ANTH 161: INTRODUCTION TO CULTURAL ANTHROPOLOGY  
COURSE POLICIES – FALL 2021

PANDEMIC-RELATED MEASURES

Academic Disruption due to Campus Emergency
In the event of a campus emergency that disrupts academic activities, course requirements, deadlines, and grading percentages are subject to change. Information about changes in this course will be communicated as soon as possible by email, and on Canvas. If we are not able to meet face-to-face, students should immediately log onto Canvas and read any announcements and/or access alternative assignments. Students are also expected to continue coursework as outlined in this syllabus or other instructions on Canvas.

In the event that the instructor or GEs of this course have to quarantine or stay home due to illness, this course may be taught online during that time.

Mask enforcements
As per University policy, face coverings are REQUIRED while attending in-person classes at all times. Should students have a qualified exemption to wear a mask in the classroom, they must provide the letter of proof to the GEs and Professor BEFORE THE CLASS STARTS. Students unable to wear face coverings can work with the Accessible Education Center to find a reasonable accommodation. If students cannot provide a letter, they will be asked to leave. Should they refuse to leave, class will be cancelled.

Students who refuse to wear a face covering or are unable to wear a face covering will be referred to the Office of Student Conduct and Community Standards and/or the Accessible Education Center. The Accessible Education Center can help students with disabilities find a reasonable accommodation. The Office of Student Conduct and Community Standards can pursue action against students who violate university policy.

Eating and drinking in class
In order to ensure proper mask wearing protocols please refrain from eating and drinking during class time.

COVID Containment Plan for Classes
As the University of Oregon returns to in-person instruction, the key to keeping our community healthy and safe involves prevention, containment, and support.

Prevention: To prevent or reduce the spread of COVID-19 in classrooms and on campus, all students and employees:
1. Must to be comply with vaccination policy
2. Must wear face coverings in all indoor spaces on UO campus
3. Complete weekly testing if not fully vaccinated or exempted
4. Wash hands frequently and practice social distancing when possible
5. Complete daily self-checks
6. Stay home/do not come to campus if feeling symptomatic
7. Complete the UO COVID-19 case and contact reporting form if you test positive or have been in close contact with a confirmed or presumptive case.
**Containment:** If a student in class tests positive for COVID-19, all relevant classes will be notified via an email by the Corona Corps Care Team with instructions for students and staff based on their vaccination status. Specifically:

- **Vaccinated and Asymptomatic students:** Quarantine not required, but HIGHLY RECOMMENDED. – **PLEASE DO NOT COME TO CLASS** – Daily self-monitoring before coming on campus is advised; sign up for testing through MAP 3-5 days after exposure & wait for results before resuming normal activities.

- **Unvaccinated or partially vaccinated students:** 14-day quarantine strongly advised – **PLEASE DO NOT COME TO CLASS** – and sign up for testing 3-5 days after notification through MAP, if asymptomatic, or through University Health Services (541-346-2770) or your primary care provider, if symptomatic. Wait for results before resuming normal activities.

- **Symptomatic students:** stay home -**PLEASE DO NOT COME TO CLASS**- complete the online case and contact form, and contact University Health Services (541-346-2770) or your primary care provider to arrange for immediate COVID-19 testing. Do not resume normal activities until you have tested negative.

Students identified as a **close contacts** of a positive case will be contacted by the Corona Corps Care Team (541-346-2292).

- **Support:** The following resources are available to you as a student.
  - University Health Services or call (541) 346-2770
  - University Counseling Center or call (541) 346-3277 or (541) 346-3227 (after hrs.)
  - MAP Covid-19 Testing
  - Corona Corps or call (541) 346-2292
  - Academic Advising or call (541) 346-3211
  - Dean of Students or call (541)-346-3216

**Good Classroom Citizenship**

- Wear your mask and make sure it fits you well
- Avoid eating and drinking in class
- Stay home if you’re sick
- Get to know your neighbors in class, and let them know if you test positive
- Get tested regularly
- Watch for signs and symptoms with the daily symptom self-check
- Wash your hands frequently or use hand sanitizer

Complete the UO COVID-19 case and contact reporting form if you test positive or are a close contact of someone who tests positive.

Even if you are vaccinated, I highly encourage you to get tested often, as breakthrough infections do occur.

Free COVID-19 testing is available for all UO employees, students, and the Eugene/Springfield community through university’s Monitoring and Assessment Program (MAP) on a first-come, first-served basis. Pre-registration is required. The process is super simple and well organized, samples are taken via saliva.
ATTENDANCE
Given the current situation with the pandemic and the need for flexibility, there will be no attendance taken in this course. Make sure you still submit any required graded assignment as indicated on the syllabus.

DEADLINES
Late Work
In a class this large, there is no way to manage late submissions effectively. Late submissions of assignments are NOT accepted.

You can request an extended deadline only when you have alerted your GE with at least 48 hours notice that you will be missing a lecture, a discussion section, or have extenuating circumstances (illness - yourself or a family member, death of a family member, or a natural/social disaster) that require providing you with an extension or changing the date of your examination.

In order to demonstrate that you have an extenuating circumstance, you must provide documentation when requesting an extension or change of date. Acceptable forms of documentation include: a doctor's note, discharge notices, death certificates, documentation from a shelter and/or local police dept. or fire commissioner or other official authority.

The professor and GEs reserve the right to not grant you an extension.

COURSE INCOMPLETES
Incompletes can only be granted for documented emergencies. An emergency involves serious injuries, mental health crises, death, or illness and you must provide documentation within 2 weeks in order to receive an extension or incomplete. Once granted an incomplete grade, you have 1 full calendar year to submit for grading.

USE OF TECHNOLOGIES
There is NO texting, email, videos, games, social media, etc. allowed in class. If you are found to be using social media, email, or playing games during class two times or more, you will lose a complete letter grade in the class. You may use your laptops or tablets for notes or to conduct searches that would enhance class discussion. Your phones should be put away and on silent. You may record class discussions only with written permission from the professor. Recordings with no permission are not allowed.

RECORDING LECTURES
Recorded lectures will be available for students after each class. Recordings cannot be posted, shared, or circulated or otherwise disseminated without written permission. Recordings may not be sold under any conditions.

CLASSROOM ETIQUETTE

Punctuality Arrive on time. And leave at the end.

Focus Limit conversations with friends to time before and after class.

Be prepared You are expected to come to class having done the readings and ready to be engaged with the lecture and discussion. If you are struggling with the readings, it is your responsibility as a student to get help from the Teaching and Learning Center, your GE, professor, and/or peers. Bring questions. This is
your opportunity to really be a student – to study, complete assignments, ask questions, and be open to learning new ideas, concepts and facts.

COMMUNICATION

With your peers You are expected to engage respectfully with your peers. This includes both verbal and body language. In Week 1, we will establish a system of class partners. You are expected to keep regular communication with your class partner and use this partnership to discuss class materials, study for exams, and catch up on notes if you missed a class.

With your Professor and GE You are expected to communicate with the professor and GEs in a respectful, professional, and timely manner. To assure we are all following best practices during the pandemic, you have three routes of communication:

• During sections
• Office Hours
• Email

Given the current situation with the pandemic, we are unable to answer questions before or after class inside the classroom. All one-to-one communications will happen either virtually or during section time.

All office hours will take place via zoom. Please make sure you sign up ahead of time using the document provided in canvas to reserve your spot. During zoom office hours you must have your camera on so the professor and/or GEs can see your face.

Addressing your Professor Your professor and GEs are your teachers, and this is a professional context. You should address your professor as Professor or Dr. Escallón. Your conversations should focus on course expectations, materials, requirements, assignments, and help with any and all of these.

At no point is it acceptable to yell at your professor/GEs or be disruptive in any way. In instances of yelling, shouting, or other kinds of disruptive behavior, you may be referred to University Counseling and Testing, and your professor is required by university policy to report the interaction to Student Conduct and Community Standards.

Email Etiquette All written communication should be written in a professional format and include ANTH 161 in the subject line.

Here is an example:

Subject Line: ANTH 161. Request for a Meeting outside of Office Hours

Dear Professor Escallón,
I am writing to ask you for help with our readings for Thursday. I cannot make it to your office hours this week.
Is there another time when you can accommodate me in your schedule?
Sincerely,
Student X
Email Response Time Professor Escallón does not check email after 6pm weekdays and never on weekends. Generally, expect a 48 hour window for responses to your emails. Please be flexible and patient as pandemic related disruptions also affect your professor and GEs.

CONTESTING YOUR GRADE
If you feel that your final grade is not reflective of the work you completed for the course, the proper course of action is as follows. Please keep in mind that once you ask for regrading, the test may be subject to a reduction in grade if the GE or instructor discover the performance merits it.

Step 1: Set up a meeting with the GE to discuss your grade. This does not mean your grade will change, but it is an important step in the process. The GE will communicate the results of the meeting to the professor.

Step 2: Set up a meeting with the professor to discuss your grade. This does not mean your grade will change, but it is an important step in the process. At this point, if upon reviewing the details of your performance, the professor does find an error, the professor will make any necessary arrangements for grade changes.

Step 3: If you are unsatisfied with the results of your meeting, you can contact the Anthropology Department Chair, Frances White, with the details of your grievance. She will contact the professor, who in turn will meet with her to go over the details of your grade and, in the event that there is an error, make amendments.

UNIVERSITY POLICIES
In addition to these expectations, there are also university policies that apply to you in and outside the classroom.

Accommodations If you have a documented disability and anticipate needing accommodations in this course, please make arrangements to meet with the GE and the professor by the end of Week 2. If you develop any conditions that require accommodations, it is highly recommended that you seek these through UO's Disability Services. Also, please request that the Counselor for Students with Disabilities send a letter to the professor outlining your approved accommodations.

The University of Oregon is working to create inclusive learning environments. Please notify the professor and the GE if there are aspects of the instruction or design of this course that result in disability-related barriers to your participation. You are also encouraged to contact the Accessible Education Center in 360 Oregon Hall at 541-346-1155 or uoaec@uoregon.edu.

Student Athletes If you are a student athlete and know that you will be missing classes for tournaments/meets/games, please submit all official letters from your coaches and the Athletics Department to your GE by the end of Week 2 to get excused from class. You are still expected to complete all course readings and assignments.

Working Students A large percentage of UO students are working students, sometimes working up to 30 hours a week. As a working student, there may be times you are required to go into your job, and this may conflict with course attendance. If your shift consistently takes place during course hours and you cannot attend lectures/sections, you are requested to drop the course. If, however, you have a sudden shift change or a once in a lifetime opportunity for your career, you can request to be excused from class attendance on that day. You must let the GEs know ahead of time, and you must provide documentation from the employer.
Academic Honesty  Students at the UO are expected to act with academic honesty. It is the official policy of the University of Oregon that all acts of alleged academic dishonesty by students be reported to the Director of Student Conduct and Community Standards in the Office of Student Life. The two most prevalent forms of academic dishonesty are cheating and plagiarism.

Cheating  The UO defines cheating as: “an act of deception by which a student misrepresents or misleadingly demonstrates that he or she has mastered information on an academic exercise that he or she has not mastered, including the giving or receiving of unauthorized help in an academic exercise. Examples include, but are not limited to: 1. copying from another student's test paper, computer program, project, product, or performance; 2. collaborating without authority or allowing another student to copy one's work in a test situation; 3. using the course textbook or other material not authorized for use during a test; 4. using unauthorized materials during a test; for example, notes, formula lists, cues on a computer, photographs, symbolic representations, and notes written on clothing; 5. resubmitting substantially the same work that was produced for another assignment without the knowledge and permission of the instructor; 6. taking a test for someone else or permitting someone else to take a test for you.”

Plagiarism  The UO states that, “Plagiarism is the inclusion of someone else's product, words, ideas, or data as one's own work. When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references, such as footnotes. Expectations may vary slightly among disciplines. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. On written assignments, if verbatim statements are included, the statements must be enclosed by quotation marks or set off from regular text as indented extracts. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness. Indebtedness must be acknowledged whenever: 1. one quotes another person's actual words or replicates all or part of another's product; 2. one uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words; 3. one borrows facts, statistics, or other illustrative materials unless the information is common knowledge.” **If you are unsure about how to proceed with your sources, please ask a Librarian or visit the University’s Writing Center for help with your assignments. PLAGIARISM IS NOT PERMITTED IN THIS CLASS. Any plagiarized assignments will receive an F, no exceptions.**

Prohibited Discrimination and Harassment  The University of Oregon affirms and actively promotes the right of all individuals to equal opportunity in education and employment at this institution without regard to race, color, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, gender expression or any other extraneous consideration not directly and substantively related to effective performance. For information about my reporting obligations as an employee, please see [Employee Reporting Obligations](#) on the Office of Investigations and Civil Rights Compliance (OICRC) website. Students experiencing any form of prohibited discrimination or harassment, including sex or gender-based violence, may seek information and resources at [safe.uoregon.edu](http://safe.uoregon.edu), [respect.uoregon.edu](http://respect.uoregon.edu), or [investigations.uoregon.edu](http://investigations.uoregon.edu) or contact the non-confidential Title IX office/Office of Civil Rights Compliance (541-346-3123), or Dean of Students offices (541-346-3216), or call the 24-7 hotline 541-346-SAFE for help. I am also a mandatory reporter of child abuse. Please find more information at [Mandatory Reporting of Child Abuse and Neglect](#).”

Weapons  The University of Oregon prohibits the possession of firearms on university-owned or – controlled property by students; employees; contractors and vendors (and their employees and agents); any person attending a ticketed event; and any person leasing, renting or reserving university-owned or – controlled property. This prohibition applies to all individuals, including those with a concealed handgun license. The policy also prohibits the possession of firearms by all persons, including those with a concealed
handgun license, in any building or work place owned or controlled by the university, including but not limited to academic buildings, the Erb Memorial Union, and athletics and performing arts venues.

**Inclement Weather**
It is generally expected that class will meet unless the University is officially closed for inclement weather. If it becomes necessary to cancel class while the University remains open, this will be announced on Canvas and by email. Updates on inclement weather and closure are also communicated in other ways described here: [https://hr.uoregon.edu/about-hr/campus-notifications/inclement-weather/inclement-weather-immediate-updates](https://hr.uoregon.edu/about-hr/campus-notifications/inclement-weather/inclement-weather-immediate-updates)

**Mental Health and Wellness**
Life at college can be very complicated. Students often feel overwhelmed or stressed, experience anxiety or depression, struggle with relationships, or just need help navigating challenges in their life. If you're facing such challenges, you don't need to handle them on your own—there's help and support on campus.

As your instructor if I believe you may need additional support, I will express my concerns, the reasons for them, and refer you to resources that might be helpful. It is not my intention to know the details of what might be bothering you, but simply to let you know I care and that help is available. Getting help is a courageous thing to do—for yourself and those you care about.

University Health Services help students cope with difficult emotions and life stressors. If you need general resources on coping with stress or want to talk with another student who has been in the same place as you, visit the Duck Nest (located in the EMU on the ground floor) and get help from one of the specially trained Peer Wellness Advocates. Find out more at [health.uoregon.edu/ducknest](http://health.uoregon.edu/ducknest).

University Counseling Services (UCS) has a team of dedicated staff members to support you with your concerns, many of whom can provide identity-based support. All clinical services are free and confidential. Find out more at [counseling.uoregon.edu](http://counseling.uoregon.edu) or by calling 541-346-3227 (anytime UCS is closed, the After-Hours Support and Crisis Line is available by calling this same number).

**Basic Needs**
Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course is urged to contact the Dean of Students Office (346-3216, 164 Oregon Hall) for support. This UO webpage includes resources for food, housing, healthcare, childcare, transportation, technology, finances, and legal support: [https://blogs.uoregon.edu/basicneeds/food/](https://blogs.uoregon.edu/basicneeds/food/)

**Accommodation for Religious Observances**
The university makes reasonable accommodations, upon request, for students who are unable to attend a class for religious obligations or observance reasons, in accordance with the university discrimination policy which says “Any student who, because of religious beliefs, is unable to attend classes on a particular day shall be excused from attendance requirements and from any examination or other assignment on that day. The student shall make up the examination or other assignment missed because of the absence.” To request accommodations for this course for religious observance, visit the Office of the Registrar's website ([https://registrar.uoregon.edu/calendars/religious-observances](https://registrar.uoregon.edu/calendars/religious-observances)) and complete and submit to the instructor the “Student Religious Accommodation Request” form prior to the end of the second week of the term.

**WHY SHOULD THIS MATTER?**
A syllabus constitutes a contract between Professor and Student.

If you do not follow the Course Policies and Syllabus, you will see this reflected in your grade.
We are living in a difficult moment, in a middle of a world-wide pandemic, and must do everything in our power to keep ourselves and our community safe and healthy.

In extreme cases where students disrespect the GE or professor, we may be required to report you to the Office on Student Conduct and Community Standards.

Plagiarism and Cheating are offenses that will not only provoke immediate failure in the course; you may also be suspended or expelled from the University of Oregon.

If you are found to break any University Policies, this may result in everything from reporting to the Office on Student Conduct and Community Standards (and failing the course), to reporting to University Police Officers or other disciplinary offices within the University.

**Signature Page**

I have read the syllabus and understand my reading and writing assignments. I am clear on the expectations for this course.

I have read the Course Policies handout and understand what is expected of me in this course, in particular with regards to:

- Pandemic related policies
- Attendance
- Late Work
- Use of technologies
- Communication
- Contesting a grade

I have read the University Policies and understand them.

I agree to do my best to fulfill the policies and agreements as outlined by the syllabus, course policies and my peers.

To confirm that you have understood the course policies, please write your name and your Student ID in the space below.

Name

UO ID