Department of History
University of Hawai`i at Mānoa
World History Program

History 151 and 152
Course Parameters and Guidelines
for
Faculty and Teaching Assistants

Rev. 6/08/18
I. Background:

The general education History 151-152 courses at the University of Hawai‘i have a long and venerable history dating from the Fall semester of 1945 when the Department began teaching world history instead of western civilization, using large lecture classes with discussion sections led by teaching assistants. Over the years, the Department of History has emerged as an international leader in the field of world/comparative history: we edit and produce the Journal of World History under the auspices of the University of Hawai‘i Press, have established a Center for World History to foster instruction and research, offer a M.A. and Ph.D. field, and an undergraduate major focus in world history. In 2003, in response to major changes in the University of Hawai‘i Mānoa general education requirements, the Department revised the courses, changing the title from World Civilizations to World History to reflect broader global perspectives and altering the balance of lectures to lab hours from 3-1 to 2-1.

This manual is designed to give both faculty and teaching assistants a sense of the course parameters, department resources, and pedagogical guidelines in order to assure that the multiple sections of these courses run smoothly. The official descriptions of course content from the university catalog and general education requirements as well as the Department’s more detailed descriptions are below.

UHM Catalog Course Descriptions:

HIST 151 World History to 1500 (3) Historical narratives and global perspectives on human societies and cross-cultural interactions from prehistory to 1500; includes ways to think about the past and ways to use primary sources. FG

HIST 152 World History since 1500 (3) Continuation of 151. Historical narratives and global perspectives on human societies and cross-cultural interactions from 1500 to the present; includes ways to think about the past and ways to use primary sources. FG

FG (Foundations Global and Multicultural Perspectives) courses provide thematic treatments of global processes and cross-cultural interactions from a variety of perspectives. Students will gain a sense of human development from pre-history to modern times through consideration of narratives and artifacts of and from diverse cultures. At least one component of each of these courses will involve the indigenous cultures of Hawai‘i, the Pacific, and Asia.
History Department Course Descriptions:

Responsible citizenship in the complex, interdependent and globalizing world of contemporary times presumes a basic understanding of the world’s peoples, societies, and cultural traditions. The UH-Manoa general education curriculum recognizes the importance of global awareness by requiring students to complete two courses dealing with Global and Multicultural Perspectives (FG) in the Foundations general education requirement.

The Department of History offers five introductory courses that meet the FG requirement. These courses analyze the historical development of human societies and their cultural traditions in all parts of the world, including Africa, the Americas, Asia, Europe, and Oceania. The courses offer integrated analyses of the political, social, economic, and cultural dimensions of human societies. While recognizing the distinctiveness and diversity of human societies, the courses also focus attention on processes of cross-cultural interaction and exchange that have linked the world’s peoples from earliest times to the present. All of the courses devote significant attention to Hawaiian, Pacific, and Asian societies, which they examine in a larger global context. All of the courses also engage students in the study and analysis of writings, narratives, artifacts, or cultural practices of different peoples and societies. In combination, the courses provide students with a large-scale analysis of human development from prehistory to the present. They enable students to understand that which is foreign to them and deal constructively with that which is foreign. They enable students to understand the contemporary world in deeper historical context. Finally, they provide students with an intellectual foundation for informed global citizenship.

HIST 151 WORLD HISTORY (3) CONTENT: This course analyzes the historical development of human societies and their cultural traditions in all parts of the world, including Africa, the Americas, Asia, Europe, and Oceania, up to 1500 C.E. Lectures and readings offer integrated analyses of the political, social, economic, and cultural dimensions of human societies, as well as processes of cross-cultural interaction and exchange. In small weekly discussion groups, students engage in the study of writings, narratives, artifacts, or cultural practices of different peoples and societies. Overall, the course provides students with an intellectual foundation for responsible citizenship in the complex, interdependent and globalizing world of contemporary times and for the continued study of history in more specific contexts.

HIST 152 WORLD HISTORY (3) CONTENT: This course analyzes the processes and results of encounters between human societies and their cultural traditions in all parts of the world, including Africa, the Americas, Asia, Europe, and Oceania, from 1500 C.E. to the present. Lectures and readings analyze the establishment of economic and trading relationships, the imposition of colonial regimes, struggles for hegemony between people of different societies, and the massive process of decolonization in the twentieth century, and the enduring influence of various cultural traditions throughout these global encounters. In small weekly discussion groups, students engage in the study of writings, narratives, artifacts, or cultural practices of different peoples and societies. Overall, the course provides students with an intellectual foundation for responsible citizenship in the complex, interdependent and globalizing world of contemporary times and for the continued study of history in more specific contexts.
II. Format and Staffing:

The format for History 151-152 is two 50-minute lectures and one 50-minute discussion lab per week. In general, the lead instructor/lecturer (hereafter referred to as instructor or faculty supervisor) should be a tenure-track regular faculty member, while the labs are taught by teaching assistants (T.A.s) who are graduate students in the History program.

- The function of the lectures is to introduce students to material complementing the textbook and to challenge students to consider broader global issues and concerns.
- The function of the labs is to offer students an opportunity to engage in dialogue on issues raised by the readings, particularly primary sources, artifacts, or other narratives of/from the cultures under consideration.

Duties:

- Faculty instructors are responsible for the design of the course and supervision of T.A.s assigned to them in accordance with the guidelines here.
- Instructors are encouraged to develop their own lecture plan and to assign readings emphasizing global themes as listed in the Foundations and History Department course descriptions. They may choose to do all lecturing themselves, bring in guest lecturers, team-teach with one or more faculty members, or develop learning community partnerships with other instructors of general education courses. The Department will advertise these various options to incoming freshmen.
- Instructors should set policies consistent for their own T.A.s regarding review sessions and exam study guides so that students in a given instructor’s lecture course have the same opportunities.
- T.A.s will teach 3 labs of 15-22 students each, with a maximum of 66 students per T.A. Efforts will be made to cap enrollment and raise the limits gradually to achieve equity between T.A.s. In the unlikely event of major inequities, the Graduate Chair with assistance from the administrative staff may split assignments, combine labs, or assign other duties to T.A.s to compensate for any imbalance in the workloads.
- T.A.s will be responsible for running the weekly lab discussions, holding office hours for consultation with students, and grading student work. Faculty instructors may also assign other duties to T.A.s relevant to the course, including photocopying, the pickup and distribution of materials, and technology management.
- T.A.s will be expected to meet all scheduled labs for the full time period allotted. They should consult with their instructors before canceling, moving, or adding a lab meeting and should notify students in a timely fashion. The Department’s administrative staff should be informed of any changes in meeting time or room so that she can direct students appropriately.
III. Training and Mentoring:

The faculty instructor and the T.A.s assigned to that instructor should function as a team, coordinating their instructional activities to ensure continuity in the course material and consistency between labs. The instructor serves as both supervisor and mentor for the T.A.s in order to assure quality instruction for the students while assisting in the development of T.A. teaching skills.

- **Orientation:** All new History T.A.s must attend the campus T.A. training conducted by Graduate Division and the Center for Teaching Excellence normally takes place in the week of on-duty time prior to the start of classes. The T.A.s will also meet with their World History faculty supervisor to review course expectations. Late arriving T.A.s and new T.A.s in Spring must report to the World History faculty supervisor.

- **Hist. 790 [699 for 03-04]:** T.A.s will enroll in a 1-credit “pedagogy” and mentoring course taught by their faculty supervisor, thus giving credit to both groups for the regular (1-hour per week) instructional meeting time. The CRN can be obtained from the administrative staff. Instructors are encouraged to use this weekly meeting to address issues of content and teaching strategy, as well as to develop common benchmarks for grading. During and after tests, instructors should monitor grading to ensure similar standards are employed and to verify that grades on tests and final grades do not vary significantly among T.A.s.

- **Monitoring:** Faculty should visit one lab from each T.A. at least once per semester, preferably early on. In addition to being mandated by Graduate Division, this visitation has several benefits to all concerned: the instructor will observe how students respond to the course material; the students will know that the instructor is involved in the lab instruction; the instructor can provide in-course feedback to the T.A. both for reassurance and improvement; and the instructor can write a more specific recommendation for the T.A.’s renewal or for job applications in the future. Faculty may encourage T.A.s to give a partial or full guest lecture during the semester in order to gain experience in this style of teaching.

- **Evaluations:** Student evaluations of both the instructor and the T.A.s are conducted at the end of the semester using the Department of History, World History Program evaluation form (see Attachment A). After the grades are turned in, faculty supervisors read the student evaluations of their T.A.s (this should be done expeditiously) before passing them to the T.A.s to read and keep for their records and for future job opportunities. The faculty supervisors will then fill out evaluation forms on each T.A., summarizing the student evaluations and commenting on class visitations, guest lectures, legitimate student complaints, and T.A. professionalism in carrying out duties under the instructor’s supervision (see Attachment B & C). These evaluation forms go into the T.A.’s graduate file for use in future hiring decisions, so faculty supervisors should fill them out with care. T.A.s may review these evaluation forms in their files.
• **Improvement:** In the event that a T.A.’s performance is less than satisfactory in one or more areas, the faculty supervisor should develop a specific plan for improvement in consultation with the T.A. These plans can include submission of written lesson plans for approval, consultation with staff at the Center for Teaching Excellence, or coaching by a more experienced T.A. In extreme cases, an experienced T.A. can be assigned to team teach or take over in discussion labs that are having problems. If, however, a T.A. is failing to meet basic obligations (attendance at lecture, lab, seminar, office hours or irregularities in grading and return of work), even after being issued a warning, the faculty supervisor should notify the Graduate Chair.

IV. **Syllabi and Grading:**

Because the syllabus functions as a contract between the instructor and the student, it should be carefully designed.

• Faculty syllabi should include but not be limited to the following information: availability for consultation and office hours; a statement of course objectives or themes; required and optional readings; grading policies, examination and other assignment deadlines; and an outline of lecture topics.

• T.A. syllabi should follow the instructor’s guidelines and include information on office hours (at least one hour per week per lab section) and how to contact the T.A.; in addition, the syllabi may indicate lab expectations, class dates, and assignment due dates.

Traditionally, all History 151-152 courses have used a 400-point grading scale, with 100 points allocated to work done in the lab and the remainder divided between midterm(s) and the final examination (required). The following grading scale will be adopted for all History 151 and 152 courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>387-400</td>
</tr>
<tr>
<td>A</td>
<td>374-386</td>
</tr>
<tr>
<td>A-</td>
<td>360-373</td>
</tr>
<tr>
<td>B+</td>
<td>347-359</td>
</tr>
<tr>
<td>B</td>
<td>334-346</td>
</tr>
<tr>
<td>B-</td>
<td>320-333</td>
</tr>
<tr>
<td>C+</td>
<td>307-319</td>
</tr>
<tr>
<td>C</td>
<td>294-306</td>
</tr>
<tr>
<td>C-</td>
<td>280-293</td>
</tr>
<tr>
<td>D+</td>
<td>267-279</td>
</tr>
<tr>
<td>D</td>
<td>254-266</td>
</tr>
<tr>
<td>D-</td>
<td>240-253</td>
</tr>
<tr>
<td>F</td>
<td>0-239</td>
</tr>
</tbody>
</table>
• Instructors should clearly establish grading criteria with their T.A.s to promote grade consistency and to avoid grade inflation. Although content expectations may vary among T.A.s, depending on the discussions in their labs, and although labs may vary in the overall quality of their students, the final letter grades assigned by T.A.s should not vary excessively. Instructors should compare course grades from all labs before finalizing and recording grades in order to avoid major inequities. A possible grade spread might be about 10-15% As, 20-30% Bs, 30-35% Cs, 20% Ds and 10% Fs, but cases vary.

• Instructors should indicate the type and nature of their examinations in advance, but the test format is up to the instructor, as is whether a study guide is offered or whether that study guide lists exact questions or offers only general guidelines. Lab work can include in-class quizzes or writing exercises, take-home assignments, papers, map tests, and attendance/participation; the 100 lab points should be clearly assigned by the instructor and the T.A.s in the same way for all labs.

• Instructors should make explicit to students and T.A.s their expectations (e.g., long or short identifications, essay format, citation of examples) and offer suggestions on how to study for the tests. Whether the guidelines include actual questions, lists of terms, or samples is the instructor’s choice, and T.A.s should adhere to their supervisors’ policies in any study guidelines they issue.

• The final examinations for all sections of Hist. 151-152 are held simultaneously on Monday of finals week, 4:30-6:30 p.m., rather than at the designated time for that instructional slot in the final exam schedule. Instructors and T.A.s should reiterate this in their syllabi and during class. Finals are not returned to students; they may come in during designated office hours to view their exams.
V. Conflict Resolution:

The line of authority in dealing with problems is based on the assumption that conflicts are best resolved at the lowest level possible. The chain of command moves from student, to T.A., to faculty supervisor, to Graduate Chair, to History Department Chair, to the appropriate dean (depending on the nature of the complaint). Transparency in this process must be balanced with confidentiality for all concerned and all parties must adhere to University policies in the Student Conduct Code and Grievance Procedures.

- Students should discuss problems with their T.A. first and only go to the faculty supervisor if the problem is unresolved.
- T.A.s who are unable to resolve a conflict with a student should turn to their faculty supervisor first.
- In the event that a conflict cannot be resolved at the instructor level (or the complainant feels the matter is personal or threatening at that level), the problem should be referred to the Graduate Chair, who may in turn refer the complaint to the History Department Chair.
- T.A.s who have a conflict with their instructor should try to resolve it with the instructor before approaching the Graduate Chair or the Department Chair.

If a T.A. is incapacitated due to illness, family emergency, or other conditions that prevent the T.A. from carrying out his/her duties temporarily or permanently, the T.A. should notify the instructor as soon as possible before making any arrangements. In a simple case of missing a lab due to illness, other T.A.s in that section, the instructor, or a retired/senior T.A. should cover the lab whenever possible, rather than canceling it; alternatively, students could be directed to another lab meeting that week (please notify the administrative staff in any event so that queries can be forwarded appropriately). The instructor and T.A. should consult with the Graduate Chair on lengthier absences.

Academic Dishonesty: In order to discourage cheating among students, instructors and T.A.s should be prudent (make assignments hard to plagiarize) and vigilant (secure exam papers, monitor test taking in the room).

- In the event that a student or students are caught cheating, the T.A. should document the violation clearly (verify with other witnesses; do not return the original material to the student) and consult the instructor, who should also refer the case to the Graduate Chair.
- Please follow the procedures in the Student Conduct Code, which include notifying the student of the alleged academic dishonesty.
- If the evidence is overwhelming, whether the student denies or acknowledges the cheating, do not allow the student to retake/redo the work.
- The general policy of the History Department is to award a grade of “0” (zero) to the piece of dishonest work and report the matter to the Dean of Students, whose office can verify whether the student has a record of academic dishonesty. If the student has such a record, the department may refer the case to the Dean of Students’ office for further sanctions.
Campus Resources: Although T.A.s are not technically in the guidance and counseling business, instructors and T.A.s should be aware of special needs and groups, as well as available resources and student services on campus. In general, refer to the Office of Student Support Services website (www.studentaffairs.manoa.hawaii.edu).

KOKUA: This program provides appropriate academic access services to UHM students with documented disabilities. Usually KOKUA is already in contact with those who are permanently disabled and will notify instructors of any specific needs they might have.
Queen Lili‘uokalani Center for Student Services Rm. 013
Phone: 956-7511; FAX: 956-8093 Email: kokua@hawaii.edu
https://www.hawaii.edu/kokua/

Counseling and Student Development Center: This office provides counseling; psychiatric services; "24/7" on-call Counselor-in-Residence in the residence halls; learning assistance; testing; intern training; and outreach and consultation.
Queen Lili’uokalani Center for Student Services Rm. 312
Phone: 956-7927; manoa.hawaii.edu/counseling/

Writing Center: The Writing Center operates under the auspices of the English Department and is designed specifically to help students improve writing skills. Students may make appointments through this service for individual sessions with members of the English Department faculty. Each semester fliers are sent out to departments with more information regarding scheduled times and offerings. Sessions are from 30 minutes to an hour. Students must bring a sample of their writing (paper, essay exam) with them.
Kuykendall Hall 411
Email: tutors@hawaii.edu for an appointment
(https://sites.google.com/a/hawaii.edu/writingcenter/)

University Health Services Mānoa (UHSM): A wide range of medical services and programs are offered. These include the General Medical Clinic, the Women's Health Clinic, Sports Medicine, dermatology, pharmacy, clinical laboratory, student training, employment and volunteer opportunities.
1710 East West Rd. (near Kennedy Theatre)
Phone: 956-8965; FAX 956-0853
Clinic Hours: M-F 8:00 a.m.-4:00 p.m.
(http://www.hawaii.edu/shs/)
VI. Administration

The Instructional and Student Support Specialist (ISSS) takes care of the mechanics of enrollment, paperwork, distributing materials, and grade reporting. Please assist her by requesting assistance and materials in a timely fashion.

Privacy: The provisions of the Family Rights and Privacy Act are quite explicit about an individual’s right to privacy in the matter of personal records. You should not publicize the names of students in your classes or distribute their email addresses without permission. Do not post grades in public or give them out over the phone (although email is okay if you recognize the address and the student requests it). Any paperwork or forms with student identification information should be shredded before being disposed.

Recordkeeping: Course enrollment and student data are available electronically through the registration system and can be accessed by your instructor or by the ISSS; a print-out will be given to you at the beginning of the semester to verify enrollment in your labs. Students who want to add, drop, switch labs, or withdraw should consult with the instructor and the ISSS, and not the T.A., who should not have to sign any forms. The T.A. may also collect additional information (e.g., email addresses) from the students. Please keep meticulous records of student attendance, assignments, and grades for your instructor at the end of the semester (in case questions are raised when you are no longer available for consultation).

Recording of Grades: At the end of the semester you will have a final discussion/meeting with your instructor and other T.A.s to discuss any problems before recording your students’ final grades online. If students want to see their final exams or learn their grades, they can visit you in your office during special office hours or check online. Do not return final exams to students, but hold on to them for six months after the end of the course (or give them to the ISSS if you are leaving).

Changing Grades: Once final grades are submitted, they cannot be changed except for a computational or other instructor error. University policy explicitly forbids any "negotiation" about grades after they are recorded; mistakes may be corrected, but students may not be offered the opportunity at that point to improve their grades by extra work or any other means. In the event of an error, check with the ISSS for the appropriate form and return it to her after it has been completed and signed by the instructor.

Incompletes: The University and the Department discourage giving Incomplete (“I”) grades in any course. “I” grades should given only with a documented excuse to students who are otherwise passing and current in the coursework (more than 50% of the work completed). The students are responsible for requesting an Incomplete and should supply evidence of extenuating circumstances outside of their control. The instructor should approve the “I” and consult with the T.A. to set criteria for completion of the missing work within university deadlines.
VII. Office Procedures

Department Office Business Hours: M-F 07:45 - 11:45 AM; 01:00 - 4:30 PM; closed on holidays.

Faculty/Student Lounge: Sakamaki B-210 has a refrigerator, microwave, coffee, and hot water. Hours: M-F 07:30 AM - 03:30 PM; closed on holidays.

Secretarial Assistance: All requests for secretarial assistance should be routed through the ISSS or Graduate Secretary. Office hours are listed above.

Paycheck: Paydays are on the 5th and 20th of the month, except on a holiday or weekend, in which case it is the preceding workday. Pay statements can be viewed on-line at the following site, https://www.hawaii.edu/payroll/paystub/gate. Any questions regarding payroll should be directed to the Graduate Secretary.

Mail: Bins for outgoing mail are located in Room A-207. Please use recycled (used) envelopes for intra-campus mail (cross off the old address) and your own stamps and envelopes for personal mail. NOTE: Personal mail must be sent to your residential address (or P.O. Box), not to the Department. Check regularly your mail slot for Departmental and University mail (do not let your mail accumulate there).

Office Supplies: For office use only. Please see the Graduate Secretary. A supply of pens, pencils, tape, and staplers will be placed in the T.A. computer room D-202 at the beginning of the semester for use by T.A.s in teaching their labs. Please make fair use of these materials since they need to be shared and last for the semester.

Photocopying: Use of the Xerox machine in the History office is restricted to ISSS, Graduate Secretary, faculty, and T.A.s. See the Graduate Secretary for your high volume photocopying requests. T.A.s needing to duplicate materials for their labs should consult with the administrative staff. The administrative staff can log them in to a generic account. Graduate students should not be copying their own research materials or coursework on the Xerox machine.

History T.A.s’ Computer Room, Sakamaki D-202:
- Computer & Printer. Contact the Graduate Secretary regarding any mechanical problems.
  The computer and printer are for T.A. use only for printing materials for their labs, not for printing their own coursework or research materials. The Department will restock the paper and ink on a reasonable basis.
- Machine Supplies. Contact the Graduate Secretary for toner cartridges for the printers.
- Security: Please keep room locked at all times. A key for Sakamaki D-202 is issued to a TA.
Cubicle Space:
- Please keep your cubicle reasonably neat and clean, especially when you leave after your GAship ends.
- Cooperation concerning space, office hours, and visitors is expected for T.A.s sharing office space.
- Cubicles must NOT be used as a place of residence.
- Problems with lights, locks, or air-conditioning should be reported promptly to the Graduate Secretary.
- Please do not remove any furniture or equipment from your office. Handle them with care, including the blinds.
- Long-distance telephone charges are not permitted.
- Office Keys: T.A.s are responsible for office keys (issued by the Graduate Secretary). If you lose them, you may be asked to reimburse the Department for the cost of replacement key.
- Security: When the air conditioning is running, please keep all windows and entrance doors closed (in order to prevent any mechanical problems also). During and after normal working hours, and on holidays and weekends, keep ALL doors and windows locked at all times. ALWAYS LOCK UP ANY VALUABLES IN YOUR CUBICLES!

Semester/Summer Breaks: When leaving the islands during a break, please plan your departure AFTER grades are submitted and special office hours are held for students wishing to know their grades. You must return at least a week before instruction begins. It is your responsibility to take care of the following also:
- Upon request from the ISSS, submit a class schedule for the next semester;
- Leave a forwarding address, and dates of departure and return with the Graduate Secretary.

Checklist--End of T.A.ship:
- Plan on leaving AFTER your grades have been submitted and special office hours are held for students who wish to know their grades;
- Transfer your final exams of the last semester (or of the last six months) to the ISSS;
- Leave a permanent address with the Graduate Secretary for your W2;
- Clean your cubicle; bulky items being thrown out should be taken down to the dumpster located between Sakamaki and Kuykendall Halls. Remove all personal belongings. The History Dept. will NOT be responsible for any personal belongings left behind.
- Vacate cubicle by specified date; return keys to the Graduate Secretary.