

# **GSM**

# **Instructor Update**

# **2018-19**

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SEPTEMBER 25, 2018

# Welcome to AY 2018-19 at the GSM!

## Agenda

- First Day of Class: Advice from Academic Directors and Associate Dean
- Academic Code of Conduct
- Responding to Distressed Students
- Practical Instructional Matters: Syllabi, grades, et. al.
- Your Instructor Support System
- Dean's Update

# First Day of Class

- If possible, visit the classroom before your first day of teaching.
  - New classroom locations in Sacramento (Center for Health and Technology and Intel)
  - Undergraduate courses scheduled in various places on campus
- Test run the classroom technology if you are trying anything new.
- Use the first day of instruction to set expectations

“Students will tolerate almost anything if you tell them about it first.”

- Victor Stango, MBA Academic Director

# Academic Code of Conduct

## Role of Faculty under the Code of Academic Conduct

The Code of Academic Conduct highlights the faculty's critical role in ensuring academic integrity. The Code places shared responsibility for upholding academic integrity on all members of the UC Davis community -- students, faculty, and administration. Office of Student Support & Judicial Affairs (OSSJA) was created to administer the student discipline system. Under the Code, faculty responsibilities include:

- Encouraging honesty and integrity in students
- Informing students of ethical, scholarship and conduct standards

The requirement to include “notice of the Code of Academic Conduct” on all undergraduate and graduate course outlines (syllabi) per Regulation 537. You can provide notice on your syllabi however you prefer; it can be as simple as including a link to the [Code's webpage](http://sja.ucdavis.edu/files/cac.pdf).

<http://sja.ucdavis.edu/files/cac.pdf>

- Using test and assignment formats that discourage cheating

# Academic Code of Conduct

## Violations

**PLEASE TALK WITH THE RELEVANT ACADEMIC DIRECTOR FIRST.**

The Senior Assistant Dean for Student Affairs (Jim Stevens) acts as the ethics coordinator for the GSM in accordance with the School's ethics policy. The coordinator, Academic Director (Victor, Ashwin, or Bob) and the relevant instructor(s) will comprise the GSM Academic Review panel and will determine the proper treatment for alleged violations of the school ethics policy, including, but not limited to, referring the case to Student Judicial Affairs (SJA).

- A. If SJA determines that academic misconduct has occurred, the GSM Academic Review Panel will meet and make a recommendation to the Dean on appropriate sanctions for the violation.
- B. The Dean will then make a final recommendation to SJA for the violation.
- C. SJA will make the final determination of the sanction, and will maintain authority over implementing and overseeing the sanction. All appeals of SJA sanctions will be handled by SJA.

# Responding to Distressed Students

<https://shcs.ucdavis.edu/resources/faculty-and-staff/helping-dangerous-students>

## If you learn that a student *may have* experienced sexual harassment or sexual violence

- Be supportive and empathetic.
- Give the student resource information
  - Center for Advocacy Resources and Education  
<https://care.ucdavis.edu/>
  - Information on Support Services and Reporting Options  
[https://sexualviolence.ucdavis.edu/docs/sexual\\_violence\\_support\\_brochure.pdf](https://sexualviolence.ucdavis.edu/docs/sexual_violence_support_brochure.pdf)
  - Other confidential UC Davis resources  
<http://hdapp.ucdavis.edu/resources/index.html>
- You are required to report to UC Davis Harassment & Discrimination Assistance and Prevention Program (**HDAPP**). Christina Sanchez is also a campus advisor for HDAPP. Her contact info is [chrsanchez@ucdavis.edu](mailto:chrsanchez@ucdavis.edu), 530-752-5330.

<https://hdapp.ucdavis.edu>

# Practical Instructional Matters - Syllabi

- See the syllabus checklist for important items that are required.
- Most complaints are about Grading Policy...excessive clarity pays off.
- Academic Code of Conduct also now required on all syllabus

# Canvas Best Practices

## Students rely on Canvas: do not under-invest in it!

- Organize materials by class session, so that students have “one-stop shopping”
- Canvas “modules” correspond nicely to class sessions, and are easy for students to navigate
- Use understandable filenames!
- Use the Canvas assignment calendar for important dates (which students can sync with, e.g., Google calendars)

From a student: *“There is no single ‘right way’ to organize a Canvas site, but there are MANY terrible ways!”*

# Attendance and Class Participation

- Attendance and/or class participation (either or both) may (but is not required) to be used as a course requirement.
- Determined by individual faculty members
- Measurement and value of class participation in final grade should be clearly spelled out in the course syllabus.

# Cross-Attendance Policy

**Cross-attendance** - students enrolled in one location attending courses in another location in which they are not registered (e.g., San Ramon students attending the same class in Sacramento).

## One week advance notice

1. Students contact the professor directly
2. Professor will determine whether the student has a compelling reason before considering attendance at an alternate location on this one time basis (this is not allowed on a long term basis). It is the discretion of the professor to determine if this will impact the pedagogical structure of your class.
3. Professor will check in with appropriate Instructional Operations contact (i.e., Dedan/Caroll) regarding space availability for seating, building access and adjust catering count. Carroll/Dedan will advise the faculty member accordingly
4. Professor member will advise the student whether or not their request has been approved

# Cross-Attendance Policy

## Repeat requests by students

- If faculty receive repeat requests by the same student(s), they are to refer this over to Senior Assistant Dean of Student Affairs (Jim Stevens) to discuss and follow up with the student.

## Less than a week notice

- Students will contact the professor, who will refer this over to Senior Assistant Dean of Student Affairs (Jim Stevens) to determine if there is a compelling reason to approve. If Jim determines that there is, then the professor will follow steps 3 and 4 on the previous slide.
- Last minute requests will not be allowed

## Students/faculty should not do the following:

- Students should not show up without notice to the professor.
- Faculty should not allow students to show up without notice to Instructional Operations (Dedan/Caroll).

# Cancelling and Rescheduling Classes

## Scheduled/Planned Absences

- Contact the relevant Academic Director (Victor, Bob, Ashwin, Chelle) and copy [instructional@gsm.ucdavis.edu](mailto:instructional@gsm.ucdavis.edu)
- The Academic Director will work with you to schedule a make-up

## Emergency Situations

- If possible, call the instructional staff member responsible for the location so they may notify the students immediately.
- When possible, contact the relevant Academic Director and copy [instructional@gsm.ucdavis.edu](mailto:instructional@gsm.ucdavis.edu)
- The Academic Director will work with you to schedule a make-up

# Time for breaks and meals

## Class Time and Breaks

- Units of credit are assigned to courses based on the “Carnegie rule”
  - Rule specifies one unit of credit for 30 hours of work by the student per quarter. Usually this involves 10 hours of ‘instruction’ and 20 hours of outside preparation by the student.
  - For each hour, there is 10 minutes of allowable breaks
  - E.g., a 3 credit unit course meeting weekly should include 150 minutes of ‘instruction’ each week and 300 minutes of outside work by the student
- Courses are scheduled to allow time for breaks; give students breaks!
- Start class on time and end on time

## Meal Times

- Meal times in San Ramon, Sacramento and SF are sacrosanct. Do not modify. For Sac/San Ramon, dinner is from 5-6 pm on Fridays, lunch is from 12-1 pm Saturdays. For MSBA, dinner is from 5-6 pm on Fridays, lunch is from 11:30-12:30 pm on Saturdays.

# Grading Standards

## Standards for grades awarded in all courses are as follows:

A+: A premium grade, awarded in rare instances when a student has performed far above the standard expected for a class.

A, A-: Awarded to students for outstanding performance, well above the standard for completion of the class.

B+, B: Awarded to students who have fully met all the requirements of the class,

B-: Given to students whose performance in a class has been deficient but exhibits basic understanding of the material.

Grades of C+ and lower indicate serious deficiencies in performance.

Grades of D+ and lower mean that the course units will not count toward degree requirements.

# Grading Distribution

**Grade Distribution:** Instructors set the grade distribution in their classes. In core classes, often half the students or more have received a grade below A- (i.e., usually a B or B+). B- and below are considered “penalty grades”, as students must have at least an overall 3.0 GPA to graduate.

**Satisfactory/Unsatisfactory (S/U) Grading:** All GSM courses must be taken for a letter grade except those courses specifically designated with Satisfactory/Unsatisfactory grading. Non-GSM courses taken for S/U grades do not count toward degree requirements.

**Grade Changes:** In accordance with Academic Senate Regulations grades are final when filed with the Registrar. A grade can be changed only if a “clerical” or “procedural” error can be documented. No change of grade may be made on the basis of reassessment of the quality of the student’s work, or with the completion of additional work.

**Grade Submission:** All instructors are required to submit their own grades via Canvas or MyUCDavis. *Grades due within 72 hrs after your final exam.*

# Course Evaluations

- All course evaluations are online as the default. Students will be emailed prior to the class end date to notify them that they have course evaluations to fill out
- You should encourage your students to complete the course evaluations.

# Readers and Teaching Assistants

- Teaching Assistants (TaA) have student contact (e.g., teach discussion sessions, office hours, etc.). Readers assist instructors with course administration and grading assignments.
- GSM Senate Faculty in MBA courses fund 25% of readers and teaching assistants from research and teaching accounts and the GSM covers the balance from the central budget.
- Lecturers request teaching assistance (reader or TA) from the Academic Director based with pedagogical justifications.
- When appropriate, we give strong priority to GSM students as readers and TAs.

# Other Items

- **Waitlists** – Do not promise that any student will be accepted from a waitlist. The GSM Registrar will clear waitlists after registration has closed.
- **Exam proctoring** – Staff members are not allowed to proctor any exams. They may hand out and collect exams if the exam is done during their normal working hours.
- **Students requesting academic accommodations**
  - Student shall coordinate with the Student Disability Center (SDC), and the SDC will inform the professor of accommodations and procedures
  - Informal accommodations arranged by a student and instructors without SDC authorization are not permitted.
- **Plagiarism Software:** Unplag.com. Available to any instructor

# The Instructor Support System

## Academic Directors/Assistant Dean:

- MBA: Victor Stango, [vstango@ucdavis.edu](mailto:vstango@ucdavis.edu), 530-752-3535
- MPAC: Bob Yetman, [rjyetman@ucdavis.edu](mailto:rjyetman@ucdavis.edu), 530-752-3571
- MSBA: Ashwin Aravindakshan, [aaravind@ucdavis.edu](mailto:aaravind@ucdavis.edu), 530-752-5767
- Undergraduate: Michelle Yetman, [mhyetman@ucdavis.edu](mailto:mhyetman@ucdavis.edu), 530-754-7808
- Student Affairs: Jim Stevens, Sr. Asst. Dean, [jrstevens@ucdavis.edu](mailto:jrstevens@ucdavis.edu), 530-752-7661

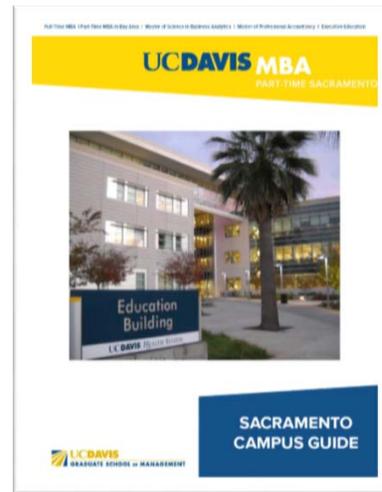
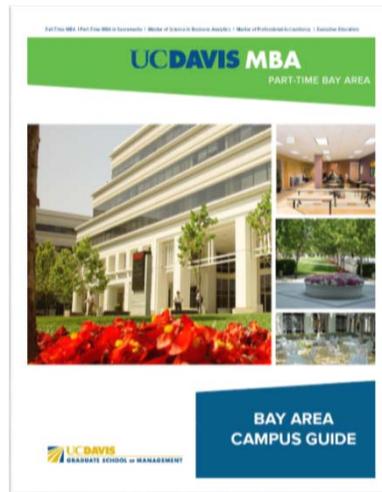
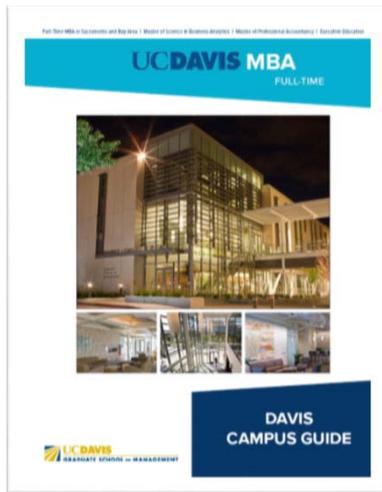
## Project & Instructional Resources – [instructional@gsm.ucdavis.edu](mailto:instructional@gsm.ucdavis.edu)

- Christina Sanchez, Director, [chrsanchez@ucdavis.edu](mailto:chrsanchez@ucdavis.edu), 530-752-5330, 530-574-7438 (cell)
- Andy Fleisher, Asst. Director, [aefleisher@ucdavis.edu](mailto:aefleisher@ucdavis.edu), 530-754-8830

## Instructional Operations Contacts

- **Davis/Undergraduate:** Wendy Stoltz, [wastoltz@ucdavis.edu](mailto:wastoltz@ucdavis.edu),
- **Sacramento/Intel:** Dedan Sims, [sims@ucdavis.edu](mailto:sims@ucdavis.edu), 916-734-3937, 916-607-5083 (cell)
- **San Ramon:** Caroll Sandifor, [cesandifor@ucdavis.edu](mailto:cesandifor@ucdavis.edu), 925-543-8076
- **San Francisco/Hastings:** Shachi Govil, [shgovil@ucdavis.edu](mailto:shgovil@ucdavis.edu), 650-520-9266

# Campus Guides



[www.gsm.ucdavis.edu/instructional](http://www.gsm.ucdavis.edu/instructional)