

HISTORY DEPARTMENT HANDBOOK

Updated: July 2008

I. OFFICE INFORMATION

Photocopying

The department has a copier available for faculty use located across the hall from the department office. You will need a code to access the machine. Please ask a staff member which code you should use. These codes allow Claudia Cohen Hall Business Administration Services to track copy charges.

You should use your department code when copying materials that you will distribute to your class or for other minor department business.

DO NOT MAKE COPIES OF ARTICLES OR OTHER LENGTHY MATERIALS. These can be placed on the Blackboard site for your course, placed on reserve in the library, or distributed in a bulkpack.

All personal copying or copying for your research must be done on a separate account, which is attached to your research funds. If you haven't already done so, you may request that a code be set up for you.

Instructions on entering the number on the tracking system are in the copy room AND on the copy machine. If you have trouble understanding the directions, let the staff know, and they will provide a brief demonstration.

If you would like the Administrative Assistant to do the copying for you, please let her or Deborah know and allow plenty of time, and a specific deadline. For example, "Tuesday" is not specific enough, if you need it for a 9:30 class on Tuesday.

Fax Machine

Our Fax number is 215-573-2089.

Incoming Faxes are placed in the recipient's mailbox. Please try to refrain from giving out the department fax number for personal matters.

Policy states that students may not turn in papers via the fax machine. Inevitably, some of them do, but please do not announce or suggest this to your students. You may give out the fax number to specific students for specific things you would like them to send you, such as information for a recommendation, etc.

Outgoing Faxes should be given to the Administrative Assistant or anyone else at the front desk. You may make a cover page yourself (they can be found in a folder at the

front desk) or provide the information for a cover page to be made for you. When your fax has been successfully sent, it will be put in your box with the transmission report clipped on top of it for your records.

You cannot fax things to an outside line without the assistance of a staff member because the machine requires a code. You may fax things to internal Penn numbers, however. Use the abbreviated number (e.g. 8-5000). Ask staff members for help.

Please try not to use the department's fax machine for personal work, which includes research-related work.

Mail

Incoming mail

Mail comes once a day and is sorted and put in individual mailboxes.

Packages are placed in mailboxes if possible, and otherwise kept under the mailboxes. You will get a message slip if you have a package stored below. More than one slip means more than one package.

Outgoing Mail

Intramural mail goes in the bin so marked in the mailroom (208A).

Empty intramural envelopes get put in the bin without any marking.

Mail to be sent via the U.S. Postal Service goes in the bin so marked. Personal mail with stamps attached will be picked up and delivered, though it may take extra days. Any personal mail discovered without stamps on it will be removed and either returned to the sender or discarded.

FedEx, DHL, UPS

SAS policy discourages the use of express mail, but it is sometimes necessary for departmental business. Deborah holds preprinted FedEx and UPS forms. Please ask for a form at the front desk.

You are welcome to send personal or research related express mail if you charge it to a grant, research fund, or personal credit card. You will be charged the university's rate even if you use your credit card. You must cross out the History Department's code and insert yours in order to be billed correctly. Deborah can assist you if it is not clear.

When filling out the forms, PLEASE PRESS HARD. The department's copy is often hard to read. If you need help filling out the forms, ask a staff member. Remember to date all forms.

Office Supplies

Office supplies are kept in cabinets in the main office. Please ask a staff member if you can't find something that you need, and let the staff know if you take the last of anything.

Your office should have basic things like a stapler, tape, and scissors. The staff can place orders for supplies that you need. Orders are placed as needed on a regular basis.

Please ask someone in the front office for a supply of stationery & envelopes. Do not take huge amounts of office supplies (such as an entire 12-pack of legal pads) or stationery at any one time, and please tell the staff if the supply is low.

Joslin gives out printer cartridges. The department will supply one black ink/toner cartridge per semester. Additional cartridges may be ordered through Joslin, at cost, and your research fund will be charged accordingly.

Paper Supplies

There is a supply of paper in the copy room. You may take paper for your office computer, but please don't take any home!! Our paper expenses are enormous.

Paychecks

They arrive the last working day of the month, or thereabouts, depending on where the weekend falls. If you have direct deposit, the deposit information is available online; the university no longer issues paper reports. If you get a check you will need to initial the check roster at the Administrative Assistant's desk when you pick it up. The Administrative Assistant holds the checks the day they come out.

Keys

You will get a key to your office. Faculty may also request keys for their research assistants or TAs. If these keys are not returned, faculty research budgets will be charged the cost of replacement. Your Penn ID should allow you to enter College Hall after hours, but you must be entered in the system to do so.

Phone

You must dial “9” to get an outside line.

University phone numbers may be dialed directly, and are abbreviated within the University. Dial 8-5000 instead of 898-5000, or 3-5000 instead of 573-5000 if you’re calling from a University phone.

The department does not provide voice mail at the present time. You may bring in an answering machine for your office, or get voice mail on a grant or research fund. The office staff will also take messages for you and put them in your mailbox.

Receipts & Reimbursements

Travel grants are available from the Dean’s Office to those who do not have access to other funds (i.e. Research funds, chair funds).

http://www.sas.upenn.edu/fas/finance/sas_travel.html

Departmental funds are available on a case-by-case basis reviewed by the executive committee. Each professor is eligible to request funds once per fiscal year from the department.

All information, guidelines and forms needed for requesting reimbursement can be found on the Claudia Cohen Hall Business Administration Services website at <http://ccat.sas.upenn.edu/lhbas/>

Department Listservs

There are several listserv addresses you may use:

history-faculty@history – will reach all standing faculty

history-teaching@history – will reach all faculty, plus lecturers teaching in the current term

history-grads@history – grad students

history-majors@history – undergraduate history majors

history-staff@history – Joan, Deborah, Joslin, Susan, and the Administrative Assistant

*You may not have access to all these mailing lists, but can ask office staff to post to these lists when appropriate. Messages to the graduate listserv must be forwarded to Joan, while message to the undergraduate listserv must go through Susan.

II. RESOURCES FOR TEACHING

Ordering Books

There are three bookstores on or near campus used by Penn faculty to order course books:

1. Penn Bookstore

<http://upenn.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=10056&catalogId=10001>

The official bookstore of the University of Pennsylvania; run by Barnes and Noble.
3601 Walnut Street/3895 at University Square
Phone: 215-898-7595
Fax: 215-898-6997

Textbook Department
Phone: 215-898-4500
Fax: 215-573-9114
Email: coursebk@pobox.upenn.edu

2. House of Our Own

3920 Spruce Street
An independent academic bookstore serving the university community.

Contact information:
Phone: (215) 222-1576
Email: hooo@verizon.net

3. Penn Book Center

<http://www.pennbookcenter.com/NASApp/store/IndexJsp>

130 S. 34th Street
An independent academic bookstore serving the University community.

Contact Information:
215-222-7600
215-222-7600
email: info@PennBookCenter.com

Reserve Readings

Van Pelt Library will help you make standard (hard copy) and electronic reserve materials available to your students. Standard reserves are placed in the Rosengarten Reserve Room in the basement of Van Pelt Library. Contact the Rosengarten Reserve Library by visiting them in the Ground Floor of Van Pelt, calling 8-7561, or e-mailing vpreserv@pobox.upenn.edu. See their information page: <http://www.library.upenn.edu/reserves/reserves.html>

Electronic reserves will be uploaded to your course Blackboard site. You can also provide links to licensed information and data bases, e-journals, and library image collections. You must establish a Blackboard site for your course first.

Blackboard is a user-friendly tool for creating and managing course web sites. For more info about Blackboard, please visit: <http://www.library.upenn.edu/courseware/>.

Bulkpacks

Many faculty choose to put their articles and other documents into coursepacks. These can be supplied by:

Wharton Reprographics
3620 Locust Walk
215-898-1251

Campus Copy Center
3907 Walnut Street
215-386-6114

Course information: Enrollment Lists, Course Notices, Grading

Courses in Touch <http://www.upenn.edu/isc/apps/CoursesInTouch/> is your interface with course and student data. Access requires a Pennkey ID and password and you must be listed as the instructor of record for your course. Go to Class List for your students' names, email, academic advisor, major, and photo. It will also generate a listserv for your class. A course listserv is the mailing list (or alias) that is automatically created so that the instructors may send mailings to everyone in the class. The address is made up of the course and section number and the term in which it is being taught. Joslin can assist you as needed.

Courses in Touch will allow you to send a Course Problem Notice to a student who is having difficulties or is failing to attend class.

Grades and grade changes are filed via Courses in Touch as well.

For guides to Courses in Touch, see the Registrar:
<http://www.upenn.edu/registrar/index.html>

For full information on class listservs, see: <http://www.upenn.edu/computing/classlist/>

For Pennkey information, see: <http://www.upenn.edu/computing/pennkey/>

Grade deadlines:

Grades are due from faculty as follows:

- Fall term due the first working day in January after the winter break.
- Spring term due by 12:00 noon 3 days from the last day of final exams.
- Summer sessions due by 12:00 noon 3 days from the last day of the session class.

Teaching Evaluations

The College's official teaching evaluations are distributed to all instructors at the end of the semester. But if they wish, faculty may also employ Teaching Feedback Questionnaires during the course of the semester solely for their own use, to gather specific information about their teaching when they can still make adjustments. Two versions of this unofficial questionnaire are available, one with open-ended questions (version A) and one with multiple-choice questions (version B). Printable versions of each are available [here](#). You may also use the online versions of the questionnaire: <https://fusion.sas.upenn.edu/feedback/>

The online versions allow you to customize the questionnaire by replacing or adding as many questions as you would like. Once you have chosen one of the standard surveys (or designed your own version) and indicated an activation date, the on-line program automatically contacts your students via email and instructs them on how and when to fill out the questionnaire. Then the program calculates quantitative responses and collects qualitative ones for your review.

Permits

To issue a permit for a student to enroll in your course, you may simply send an email to Susan (samiller@sas.upenn.edu) with the student's full name and your course number. If you prefer, you may sign a permit form, but an e-mail will suffice.

Student papers and exams

Being turned in

If you assign a deadline for papers to be turned in, please give your students specific instructions about how and where to do this. If the papers are to be slipped under your door and you are concerned about late papers, try to come by your office at the appointed hour to collect them yourself. The same applies to mailboxes.

Office staff will not take responsibility for collecting papers or exams directly from students, or marking when they are turned in. Do not instruct your students to turn in their papers "to the History office." If you do, staff members will direct them to your mailbox.

There are no public computing facilities in this building, and staff members cannot allow students to use their computers to print out last minute papers.

Being returned

You may use your mailbox to return papers to students. Please do not put them in boxes either in the mailroom or outside your door (a fire hazard).

Penn's Rules Governing Final Exams include a stipulation that:

"To help protect student privacy, a student should have access only to his or her own exam and not the exams of other students. Therefore, for example, it is not permissible to leave student exams (or grades or papers) in publicly accessible areas."

In order to comply with these guidelines, the department suggests that:

1. Students who wish to receive copies of their final exams/papers at the conclusion of the semester should provide the instructor or TA with a self-addressed stamped envelope and the material will be mailed.
2. At the beginning of the next semester, instructors with fewer than 50 students should designate select times when they will be available to distribute exams/papers in office hours.
3. Instructors teaching large classes (more than 50 students) as well as visiting instructors and faculty going on leave will be able to store their final exams and papers by course number in the lateral files in room 206--which will now be locked. The undergraduate advisor will designate select times when he/she will be available to distribute this material. [Faculty or TAs should be sure to put the material in alphabetical order.]
4. Students should be told that final exams/papers will be discarded after one semester.
5. Instructors should be sure to let students know exactly how and when final assignments will be distributed in their classes. The provost's rules stipulate that all students must have access to their graded final assignments.

Syllabi on Department Web Site

Please submit a copy of your syllabus via an e-mail attachment to Susan ASAP each semester, for inclusion on the History Website. She can talk to you about issues of information restrictions, permissions, passwords, and the like. We would like as many syllabi on the web as possible, but do not want to infringe on anyone's privacy.

If you prefer not to post your syllabus on our web site: the Administrative Assistant keeps a paper file of current syllabi for students to peruse. When you photocopy your

syllabus, please remember to give one to her. This office copy of each syllabus will not be copied for students shopping for courses. They must attend your class to get a copy. We would spend all day and all of our budget copying things for students without firm rules like this one!

You should not leave syllabi at the front desk or filed in the mailroom for students to pick up. If you want to leave copies out for shopping students, please use your mailbox. Having some extra syllabi but not others on the front desk causes confusion.

Undergraduate Advising

The Undergraduate Advisor, Susan Miller, assists the Undergraduate Chair, and advises undergraduates on the process of declaring a history major, fulfilling requirements, registering for courses, and other administrative matters. When students declare their major, she assigns them a faculty advisor, with whom they must meet in order to become a history major.

Each member of the standing faculty has an advisee load. Among other things, faculty advisors help advisees decide which history courses would be best for them to take, given their interests. Students will also meet with you to find out which courses they may use toward their major and/or concentration. If, as a faculty advisor, you approve any major-related courses from outside the History Department to be used in a student's major, please indicate it on the student's worksheet in Advisor In Touch. Advisor In Touch is the online system for advisors. This allows you to approve courses and monitor progress on-line. For more information, see: <https://sentry.isc.upenn.edu/intouch/pages/ngadvabout.html>. Contact Susan if you would like to schedule a training session for using the system.

Susan can also help you with other matters that concern undergraduates, such as registering students for independent studies, issuing permits for students who are blocked from enrolling in your courses, etc. You can reach her at 8-4576 or samiller@sas.upenn.edu.

Faculty should NOT delegate to the Undergraduate Advisor substantive issues concerning a student's program of study. If faculty advisors are unable to resolve such substantive issues, students should be referred to the Undergraduate Chair.

Faculty may also choose to serve as pre-major advisors for incoming freshman and for sophomores before they declare a major. The College offers some recompense in the form of research monies. They send out a call in the spring semester for new and renewing advisors. For more information, contact the College Advising office.

Web Page

Our home page: <http://www.history.upenn.edu>

The Administrative Assistant is currently the Webmaster for the history department. You may direct comments or questions about the web to this person.

The Assistant can also help you with setting up Web pages for courses you teach, or a personal page.

Course websites can now be created using Blackboard Course Info - an easy-to-use, web-based, system which does not require knowledge of HTML or web design. For more info about Blackboard, please visit <http://www.library.upenn.edu/courseware/>.

Requests for credit for study abroad

Professor Phoebe Kropp currently handles transfer credit and study abroad credit for the department. All students should be directed to her with inquiries about credit away.

III. TECHNOLOGY AND OTHER RESOURCES

Classroom technology: permanently installed

Penn offers a wide variety of “smart” classrooms; at the time courses are rostered, Susan Miller normally sends an email via the teaching listserv asking you to specify technology needs or other preferences. Individual classrooms normally have instructions posted for use of installed equipment and also the phone number of a person to contact for technical assistance.

For a searchable database of classrooms and equipment, see [Classroom Technology Services](#).

Portable Classroom teaching aids: Maps/Videos/Audiovisual Supplies

These items are kept in locked closets. Please inquire in the front office.

There are maps in the closets in room 209. Please see Deborah Broadnax to sign out the maps. Printouts (8.5 x 11) of blank maps for classroom use are in the blue “Maps Binder” next to the front desk. These may be photocopied for handouts and returned to the binder. Many of these items are aging, as it is assumed that online resources or overhead projection are less bulky and are easier to use.

A VCR and videotapes are available. A sign-out sheet for videotapes is in a blue binder in the front office. Please fill it out when you take or return videotapes.

Portable audiovisual supplies are available to those teaching in College Hall: a computer cart, an overhead projector, slide projector and cart, two screens, a dictation tape recorder, a boom box, and a lectern light.

All equipment must be reserved for use on specific days and times. The Administrative Assistant keeps the blue reservation binder at the front desk. Please DO NOT sign up for the entire semester, but only when you are sure you need the equipment. Equipment and the key should be returned promptly.

If someone else has already reserved the equipment you need, you may call Multimedia Services (MMETS) at 898-4947 to borrow what you need. When you teach in a building other than College Hall, you must contact the appropriate staff member to determine what equipment is available there. History equipment may not be removed from College Hall. MMETS reservations must be made 3-5 days in advance or you will be charged. This fee is the responsibility of the renter.

Computers

Social Science Computing (SSC) provides computing support. For help, please e-mail history-help@ssc.upenn.edu or call 3-8397. They also provide Distributed Staff for academic departments. For the History Department: Joslin Pellerite (573-8397) HIST-LSP@ssc.upenn.edu

There is also a faculty computing and technology representative from each department to serve as a liaison between historians with research and teaching needs on the one hand, and computing and technology specialists and policies on the other. In the History Department, it is Ann Moyer; see her with suggestions, concerns, or problems,

The Department provides standing faculty with an office printer and one toner cartridge per year. For larger or more specialized printing tasks, you may wish to connect with one of the larger printers, such as the one in the department office; see Joslin.

Scanner

The Department owns a flatbed scanner, which is available to faculty and graduate students. Please see Joslin if you would like to use it.

Special Instructions for Lecturers:

The History Department will provide you with a mailbox in the department office. Office space, telephones, and computers are provided to visiting lecturers only when they are available. If you are assigned an office, you must put down a \$10.00 deposit for the key, which will be refunded to you when you return the key.

See the history department handbook for office policies and other instructions.

Special Instructions for CGS Instructors:

The department cannot provide computers to CGS faculty and will offer office space only when available. If you are assigned an office, you must put down a \$10.00 deposit for the key, which will be refunded to you when you return the key. You will be allowed to photocopy a limited amount of essential material for your course, such as syllabi, exams etc. But you must not copy articles or any lengthy material; please use Blackboard or Rosengarten Reserve instead. See a staff member to receive the appropriate code for the copier. We will make an effort to provide you with a mailbox in the department office during the semester that you teach.

CGS has a faculty handbook:

<http://www.sas.upenn.edu/CGS/resources/facultyhandbook/>

Any questions about the CGS program should be directed to:

Kristine Rabberman, Ph.D.

Director of Programs in the Humanities and Social Sciences

College of General Studies

University of Pennsylvania

3440 Market St., Ste. 100

Philadelphia, PA 19104-3335

phone 215-898-9119

fax 215-573-2053

e-mail rabberma@sas.upenn.edu