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KEY CONTACTS (All area codes are 650; omit the first two digits when on campus)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rob Robinson</td>
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</tr>
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<td>Greg Reihman</td>
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<td>Admin. Coord.</td>
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<td>IHUM Fax:</td>
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<td>723-7099</td>
<td></td>
</tr>
</tbody>
</table>

IHUM Mailing Address: Introduction to the Humanities
Stanford University
250-251J
Stanford, CA 94305-2020

Human Resources
Benefits Office 736-2985 benefitsu@stanford.edu
Catherine Dowley (our HRO) 736-1775 cdowley@stanford.edu
Sean Bywaters (ass’t HRO) 736-1618 bywaters@stanford.edu

Main IHUM website http://ihum.stanford.edu
IHUM Fellows Page http://www.stanford.edu/group/areaone/a1.fellows
IHUM Digital Library http://www.stanford.edu/group/areaone/a1-diglib
Campus Map http://campus-map.stanford.edu
Registrar http://www.stanford.edu/dept/registrar
Main Library Page http://www-sul.stanford.edu
Ctr for Teachg & Lrning http://www.stanford.edu/dept/CTL
Athletics/Recreation http://www.stanford.edu/dept/pe
Benefits http://benefitsu.stanford.edu

Emergency:
To report an accident or a real emergency on campus 9-911
Emergency Information Hotlines 725-5555 or (800) 897-4253
Department of Public Safety 723-9633
**HELP! (Whom to call when)**

| IHUM Goals, Legislation, Course Design, etc | Rob       | 3-0509 | owr@stanford |
| Students                                  | Cheri     | 3-1620 | clross@stanford |
| Students                                  | Greg      | 5-3984 | reihman@stanford |
| Students                                  | Rob       | 3-0509 | owr@stanford |
| Teaching                                  | Cheri     | 3-1620 | clross@stanford |
| Teaching                                  | Greg      | 5-3984 | reihman@stanford |
| Univ. Appointment                         | Greg      | 5-3984 | reihman@stanford |
| Benefits                                  | Sean Bywaters | 6-1618 | bywaters@stanford | http://benefitsu.stanford.edu |
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| Classrooms, Equipment                     | Registrar | 5-3984 |          |
| Computer                                  | Greg      | 5-3984 | reihman@stanford |
| Computer                                  | Victoria  | 3-9364 | vszabo@stanford |
| Computer                                  | Neil      | 6-1156 | nharris@vpue.stanford.edu |
| Academic Technology                       | Victoria  | 3-9364 | vszabo@stanford |
| Expenses, Office Supplies, Keys, Photocopying Reimbursements | Susan | 3-0944 | susan.rose@stanford.edu |
POLICIES AND PROCEDURES

OFFICE SPACE
IHUM fellows are assigned office space in our own buildings (250 and 300) and in a few departments. We regret that we do not have adequate space to assign everyone an individual office; most office spaces are shared. We also do not have adequate space for all the storage needs of our program. For these two reasons, please take note of the following Rules of the Road:

1. When more than one office-mate needs the office, we expect that agreement can be peaceably reached through negotiation. However, if a principle needs to be invoked, office hours, as a teaching activity, trump research activities.
2. IHUM supplies each office with a desk for each occupant on active teaching duty, chairs for the desks and for visitors, and a shared file cabinet and bookshelf. If needed, we may claim extra space in the office for some storage.
3. The program (and indeed the University) reserves the right to enter offices as needed; they are not private spaces. (Anyone entering from the Program will, of course, knock first.) Valuables are reasonably safe; however, since we cannot vouch for the honesty of everyone who might have a key to the office, please exercise caution about leaving these items in your office.
4. Two conference rooms are available as overflow meeting space if your offices become crowded: 300-217 is available on a first-come first-served basis (your #2 key will open the door). 250-252E is available on a sign-up basis (the sign up sheet is in the 250 photocopy room).

A SPECIAL NOTE TO FELLOWS IN DEPARTMENTAL OFFICE SPACES: Since you are appointed in IHUM, you are in the department as its guest. Please be sensitive of this fact, and introduce yourself to the administrators and other residents of the building

KEYS:
In addition to an office key, all IHUM fellows should have keys to the front door of the building in which their office is located, the front door of Building 250 (where the mailboxes are located), the work room in Building 300, and the front door of Building 300. Check your keys out from Susan (and/or the administrator of the department if you are in a departmental office). Please be sure to return all these keys when your job as a fellow ends.

COMPUTERS:
IHUM is able to provide each fellow with a computer for his or her exclusive use. You may keep this machine in your office or take it home. If you wish to use the computer at home, you will first be required to complete and sign an 'off-campus use' form. (Greg will contact you about this.) You are responsible for the computer’s safekeeping and for repairing any damage done to it as a result of taking it off-campus. You are also responsible for replacing it if it is stolen off-campus. Be aware that while you are the exclusive user of the computer, the machine remains Stanford’s property. Fellows who leave after their first or second year must return the computer to the program before the end of their appointment. Fellows who leave after their third year will likely be given ownership of the computer; however, please note that this latter policy is contingent on our budget and hence is subject to yearly renewal.

EMAIL:
Email is the primary mode of communication between the IHUM administration and the fellows. You are responsible for checking your email every weekday, whether you are on campus or not. If your computer is at home, you can check email at a number of stations
on campus: the workroom in Building 300; the computer clusters in Meyer and Green Libraries. If you check your email from a community machine, please establish a method of keeping track of your email. You can either download your mail onto a floppy, keep your mail on the server (and then later download it permanently to your personal computer), or you can set up your own mailbox. Please see Greg or Victoria if you have questions about setting this up. Please note also that there is no guaranteed privacy for any documents, email or otherwise, that is left on community machines.

PHOTOCOPYING FOR COURSES:
For Fall Quarter IHUM Courses: Photocopiers available for IHUM use are located in Building 250 and 300. Susan will assign you an access code.
1) One page, single-sided jobs of up to 50 copies: you may do these on one of our program’s machines
2) One page, single-sided jobs of more than 50 copies, and double-sided or multiple-page jobs in any amount: please send these to PULSE, the campus photocopying service. Allow a one-day turnaround; the Program cannot pay for rush orders. Fill out an order form for the job (available in the Program Office), and drop it off at PULSE or call them for pickup. See Susan for details.
Please note that we currently have no staff support for photocopying. You need to plan to do it yourself or send it to PULSE. Please plan ahead and be aware of crunch times at the copiers so that you don’t get stuck in a queue when you’re trying to hurry to class.

FOR FELLOWS IN DEPARTMENTAL OFFICES: Because fall quarter courses are supported by the IHUM Program, please do not use the departmental copiers for fall course-related copying. Also, please obtain permission from the departmental administrator before doing any incidental copying on a departmental machine.

For Winter-Spring Course Sequences:
1) For small copying jobs, see the department administrator for a code for the department copier. If doing this creates a problem for the program, please just use one of the IHUM copiers instead.
2) All copying orders of any appreciable size or complexity (i.e., double-sided, multiple page jobs or single-page, single-sided jobs of more than 50 copies) should go to PULSE and be charged to the departmental (not IHUM’s) photocopying account. Obtain the account number from the departmental administrator. Be sure that you find out ahead of time what policies and limitations the department places on size of jobs--you may be asked to put material in a course reader that students purchase, or distribute certain items through email or the web rather than on paper.
PROGRAM SUPPORT FOR PROFESSIONAL DEVELOPMENT

All regular fellows are eligible for up to $750 of professional development funds. At least $500 of this money must be used for travel. The remaining $250 may be used to supplement a particularly expensive trip, for a second trip, or for research supplies (books, subscriptions, etc.) We are committed to supporting fellows in their teaching and job searches. We must do so, however, within the bounds of our allotted budget. Thank you in advance for following the policies outlined below.

- Before you travel, pick up from Susan a ‘Travel Reimbursement Form’ and a green envelope for receipts. Read the back of the form carefully for additional details about the reimbursement.

- For research (i.e. non-conference) travel, you must get approval *before* you travel. Please compose a brief description (one paragraph will do) of the nature of your research trip and how it is related to your professional development. Email this description to Rob for approval.

- You do not need to present a paper to be eligible for reimbursement.

- Any reasonable trip-related expense will be reimbursed (e.g. airfare, hotel, conference registration, meals, etc.).

- All materials for reimbursement must be submitted before August 1.

- If you elect to take two trips, the trip costs may breakdown in any number of ways (e.g., $300 for one trip, $450 for another) but all receipts for a given travel event must be turned in at the same time. Also, you may turn in no more than two reimbursement requests to Susan.

- Original receipts for each expense must be turned in. For airfare, boarding passes and the original air passenger receipt (last part of ticket) that shows the actual airfare must be provided.

- When you return from your trip, complete the Travel Reimbursement Form, place the receipts in the envelope, sign (but don't seal) the envelope, and turn it all in to Susan. Please save copies of the receipts for your records.

- If you elect to use some of your funds for research materials, pick up from Susan a ‘Research Materials Reimbursement Form’ and a green envelope. When you are ready for reimbursement, complete the form, place the receipts in the envelope, sign (but don't seal) the envelope, and turn it all in to Susan. Please save copies of the receipts for your records. All receipts for research materials must be turned in at the same time.

Phones: Unlike many departments, we provide both long-distance codes and a mechanism for taking messages (either voicemail or answering machine) for all fellows. You must reimburse the office for any long-distance calls that are not specifically related to job searches. Periodically, Susan will supply you with a record of your long-distance calls and ask that you (a) identify the non-job-search-related calls, (b) total the amounts, and (c) write a check (payable to Stanford University) promptly to reimburse the office.

Faxes: There is a fax machine available for fellows' use in the Bldg 250 Photocopy Room. Instructions for its use are posted nearby.

Photocopying: We can provide support for reasonable job-search-related photocopying. However, if you need to do a large amount of photocopying for this purpose, please take the job to PULSE (or an off-campus photocopying service) and pay for it yourself. (We have a limited budget to support this sort of photocopying.)

Mail: Fellows’ mailboxes are located in 250-251L. Fellows housed in departments may have departmental mailboxes as well, but any information distributed generally within IHUM will be placed in your program mailbox, so be sure to check it every day that you are on campus. We can supply postage for job search mailings, but not for overnight mail services or FedEx.
**Technology:** In addition to your individual computer, there are four computers and a laser printer available in the building 300 computer workroom (room 300-210). We also have the following items available for sign out: TVs w/VCRs, Audio/CD players, Laptops, Video Cameras, a Digital Camera, and a LCD Computer Projector. See Carolyn if you are interested in signing any of these items out. Greg also has a color printer in his office that is available for small jobs. Contact him if you need to use the printer.

**Research Leaves:** At the current time, we are able to offer a one-quarter research leave to fellows during the second and third years; however this is dependant on the availability of funding. We will contact you later in the year with more information about these opportunities.

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**ABSENCES FROM WORK**

**PLANNED ABSENCES FOR JOB-SEARCH-RELATED TRAVEL:** Notify the Associate Director (Cheri) and course faculty of any planned absences. The best solution to your absence is to have the sections take place with a substitute.

1) To find a substitute:
   (a) Consult with your course coordinator, co-fellows, and faculty to see if someone can cover your sections, in exchange for a reciprocal favor later on.
   (b) If you can't find a substitute within your course, ask a fellow from another course.
   (c) If these avenues fail, ask Greg, Cheri or Rob to cover your class.
   Since the absence is planned, the substitute will ideally have some time to prepare and should meet with you to discuss some projects/discussion themes for the class.

2) If you can't find a substitute, you need to
   (a) find a mutually convenient time to meet with the students outside the regularly scheduled time. This is a far less desirable approach than finding a substitute, because inevitably some students won't be able to attend the rescheduled time.
   (b) be sure to let your course coordinator and the front IHUM office know if you are rescheduling a section, so that they can direct students who missed the information to the correct place and
   (c) put a note up in your regular classroom saying when and where the rescheduled section is taking place.

**EMERGENCY ABSENCES:**

1) As soon as you know that you are going to have to miss a section due to illness or another emergency, call your course coordinator and the IHUM Program Office so that they can work on notifying your students and colleagues. If you have an email list or another way to get in touch with your students easily, and you are able to, we certainly appreciate help getting the word to them. Usually, canceling the section is the only thing to do in an emergency, but if the coordinator or faculty member offers to take the section(s), that's great. Offer to reciprocate at some point. You might also try asking Greg, Cheri or Rob to meet the section, which they might be able to do if they are available. If possible, if you cancel the section, try to arrange a make-up session, usually in the evening or on the weekend when most of your students from all sections could come.

2) If you have to miss more than one section, work with the course coordinator to arrange for substitutes (again, think about asking Greg, Cheri or Rob if you've exhausted all other possibilities), or else (much less desirable) plan work that the students can do themselves. Be realistic about this last alternative: no matter how committed the group of students, they are probably not going to work the way they would if they had a discussion leader.
In the spring of 1921, after a seven-year campaign by the student body, the first campus-wide honor system was formally adopted by the University. The code underwent various changes through the years, most recently in the spring of 1977. The standard of academic conduct for Stanford students is as follows:

A. The Honor Code is an undertaking of the students, individually and collectively:
   1. that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
   2. that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.

B. The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.

C. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

Examples of conduct which have been regarded as being in violation of the Honor Code include:
- Copying from another’s examination paper or allowing another to copy from one’s own paper
- Unpermitted collaboration
- Plagiarism
- Revising and resubmitting a quiz or exam for regrading, without the instructor’s knowledge and consent
- Giving or receiving unpermitted aid on a take-home examination
- Representing as one’s own work the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

In recent years, most student disciplinary cases have involved Honor Code violations; of these, the most frequent arise when a student submits another’s work as his or her own, or gives or receives unpermitted aid. The standard penalty for a first offense includes a one-quarter suspension from the University and 40 hours of community service. In addition, most faculty members issue a "No Pass" or "No Credit" for the course in which the violation occurred. The standard penalty for a multiple violation (e.g. cheating more than once in the same course) is a three-quarter suspension and 40 or more hours of community service.

If you suspect an honor code violation, please consult with Cheri and then contact the Judicial Affairs Office:

Laurette Beeson (Judicial Adviser) 725-7425 lbeeson@stanford.edu
Nancy Morrison (Judicial Officer) 723-9610 morr@stanford.edu
AREA ONE GRADING GUIDELINES

Argumentative Papers Area One courses are mandated to foster rigorous inquiry and critical thinking, and to promote effective written argumentation. These guidelines govern the evaluation of argumentative papers generally, but they do not take into account specific disciplinary requirements, which may be added by individual courses.

A range: This paper is outstanding in form and content. The thesis is clear and insightful; it is original, or it expands in a new way on ideas presented in the course. The evidence presented in support of the argument is carefully chosen and deftly handled. The argument is not only unified and coherent, but also complex and nuanced.

B range: This paper's thesis is clear; the argument is coherent and presents evidence in support of its points. The argument shows comprehension of the material and manifests critical thinking about the issues raised in the course. The paper is reasonably well written and proofread. The argument, while coherent, does not have the complexity, the insight, or the integrated structure of an A range paper.

C range: This paper has some but not all of the basic components of an argumentative essay (i.e., thesis, evidence, coherent structure): for example, it may offer a thesis of some kind, but it presents no evidence in support this thesis; or it may present an incoherent thesis; or it may simply repeat points made in class without an overall argument. Such a paper is usually poorly written and proofread. A paper will fall below a "C" if it lacks more than one of the basic components of an argumentative essay.

Section Participation Area One courses are mandated to encourage vigorous intellectual exchange, the expression of various viewpoints, and the ability to speak effectively and cogently. Section participation should be worth between 15-25% of course grade, at the discretion of the teaching team. If participation is to be worth more than 25%, a plan for assessing section participation must be approved by the Governance Board.

Participation in discussion should be evaluated on the following guidelines, which stress the quality rather than the mere quantity of contributions to discussion.

A range: The student is fully engaged and highly motivated. This student is well prepared, having read the assigned texts, and has thought carefully about the texts’ relation to issues raised in lecture and section. This student's ideas and questions are substantive (either constructive or critical); they stimulate class discussions. This student listens and responds to the contributions of other students.

B range: The student participates consistently in discussion. This student comes to section well prepared and contributes quite regularly by sharing thoughts and questions that show insight and a familiarity with the material. This student refers to the materials discussed in lecture and shows interest in other students' contributions.

C range: The student meets the basic requirements of section participation. This student is usually prepared and participates once in a while but not regularly. This student's contributions relate to the texts and the lectures and offer a few insightful ideas, but do not facilitate a discussion. (Failure to fulfill satisfactorily any of these criteria will result in a grade of "D" or below.)
GUIDELINES REGARDING GRADING GRIEVANCES

What should be done if a student disagrees with an IHUM fellow’s grading of coursework? The IHUM Program has developed the following guidelines for responding to such concerns. These guidelines are applicable to both fellows and faculty.

Fellows: If a student disagrees with a grade you’ve awarded, please go through these steps:

1. Re-examine the work in question for the fairness and accuracy of your evaluation. We encourage you to show the work (with the student’s name masked) to other fellows in the course to get a broader perspective on your initial evaluation. Discuss your re-evaluation with the student. Ideally, the student will be satisfied with your serious re-examination of the work (whether it results in an improved grade or not) and the matter will stop there. If not, go on to step 2.

2. Tell the student that you will consult with a faculty member in the course and/or with IHUM’s directors about your evaluation of the work. Ask one or more of these colleagues to read the work and judge the fairness and accuracy of your evaluation. If these colleagues agree with your assessment, great. If not, discuss what should be done about the grade. The faculty and the IHUM directors are ultimately responsible for the course and what happens in it (including consistency and fairness of grading), so if they feel it is appropriate to adjust the grade, they have the right to do so. However, because IHUM encourages fellows to discuss grading early and often in the course; to read sample papers from each fellow; and to apply the IHUM grading guidelines as consistently as possible, we do not anticipate the need to change grades that fellows have awarded. We support the work of our fellows and do not intend to second-guess them.

Faculty: If a student comes to you with a grading issue, please go through these steps:

A. Ask the student if s/he has already discussed the issue with the fellow in question (in other words, make sure that step 1 above has happened). If not, send the student back to the fellow. If an initial consultation with a fellow does not result in student satisfaction, and the student returns to you, go on to step B.

B. Inform the student and the fellow in question that you will be reviewing the work and the grade together with IHUM’s directors. Discuss your judgment of the work and the grade with the fellow. Let IHUM’s directors know the result of your discussion with the fellow. IHUM will inform the student of the outcome of the discussion.

The faculty and the IHUM directors are ultimately responsible for the course and what happens in it (including consistency and fairness of grading), so if they feel it is appropriate to adjust the grade, they have the right to do so. However, this is not an ideal outcome. The best way to avoid needing to change a grade awarded by a fellow, and thus undercutting the fellow’s authority, is to discuss grading early and often in the course, to have fellows read sample papers from each other, and to apply the IHUM grading guidelines as consistently as possible.