain circumstances, the State may provide for the defense of a civil or criminal action brought against a Graduate Teaching Assistant in his or her official capacity. By observing established University policies and procedures for instruction, the Graduate Teaching Assistant can avoid the need for such services. Some general guidelines to follow include:

- Appropriate supervision of students during class time to minimize student risk from criminal, violent, or otherwise dangerous behavior;
- Proper and timely instruction of students in safety procedures for lab classes and other situations where improper use of supplies or equipment may create dangerous situations;
- Compliance with students' rights to privacy regarding records, grades and personal information;
- Discretion and courtesy in handling student problems.

### **2.1.3 Stipends**

Stipends are paid after the work is performed, and are generally divided into four equal payments per semester. Thus, for the Fall semester, checks will be issued at the end of September, October, November and December. Spring payments will be made at the end of January, February, March and April. All new assistants (never worked at UNCG before) should have received tax forms and direct deposit information when you received your letter of appointment; if you did not, please contact the Graduate School.

### **2.1.4 Tuition Benefits**

All students holding assistantships must pay regular tuition and University fees. On occasion, if you qualify, funds may be available for a waiver of in-state and/or out-of-state tuition. This award *does not* accompany every assistantship and applies only if specifically stated in your appointment letter. Please be aware that a tuition waiver may affect “earned income” on your taxes. Consult IRS and North Carolina tax forms before filing tax returns.

### **2.1.5 Workload and Compensation**

Workload and compensation for Graduate Teaching Assistants may vary by program, degree level, and assigned responsibility. However, in no case may service hours exceed 20 hours per week.

### **2.1.6 Discriminatory Conduct Policy**

The University of North Carolina at Greensboro is committed to the principle that educational and employment decisions should be based on an individual’s abilities and qualifications and should not be based on personal characteristics or beliefs that have no relevance to academic ability or to job performance. Accordingly, UNCG supports policies, curricula, and co-curricular activities that encourage understanding of and appreciation for all members of its community. UNCG will not tolerate any harassment of, discrimination against, or disrespect for persons. UNCG is committed to equal opportunity in education and employment for all persons and will not tolerate any discrimination against or harassment of persons on the basis of race, color, creed, religion, gender, age, national origin, disability, military veteran status, political affiliation, or sexual orientation.

This policy applies internally as well as to the University’s relationships with outside organizations, except to the extent that those organizations, including the federal and State government, the military, ROTC, or private employers, do not yet recognize sexual orientation as protected.

The University’s educational and employment practices are consistent with Section 103 of The Code of The University of North Carolina. In addition, the University complies with North Carolina General Statutes 126-16 and 126-17, Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1988, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and other federal and state laws relating to discrimination in educational programs and employment. In accord with Executive Order 11246, the University has in place an Affirmative Action Plan which states the University's commitment to the concept and practice of equal employment opportunity for all persons regardless of race, color, creed, religion, gender, age, national origin, disability, military veteran status, political affiliation, or sexual orientation.

Any employee who believes he or she has been treated unfairly based on any of the above characteristics should contact his or her immediate supervisor or the next level supervisor if the immediate supervisor is the subject of the allegation. Students should contact the Office of Student Affairs.

Retaliatory action of any kind will not be tolerated against any person for making a good faith report of discrimination or on the basis of that person's participation in any allegation, investigation, or proceeding related to the report of discriminatory conduct. Every UNCG employee and student is charged with the responsibility to be aware of and abide by this policy. Failure to abide by this policy may subject the violator to disciplinary action up to and including dismissal.

## **2.2 Policies and Procedures Affecting the Classroom**

### **2.2.1 Academic Integrity Policy and Procedures for Addressing Academic Dishonesty**

The UNCG community subscribes to the five core values of academic integrity discussed earlier. All violations of the Academic Integrity Policy are violations of the principle of honesty, but they may also create questions related to trust, fairness, respect, and responsibility. The violations listed below are typical, but not exhaustive, examples of the acts that constitute breaches of the Policy.

- **Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- **Plagiarism:** Intentionally or knowingly representing the words of another as one's own in any academic exercise.
- **Misuse of Academic Resources:** The intentional use, misuse or alterations of University materials or resources so as to make them inaccessible to other users.
- **Falsification:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

See <http://sa.uncg.edu/handbook/academic-integrity-policy/> for complete information. Academic Integrity procedures are coordinated by the Dean of Students. Consult individually with Dr. Brett Carter for any questions or concerns: [bacarte2@uncg.edu](mailto:bacarte2@uncg.edu) or 334-5099.

### **2.2.2 Faculty Student Joint Conference**

In the event of a suspected violation of academic integrity, the instructor must propose a conference with the student. The following statements outline the proper sequence of events for such a conference:

1. The faculty member contacts the student in writing/email to inform him/her that an allegation has been made and a faculty-student conference needs to be held to discuss this matter.

2. At the time of this notification, the instructor shall provide the student with the following statement of rights:
  - a. The student has the right to postpone the conference for at most two (2) business days if he/she desires.
  - b. The student should realize that he/she is under no pressure, either overt or implied, to admit responsibility, or to as suggested sanction if a conference is held. In the latter case, the matter would go through the grade appeals process.
  - c. Before the conference, the student should familiarize himself/herself with the entire Academic Integrity Policy procedure. He/she is encouraged to consult the Student Government Attorney General staff (222 Elliott, 334-5720) and/or the Coordinator for Academic Integrity (141 Mossman, 334-5514).
3. The conference is held at a time and place acceptable to both parties, during which the instructor shall inform the student of the particulars of the suspected violation and the reason(s) for believing such has occurred (the faculty member is under no obligation at this time to reveal identities of third party individuals who may have reported the allegation);
4. Following this conference, one of three recourses will be pursued:
  - a. If the instructor believes the allegation is not supported by the facts, it will be dismissed;
  - b. If the instructor still believes there has been a violation, he/she will indicate to the student his/her assignment of the appropriate sanction. If the student concurs in this outcome, the instructor will complete an "Academic Integrity Violation" form concerning the violation. Once a student has concurred and has accepted a grade related sanction, the student may not drop the course to avoid the assigned sanction.
  - c. If the student disagrees with the finding or the assignment of the sanction, matter will go to an Academic Integrity Hearing. The Graduate Teaching Assistant should complete the "Academic Integrity Violation" form and forward it to the Dean of Students Office within five (5) business days.
5. A student may not drop a course to avoid an academic integrity allegation or assigned sanction resulting from a proven allegation.
6. If the student admits to the violation and accepts the sanction, or is found responsible in the hearing process, and if this is his/her second violation, suspension or expulsion shall be mandatory. Decision as to which is appropriate will be made in a hearing, indicating the appropriate period of suspension, if that is recommended.

*The Academic Integrity Violation form may be found on the website for The Dean of Students Office: <http://sa.uncg.edu/dean/academic-integrity/faculty-student-conference/>*

### **2.2.3 Disciplinary Hearing**

An academic integrity hearing will be held if the student does not admit to the violation.

- The Dean shall send to the accused student within five (5) business days after the charge is received, a charge letter indicating the charges and requesting that the student schedule a pre-hearing conference to discuss the charge, the student's rights and provide information concerning scheduling.
- The Dean shall proceed to select a hearing panel as described under this policy, and except as otherwise directed under the Academic Integrity Policy, shall convene and conduct that panel in a hearing under the terms described in the Student Code of Conduct. Any appeal from the decision of the hearing panel will be directed in the manner prescribed by the Student Code of Conduct.

Cases occurring during summer sessions for which a hearing is requested present special problems due to the brief term and the limited availability of hearing committee members. Such hearings shall be conducted, when necessary, through ad hoc committees appointed by the Dean. Regularly enrolled UNCG students attending the summer session may elect to have their cases heard by such committee or postpone the hearing until the beginning of the regular session when the normal hearing process is available. Such carryovers of hearings may also be utilized for students, other than seniors nearing graduation, who request hearings at periods when there is not sufficient time remaining in the regular academic year to arrange for the hearing process. The authority of the hearing panel is limited to the work and/or course in which the violation has occurred and to a finding of "responsible" or "not responsible." The panel will recommend a sanction to the faculty member, but he/she retains final discretion in assigning the sanction if the student is found "responsible," unless the student alleges and proves that the faculty member's decision was based upon personal malice or illegal motive. The range of sanctions available to the faculty member is warnings-F in the class.

All decisions before academic integrity hearing panels must be decided according to whether it is "more likely than not" (preponderance of evidence) that the alleged violations have occurred. In finding responsibility under this standard of proof, a panelist must be convinced, based upon information presented in the course of the hearing that the conduct described is more likely than not to have occurred.

*All material concerning Academic Integrity is taken from the website for the Dean of Students Office.*

### **2.2.4 Adverse Weather**

Offices and classes normally remain open during periods of inclement weather. On rare occasions of severe weather, scheduled classes may be delayed or canceled; however, certain campus operations must be available for service to our students, staff, and general public. The departments of Public Safety and Police, Housing and Residence Life, Dining Services, Student Health Center, and Physical Plant are required to be available and have contingency plans in place for continuing operation during periods of severe weather or campus closure.

The Chancellor, or Chancellor's designee, is the only person with the authority to close the campus or any part thereof due to catastrophic weather or other adverse conditions. A decision

made by the Chancellor to delay or cancel classes will be reported to the media, the Provost, and to each vice chancellor. The Provost will report that decision promptly to each dean. The local media will be requested to broadcast a public service message that "Classes at UNCG are delayed [until...] or canceled. The UNCG adverse weather policy is in effect for employees." In addition, the **University's Adverse Weather number** (334-4400) may be accessed for up-to-date campus closure information.

When adverse weather prevents a faculty member from reaching campus, the department office should be informed as early as possible, whereupon a cancellation notice will be placed on the classroom door. The department should promptly inform the dean's office of all canceled classes.

Students should be advised by instructors early in the semester to listen for radio or television announcements when weather is particularly severe. If no announcement of closing is broadcast, the University may be presumed to be open and holding classes. If in doubt, a student may contact the relevant departmental office or dean's office.

The complete policy, including detailed information regarding University staff obligations for reporting to work during adverse weather conditions, "**Adverse Weather and Campus Closure**," is contained in the *Policy Manual for Staff Employees*.

### 2.2.5 Copyright and "Fair Use"

The term "copyright" actually refers to a bundle of rights created and protected by federal statute. It includes the exclusive rights to reproduce, sell, distribute, perform, display, and license the original work or derivative works. The owner of these rights can give away, sell or license any or all of them on either a temporary or permanent basis.

Original works "fixed" in a tangible medium (e.g. paper, canvas, magnetic tape, digital recording, etc.), may be copyrighted including: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion picture and other audiovisual works; sound recordings; and architectural works.

#### Fair Use of Printed Materials

There are essentially two ways you can copy and use copyrighted material. First, you can get the permission of the copyright owner(s) (i.e. obtain a license). On our campus, the Bookstore will perform this service free of charge for faculty members and senior teaching assistants.

The second way is if the copying qualifies under the "fair use exception" to the Copyright Law. That exception allows copying for purposes of "criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research," **IF** (and this is a very big **IF**) such use can be considered "fair" when analyzed using the following four factors:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

4. The effect of the use upon the potential market for or value of the copyrighted work.

Of these four factors, 3 and 4 seem to get the most emphasis by the Courts, especially the market impact factor. Small amounts of spontaneous copying for classroom use (not including whole articles or book chapters) are probably acceptable. However, course packs containing whole book chapters and significant portions of articles were held to violate the Copyright Law.

**Caution:** Posting materials on the internet is a form of copying and makes them available to a vastly larger audience which will increase the adverse market impact exponentially, (*i.e. don't do it without the owner's permission*).

### **Fair Use of Videotapes and DVDs**

The use of videotapes for instructional purposes is acceptable if the following conditions are met:

1. The videotape must be shown by the instructor or the instructor's students;
2. The instructor and students must be in the same place, i.e., transmissions by television don't qualify under this section of the statute (distance learning activities may be permitted, check with your faculty mentor);
3. The activity must be a teaching activity and not for recreation or entertainment;
4. The activity must be conducted by a nonprofit educational institution (UNCG qualifies);
5. The activity must take place in a classroom or other area used as a classroom for systematic instructional activity (e.g., not the parking deck); and
6. The copy of the videotape being shown must have been legally made (not a pirated copy).

To provide guidance to faculty and staff on the Fair use issue, the UNC Office of the President has created a *Primer on Copyright Ownership*, available on the web at:

<http://www.northcarolina.edu/legal/sm/copyright.htm>

The web address also includes a Fair Use worksheet. Use of this worksheet *before* using copyrighted material without permission will help document the good faith effort in case of litigation.

*All information concerning Copyright and Fair Use, including the Fair Use Worksheet, is drawn from the website offered by The University Counsel.*

### **2.2.6 Disruptive Behavior in the Classroom**

Instructors may withdraw students from a course for behavior that is deemed by the instructor to be disruptive to the class. The grade assigned will be “W” if the behavior occurs before the deadline for dropping a course without academic penalty, and instructors have the option of giving a “W” or “WF” if the behavior occurs after the deadline.

## **2.2.7 Emergency Procedures**

### **Fire**

All fire alarms are monitored by the UNCG Police Department. If you should see an actual fire or smell smoke, follow the procedures listed below:

1. Call the UNCG Police (334-4444) and give your name and phone number, the location of the fire or smoke, and state whether or not the fire alarm is activated in the building.
2. Leave the building.

The UNCG Police will dispatch officers and contact the Greensboro Fire Department.

### **Severe Injury or Acute Illness**

If a student should become acutely ill or severely injured, follow this procedure:

1. Call the UNCG Police (334-4444) and give your name and phone number, the student's name and exact location, and a description of the circumstances and symptoms.
2. Delegate someone to be outside the building to direct emergency medical personnel to the student.

UNCG Police will send officers trained in first aid and dispatch the Guilford County EMS.

Accidental injuries should be reported to your department and the Office of Safety at 334-HELP (4357). Safety hazards observed on campus should also be reported to the department involved or to the Office of Safety.

## **2.2.8 Grievance Procedures**

UNCG provides both faculty and affirmative action grievance procedures. If a Graduate Teaching Assistant has a complaint relating to his or her teaching function, every effort should be made to resolve the issue with the faculty mentor or departmental director of graduate studies. If the supervisor or director cannot resolve the problem, the matter may then be referred to the department head.

## **2.2.9 Improper Relationships Between Students and Employees**

The University does not condone amorous relationships between either students and employees or students and instructors. Members of the University community should avoid such liaisons, which can harm affected students and damage the integrity of the University. For a full statement of the policy see <http://www.northcarolina.edu/policy/index.php> Policy 300.4.1 Improper Relationships, Between Students and Employees.

### 2.2.10 Parking Services

Permits for faculty and staff may be purchased at Parking Operations and Campus Management, located in the Walker Avenue parking deck.

- Permits are required for on-campus parking from midnight Sunday until 5 pm on Friday.
- After 5 pm on Friday until midnight Sunday no permit is required in valid B/C/E surface parking lot parking spaces. This does not include meters, reserve, or other no parking zones.
- Meters, reserve, and Handicap spaces are enforced 24/7.

### 2.2.11 Sexual Harassment

Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect. It is the University's policy that sexual harassment constitutes misconduct justifying disciplinary action up to and including dismissal.

### 2.2.12 Students' Rights to Privacy

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), The University of North Carolina at Greensboro guarantees students certain rights related to their educational records. **Teaching assistants are encouraged to review the complete policy statement**, which may be obtained at the Provost's Office or at <http://sa.uncg.edu/handbook/policies/>. You should take extreme care to insure the handling of students' records is in full compliance with established University Policy. Other information regarding students' rights and responsibilities is in the *UNCG Policies for Students* section of the Dean of Students Website.

### 2.2.13 Student Safety

The Office of Safety (334-4357) and the University Police (334-4444) oversee various concerns about physical safety on campus. These functions are spelled out in the UNCG *Campus Safety and Law Enforcement* booklet.

If your teaching assignment will involve exposing yourself or your students to possible hazards, you must adhere to the University's rules and regulations for safe operations.

## Chapter 3

# Grading and Course Evaluations

The last week or two of a semester will bring a flurry of activity to a Graduate Teaching Assistant's life: not only do you have your own work to complete and turn in; you also must grade the work of your students, report their final grades, and close down the classroom. You can make this end of semester transition smoother if you prepare for it from the first day of class. Here are some of the duties you will be performing at semester's end:

### 3.1 Grading Student Performance

UNCG has a university-wide final examination schedule and associated procedures about final examinations that must be followed. Specific procedures for grading, however, differ by department and instructor. Be sure to discuss grading procedures with your faculty mentor. Departments vary in the types of responsibilities for grading that are assigned to Teaching Assistants.

### 3.2 Reading Day

The day immediately preceding the first day of the final examination schedule is reserved for a reading day for students. No hourly tests may be given during the ten calendar days prior to Reading Day unless they were announced during the first month of the semester.

### 3.3 Final Examinations

The general policies about final examinations can be found on UNCG's website at <http://www.uncg.edu/reg/Grades/FinalExams.html>. The schedule for final examinations may be found at <http://www.uncg.edu/reg/Calendar/examCal>. The nature and content of final examinations is set by the instructor and/or department. Discuss the expectations for final examinations with your faculty mentor.

### 3.4 Assigning Final Grades

UNCG uses letter grades that may have a plus or minus designation. Corresponding numerical equivalents are used to compute grade point averages. The letter grades and corresponding numerical equivalents for undergraduate classes are as follows:

<b>A+</b>	<b>=</b>	<b>4.3</b>	<b>C</b>	<b>=</b>	<b>2.0</b>
<b>A</b>	<b>=</b>	<b>4.0</b>	<b>C-</b>	<b>=</b>	<b>1.7</b>
<b>A-</b>	<b>=</b>	<b>3.7</b>	<b>D+</b>	<b>=</b>	<b>1.3</b>
<b>B+</b>	<b>=</b>	<b>3.3</b>	<b>D</b>	<b>=</b>	<b>1.0</b>
<b>B</b>	<b>=</b>	<b>3.0</b>	<b>D-</b>	<b>=</b>	<b>0.7</b>
<b>B-</b>	<b>=</b>	<b>2.7</b>	<b>F/WF</b>	<b>=</b>	<b>0</b>
<b>C+</b>	<b>=</b>	<b>2.3</b>			

Additional grade symbols include: I (incomplete), W (withdrawal), P/NP (passing/not passing), and S/U (satisfactory/unsatisfactory).

### 3.5 Reporting Grades

For updated instructions on reporting grades, go to the University Registrar's website:  
<http://www.uncg.edu/reg/>

- 24 hours after the final examination for students who are designated as graduating;  
**AND**
- 48 hours after the final examination for all other students.
- For final grade deadlines for Parts of Term classes, refer to the Parts of Term Calendar on the University Registrar's website: <http://www.uncg.edu/reg/Calendar/index.html>

Grades are reported electronically on *UNCGenie*. Grades cannot be changed after they are officially reported unless the change is approved by the instructor, the appropriate dean or department head, and the University Registrar.

A retroactive grade change is a change in an officially reported grade. A grade becomes official when the University Registrar so stipulates. Except to correct clerical errors, a retroactive grade change is considered an extraordinary action and is granted only in the most compelling circumstances. No change may occur unless the instructor who gave the grade initiates the formal process of a retroactive grade change. The change must also be approved by the instructor's department head and by the instructor's dean. In the event that the instructor is, for practical purposes, unavailable, only the Academic Appeals Committee of the Faculty Senate may act in place of the instructor in the matter of a retroactive grade change.

### 3.6 The Family Educational Rights and Privacy Act (FERPA)

In compliance with FERPA, UNCG policy requires that personally identifiable information from a student's educational record may not be disclosed to any third party in the absence of written permission from the student, except in the case of a UNCG official with a legitimate educational interest in the information. You are expected to maintain the confidentiality of your students' private information.

### 3.7 Evaluation of Teaching

Your department/faculty mentor will evaluate your student teaching. Standardized teacher evaluation forms are available from the department. Feedback from such evaluations provides you with valuable data for your professional development as a teacher.

# University Resource Guide

<i>Teaching Issue</i>	<i>Resource</i>	<i>Location and Web</i>	<i>Phone Number</i>
<b>Academic Integrity</b>	Dean of Students	141 Mossman Bldg. <a href="http://sa.uncg.edu/dean/">http://sa.uncg.edu/dean/</a>	334-5514
<b>Adult Student Issues</b>	Dean of Students	141 Mossman Bldg. <a href="http://sa.uncg.edu/dean/">http://sa.uncg.edu/dean/</a>	334-5514
<b>Address Change</b>	Online/Registrar's Office	180 Mossman Bldg. <a href="http://www.uncg.edu/reg/">http://www.uncg.edu/reg/</a>	334-5946
<b>Audit a Class</b>	Division of Continual Learning	915 Northridge Street <a href="http://dcl.uncg.edu">http://dcl.uncg.edu</a>	315-7044
<b>Classroom Change</b>	Online/Registrar's Office	180 Mossman Bldg. <a href="http://www.uncg.edu/reg/">http://www.uncg.edu/reg/</a>	334-5946
<b>Computer/Websites</b>	Information Technology Services	<a href="http://its.uncg.edu/">http://its.uncg.edu/</a>	256-8324 (6-Tech)
<b>Counseling</b>			
Academic	Student Academic Services (Undergrad)	061 McIver Bldg. <a href="http://excellence.uncg.edu/">http://excellence.uncg.edu/</a>	334-5534
Career	Career Services Center	One Elliot University Center <a href="http://csc.dept.uncg.edu/">http://csc.dept.uncg.edu/</a>	334-5454
Disability	Office of Disability Services	215 Elliott University Center <a href="http://ods.uncg.edu/">http://ods.uncg.edu/</a>	334-5440
Financial	The Financial Aid Office	723 Kenilworth Street <a href="http://fia.uncg.edu/">http://fia.uncg.edu/</a>	334-5702
Personal <i>Alcohol, drugs</i>	Student Health Services	Gove Student Health Center 107 Gray Drive <a href="http://www.uncg.edu/shs/">http://www.uncg.edu/shs/</a>	334-5340
Personal <i>Relationships, family, anxiety, stress, emotional concerns</i>	Counseling and Testing Center	Gove Student Health Center 107 Gray Drive <a href="http://www.uncg.edu/shs/ctc/">http://www.uncg.edu/shs/ctc/</a>	334-5874
<b>Crisis Intervention</b>			
Advocacy and Support	Dean of Students	141 Mossman Bldg. <a href="http://sa.uncg.edu/dean/">http://sa.uncg.edu/dean/</a>	334-5514
Mental Health Crisis	Guilford County Mental Health (24 hr)	<a href="http://www.guilfordcenter.com">http://www.guilfordcenter.com</a> 201 N. Eugene St.	800-853-5163
Rape/Sexual Assault	Sexual Assault Response Team	Gove Student Health Center 107 Gray Drive <a href="http://www.uncg.edu/shs/ctc">http://www.uncg.edu/shs/ctc</a>	334-5874

<b>Emergency</b> <i>Fire, Police, Medical-emergency</i>	UNCG Police	<a href="http://police.uncg.edu/">http://police.uncg.edu/</a>	334-4444
<b>Enrollment Verification</b>	Online/Registrar's Office	180 Mossman Bldg. <a href="http://www.uncg.edu/reg/">www.uncg.edu/reg/</a>	334-5946
<b>Environmental Safety</b>	Department of Environmental Health and Safety	Chemical Safety Facility <a href="http://www.uncg.edu/sft/">http://www.uncg.edu/sft/</a>	334-4357
<b>Honors Program</b>	Honors College, Lloyd International	205 Foust Bldg. <a href="http://honorscollege.uncg.edu/">http://honorscollege.uncg.edu/</a>	334-5538
<b>Learning Disabilities</b>	Office of Disability Services	215 Elliott University Center <a href="http://ods.uncg.edu/">http://ods.uncg.edu/</a>	334-5440
<b>Libraries, University</b>	Walter Clinton Jackson Library	320 College Avenue <a href="http://library.uncg.edu/">http://library.uncg.edu/</a>	334-5304
<b>Media Support, Test Scoring &amp; Blackboard Training</b>	Faculty Teaching and Learning Commons	159 Mossman Bldg. <a href="http://www.uncg.edu/tlc/">http://www.uncg.edu/tlc/</a>	334-5078
<b>Records, Official Transcripts</b>	Online/Registrar's Office	180 Mossman Bldg. <a href="http://www.uncg.edu/reg/">http://www.uncg.edu/reg/</a>	334-5946
<b>Safety Escort</b>	UNCG Police	<a href="http://police.uncg.edu/">http://police.uncg.edu/</a>	334-5963
<b>Study Skills</b>	LAC (Learning Assistance Center)	104 McIver Bldg. <a href="http://success.uncg.edu/lac/">http://success.uncg.edu/lac/</a>	334-3878
<b>University Police</b>			
Emergency	UNCG Police	<a href="http://police.uncg.edu/">http://police.uncg.edu/</a>	334-4444
Non- Emergency	UNCG Police	<a href="http://police.uncg.edu/">http://police.uncg.edu/</a>	334-5963
<b>Withdrawal from University/Classes</b>			
Undergraduate	Student Academic Services	061 McIver Bldg. <a href="http://excellence.uncg.edu/">http://excellence.uncg.edu/</a>	334-5534
Graduate	The Graduate School	241 Mossman Bldg. <a href="http://grs.uncg.edu/">http://grs.uncg.edu/</a>	334-5596

# Notes