ATTENDANCE, EXTENSIONS AND LATE POLICY

Attendance will be taken through participation in sections (Fridays). No attendance will be taken during lectures (Tuesdays and Thursdays).

Students who participate in university-sponsored activities that might cause them to miss class are responsible for providing documentation signed by a university employee verifying their participation in the activity and listing the dates that they might miss class. This should be done during week one of the term. Please provide documentation to your GE.

This class requires you to attend all Friday discussion sections and all lectures. If you are unable to attend them because of recurring scheduling conflicts, this course is not a good fit for you this term. Please read below for university policies on religious accommodations and accessible education. Both require students to provide documentation that the student may miss class under these policies.

We are committed to supporting students who need assistance and understand that there might be exceptional cases in which short-term illness or emergencies might occur. While we are happy to help you succeed in this course, it is important for you to know that last-minute accommodations can generate significant additional work for your instructor and GE and can quickly get out of hand if requested indiscriminately. This is a very large course. Please help us keep this class running smoothly by staying on top of your assignments and attendance, so we can help those in need. Thank you for understanding.

What should I do if I need to miss a lecture?
It is important that you attend all lectures. If an emergency comes up (e.g., unexpected work/shift change, illness, caretaking responsibilities, etc.), make sure you check in with class peers, ask for class notes, and consult the PDFs of my lecture slides which will be posted by the end of the week on Canvas. You do not need to notify us if you need to miss a lecture class.

What should I do if I need to miss a discussion session?
It is important that you attend all sections, as you will receive a grade for attendance, and you will review for your exams and quizzes. If an emergency comes up (e.g., unexpected work/shift change, illness, caretaking responsibilities etc.), make sure you check in with class peers, ask for class notes and notify your GE.

You will have section discussion sessions every Friday with your GE. This is an important part of the class, and your opportunity to do hands-on activities and review class material. Each GE will outline the expectations for your section. Attendance will be taken in every session.

You may have up to 2 unexcused absences for sections during the entire term with no grade penalty. Beyond this, any absence will impact your section participation grade. If you miss a discussion section, it is your responsibility to catch up on reading reviews, handouts, and class notes. Please do NOT ask the professor for these materials. There are no make-up options for missed sections.
LATE WORK & EXTENSIONS

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

What happens if I miss a quiz?
You will take quizzes every other week via Canvas. Quizzes are short, timed, multiple choice and open for 24 hours online. They are an important part of your grade and a good preparation for your midterm and final exams. As a rule, there are no make-up options for missed quizzes. However, if a last-minute emergency comes up that is completely out of your control (e.g., illness/health issues; caregiving responsibility etc.) that impacts your ability to take the quiz that day, the class has built-in some flexibility: at the end of term, we will drop the lowest score from 1 quiz and will not be counted towards your final grade. If you miss more than one quiz for an unplanned absence (different from religious/other pre-arranged accommodation or university-related event), you need to consult with your GE.

What if I missed the film response or field assignment? Can I still turn it in late?
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 deadline or have extenuating circumstances that require providing you with an extension or changing the date of your assignment.

Please be mindful that in such a large course, managing extensions create an extraordinary amount of additional work for you professor and GEs. The deadlines for assignments are posted on canvas and in the syllabus since the beginning of the quarter, please plan to complete the work for this class when it is due so that you have a buffer against unexpected events that may come up. If there is an extraordinary event that comes up and is out of your control (e.g., illness/health issues; last minute caregiving responsibilities etc.) and impacts your ability to submit your assignments on time, please email your GE. Depending on the specific situation, you may be allowed to turn the assignment late for half credit but it must be turned in within a week of the original deadline and you may not receive any feedback. The professor and GEs reserve the right to not grant you an extension.

Is there a make-up option for the exams?
As a rule, no. The exams must be taken during the scheduled time. To provide maximum flexibility to students, all exams will be taken virtually, and they remain open for one whole day (Midterm) and 3 days (Final) on Canvas. Please plan accordingly. Exam dates are scheduled since the beginning of the quarter and dates appear on the syllabus and in Canvas. It is important that you plan ahead to take exams on the designated dates; managing extensions creates inequities between students and additional work for your instructor and GEs. If the day of the exam you experience an event out of your control (illness, family emergency, etc.) you must email your GE and professor immediately. If you have a documented reason for not being able to take an exam, you must notify your GE at least one week in advance (by e-mail), so that the GE can schedule a make-up.

COURSE INCOMPLETES
A grade of "I" (Incomplete) represents an agreement between an instructor and a student to extend the deadline for coursework completion. Incompletes shall be granted when the instructor determines that the student meets all the following criteria. The student:

- has been making satisfactory progress on coursework as determined by the criteria in the syllabus;
- has been active in the course;
• is unable to complete a portion of the course requirements due to extenuating circumstances beyond their control that occurred after the last day to drop a class (End of Week 7 of Fall/Winter/Spring terms; variable dates for summer courses);
• is able to independently complete the remaining requirements without attending additional classes beyond the term or receiving additional instruction; and
• requests an Incomplete by the published deadline

If additional class attendance or instruction is required to complete course requirements, we cannot issue an Incomplete. Lack of engagement, poor performance, or a desire to repeat the course are unacceptable reasons for issuance of the “I” mark.

LECTURES
PDFs of the lectures cannot be posted, shared, or circulated or otherwise disseminated without written permission form the professor. PDFs of the lectures may not be sold under any conditions.

CLASS COMMUNICATION

How will the professor and GE communicate with you?

Our class will communicate through our Canvas site. Announcements and emails are archived there and automatically forwarded to your UO email and can even reach you by text. Check and adjust your settings under Account > Notifications.

Please make sure that you check our announcements tab, as the GE and I will post relevant class information there along the quarter.

When we need to get in touch with individual students, we do so through email.

When giving feedback on assignments, we do so in Canvas, and turnaround time for feedback is generally between one and two weeks.

Please check Canvas prior to attending class—any relevant information will be communicated through Announcements.

How can you communicate with the professor and GE?
You are expected to communicate with the professor and GEs in a respectful, professional, and timely manner. You have 2 routes of communication:

• Office Hours
• Email

All office hours will be in person at the designated times and locations specified in the syllabus.

Addressing your professor
Talking with my students about our course material is a true pleasure—confused or excited about something? Wondering how what we’re learning relates to current events, career choices, or other classes you can take UO? Please be in touch! Please also be in touch to tell me how you are doing in the course. If
you are having trouble with some aspect of it, I would like to strategize with you. I believe every student can succeed in this course, and I care about your success.

Please remember that 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 all of these. Please write first to your GE, if your question cannot be responded by your GE, they will forward me your email. That way, both the GE and I can keep track of students’ inquiries. This is a very large course, and we need a consistent system for responding to students.

**Email Etiquette**
Please make sure you read the Netiquette document posted on Canvas. 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**
The professor and the GE do 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 this is a very large course and we must manage large workloads.

**Communicating with your peers**
**Participate and Contribute:** Students are expected to participate by sharing ideas and contributing to the collective learning environment in our class. This entails preparing, following instructions, and engaging respectfully and thoughtfully with others.

**Expect and Respect Diversity:** All classes at the University of Oregon welcome and respect diverse experiences, perspectives, and approaches. What is not welcome are behaviors or contributions that undermine, demean, or marginalize others based on race, ethnicity, gender, sex, age, sexual orientation, religion, ability, or socioeconomic status. We will value differences and communicate disagreements with respect.

**Help Everyone Learn:** Our goal is to learn together by learning from one another. As we move forward learning during this challenging time, it is important that we work together and build on our strengths. I encourage you to reach out to your fellow classmates, connect, and find ways to read and study together. No one should hesitate to contact me to ask for assistance or offer suggestions that might help us learn better.
**FINAL GRADES**

In this course we **do not round up or down** the final grades. That means that we take the final grades exactly as calculated by Canvas. Rounding up or down in such a large class creates inequities. In the spirit of transparency and fairness, **ALL final grades, without exception**, are taken as calculated by Canvas (both number and letter grades). Please do not ask your GE or professor to round up your final number grade. We created opportunities throughout the course to help all students equitably, we cannot make any exceptions.

**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 assignment 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, 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**

**Academic Disruption**

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 GE of this course has to quarantine or experiences another pandemic-related disruption, this course may be taught online during that time.

**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/content/inclement-weather](https://hr.uoregon.edu/content/inclement-weather).
**Accessibility**
The University of Oregon is working to create more inclusive learning environments, including for students who identify as having a disability. At UO, 10% of students use the Accessible Education Center (AEC) and nationally an estimated 20% of undergraduates identify as having a disability. If there are aspects of the instruction or design of this course that result in disability-related barriers to your participation, please contact me—your success and the success of your peers matters.

If you have a documented disability and anticipate needing accommodations in this course, please make arrangements to meet with or inform 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.

You are also encouraged to contact the Accessible Education Center in 164 Oregon Hall at 541-346-1155 or uoaec@uoregon.edu. The AEC offers a wide range of support services including note-taking, testing services, sign language interpretation and adaptive technology.

**Respect for diversity**
You can expect to be treated with respect in this course. Students and instructors enter with many identities, backgrounds, and beliefs. Students of all racial identities, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, citizenship statuses, ability and other visible and non-visible differences belong in and contribute to this class and this discipline. All students are expected to contribute to a respectful, welcoming, and inclusive environment for every other member of the class.

Class rosters are provided to instructors with students’ legal names. Please let us know if the name or pronouns we have for you are not accurate. It is important to us to address you properly.

Please notify us if you feel aspects of the instruction or course design or classroom activities undermine these principles in any way. For additional assistance and resources, you may also consider contacting the Division of Equity and Inclusion at http://inclusion.uoregon.edu/ or 541-346-3175, or the Center for Multicultural Academic Excellence at https://inclusion.uoregon.edu/center-multicultural-academic-excellence-cmae or 541-346-3479.

**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 University Student Conduct Code (available at conduct.uoregon.edu) defines academic misconduct. Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct. By way of example, students should not give or receive (or attempt to give or receive) unauthorized help on assignments or examinations without express permission from the instructor. Students should properly acknowledge and document all sources of information (e.g. quotations, paraphrases, ideas) and use only the sources and resources authorized by the instructor. If there is any question about whether an act constitutes academic misconduct, it is the students’ obligation to clarify the question with the instructor before committing or attempting to commit the act. Additional information about a common form of academic misconduct, plagiarism, is available at https://researchguides.uoregon.edu/citing-plagiarism.
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 they mastered information on an academic exercise that they have 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.

**Reporting & Prohibited Discrimination and Harassment**
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 sex or gender-based discrimination, harassment or violence should call the 24-7 hotline 541-346-SAFE [7244] or visit safe.uoregon.edu for help. Students experiencing all forms of prohibited discrimination or harassment may contact the Dean of Students Office at 541-346-3216 or the non-confidential Title IX Coordinator/OICRC at 541-346-3123. Additional resources are available at investigations.uoregon.edu/how-get-support.

I am also a mandatory reporter of child abuse. This statement is to advise you that your disclosure of information about child abuse to a UO employee may trigger the UO employee’s duty to report that information to the designated authorities. Please find more information at Mandatory Reporting of Child Abuse and Neglect.
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.

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 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
Being able to meet your basic needs is foundational to your success as a student at the University of Oregon. If you are having difficulty affording food, lack a stable place to live, or are struggling to meet another need please 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/

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) and complete and submit to the instructor the “Student Religious Accommodation Request” form prior to the end of the second week of the term.

Support:
The following resources are available to you as a student:

- University Health Services call (541) 346-2770 (https://health.uoregon.edu/)
- University Counseling Center call (541) 346-3277 or (541) 346-3227 (after hrs.) (https://counseling.uoregon.edu/)
- MAP Covid-19 Testing (https://coronavirus.uoregon.edu/testing#students)
- Corona Corps call (541) 346-2292 (https://coronavirus.uoregon.edu/corona-corps)
- Academic Advising call (541) 346-3211 (https://advising.uoregon.edu/)
WHY SHOULD THIS MATTER?
A syllabus constitutes a contract between the Professor and the Student.

If you do not follow the Course Policies and Syllabus, you will see this reflected in your grade.

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.

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

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

Name

UO ID