



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

**Guidelines for Faculty and Graduate Student  
Teaching Assistants, Academic Year 2022-23**

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## Who to contact for more information

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Department curriculum questions, faculty duties, General Education FG requirements, assessment.

Dr. Kieko Matteson, Associate Chair and Director of Graduate Studies  
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Graduate assistantships, TA concerns, and graduate advising questions.

Dr. Julie Motooka, Instructional and Student Support Specialist ([history@hawaii.edu](mailto:history@hawaii.edu)).

Lab schedules, book orders, student overrides and registration questions, change of grade form processing, student evaluations of TA performance.

Ms. Qian Kanemori, Administrative and Fiscal Support Specialist ([gkane@hawaii.edu](mailto:gkane@hawaii.edu)).

Payroll and hiring paperwork, supplies, mail, D-wing keys and access

## Background

World civilizations or world history courses at the University of Hawai`i date from 1945. Department faculty have been international leaders in the field of world/comparative history. Prof. Jerry H. Bentley (1949-2012) was founding editor of the *Journal of World History*, still published by University of Hawai`i Press. Bentley and Prof. Herbert Ziegler co-authored the *Traditions and Encounters* textbook used by many world history classes. We are one of the few departments to offer both the M.A. and Ph.D. in the field.

## The UHM General Education Program

World History courses are “foundations global / multicultural” or FG courses, an important part of the current UH Mānoa General Education Program. Undergraduates at UHM complete six credits of FG, choosing from any combination of one FGA (up to 1500), FGB (1500 to the present), or FGC (from prehistory to the present). Many if not most students taking World History are fulfilling FG requirements. In addition to Honors sections of World History, which are taught without TA’s, the Department offers the following FG courses:

- HIST 151: World History to 1500 (FGA)
- HIST 152: World History from 1500 to the present (FGB)
- HIST 156: World History of Human Disease (prehistory to the present, FGC)
- HIST 157: Global Environmental History (prehistory to the present, FGC)

All FG courses include the following elements:

- They analyze the historical development of human societies and their cultural traditions in major world regions including Africa, the Americas, Asia, Europe, and Oceania
- They devote significant attention to Hawaiian, Pacific, and Asian societies in global context
- They engage students in the study and analysis of writings, narratives, artifacts, or cultural practices of different peoples and societies.

In combination, FG courses teach students the content basis and the interpretive and analytical skills to understand human development from prehistory to the present. They build student empathy towards that which is unfamiliar to them and teach them skills to engage constructively with situations of intercultural understanding. Students view the contemporary world in deeper historical context, and gain an intellectual foundation for informed global citizenship.

## Assessment

FG classes are re-certified on a regular basis by the General Education Office for appropriateness to the FG program, a process that relies on assessment data taken from FG classes. Because of this, faculty and TA participation in assessment projects is crucial to the overall success of the program.

At the end of each semester, you will get an email from the Department Chair alerting you that it is time to complete a short survey providing data for the Department Assessment Committee. Participation is **required** by World History faculty and TA's. Without your participation, we cannot be re-certified for our FG status and will lose the General Education function of our World History courses.

## Format of Courses

100-level History courses with TA's usually hold two, 50-minute lectures, or the equivalent online content, and one 50-minute discussion lab per week. In general, the instructor is a tenure-line faculty member, while labs are taught by TA's who are History graduate students.

Lectures introduce students to course material and challenge students to consider broader global issues and concerns. During labs, students engage in dialogue on issues raised by the readings, particularly primary sources, artifacts, or other narratives of/from the cultures under consideration.

## Suggested Course Descriptions

HIST 151: WORLD HISTORY, FGA: 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, FGB: 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.

## Faculty Duties

Faculty instructors are responsible for the design of their course and supervision of TA's assigned to them in accordance with the guidelines here. Instructors develop their own lecture plan and assign readings emphasizing Global and Multicultural Perspectives (FG) themes (global processes and cross-cultural interactions; examination of narratives and artifacts from diverse cultures; the Indigenous cultures of Hawai'i, the Pacific, and Asia) and History Department course descriptions.

Faculty should be mindful of the expectation to participate in assessment, to ensure that the World History program satisfies General Education requirements and maintain an FG designation.

Instructors may do all lecturing themselves, bring in guest lecturers, team-teach with one or more faculty members, or develop learning community partnerships with other instructors. Instructors set policies for their TA's regarding review sessions and exam study guides so that all students in a given course have the same opportunities to prepare for exams. In the event that a class is taught partially or entirely online, instructors may set policies and requirements for TA's and students regarding specific web platforms to be used in class, the use of videoconferencing platforms for meetings, and remote office hours policies.

## Duties of Teaching Assistants

**Workload:** TA's are responsible for up to 20 hours per week of work time, including time spent attending lecture and leading lab sections; course prep; grading; office hours; meetings with fellow TA's and instructors; and any other course business. Faculty instructors may assign additional duties to TA's relevant to the course, including photocopying, pickup and distribution of materials, and technology management. TA's are also expected to participate in assessment work as requested by faculty and / or History administrative staff.

**Lab size:** TA's teach 3 labs of c. 15-22 students each, with a maximum of 66 students. Students select their own lab sections, so enrollments may vary. The Department will monitor workloads and may split assignments, combine labs, or assign other duties to TA's to ensure balance and fairness.

**Lab format:** TA's are responsible for leading weekly lab sections to discuss assigned readings and review instructor lecture content. TA's hold office hours (at least one hour per week per lab section) for consultation with students. Student assignments and midterms should be graded and returned within one week of submission.

**Lab schedule:** TA's are expected to meet all scheduled labs for the full time-period allotted. They should consult with instructors before canceling, moving, or adding a lab meeting and should notify students in a timely fashion. Department staff should be informed of any changes in meeting time or room so that students can be directed appropriately.

**TA absences:** If TA's experience illness, family emergency, or other conditions that prevent them from carrying out their duties temporarily or permanently, notify the instructor before making any alternate arrangements. Other TA's in that section or instructors should cover labs whenever possible, rather than canceling them. Alternatively, students can be directed to another lab meeting that week (please notify the instructor). The instructor and TA should consult with the Graduate Chair on lengthier absences.

## Training & Mentoring of Teaching Assistants

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

**Orientation:** New and returning TA's attend appropriate orientation activities:

- *New History* TA's must attend training conducted by Graduate Division and the Center for Teaching Excellence, which normally takes place in the week of on-duty time prior to the start of classes.
- *New and returning* TA's attend the department's World History TA orientation, usually held after the new graduate student orientation
- TA's also meet individually with faculty supervisors to review expectations
- Late arriving TA's and new TA's in Spring report to the faculty supervisor

**Hist. 790:** TA's enroll in a 1-credit pedagogy and mentoring course taught by their faculty supervisor. The CRN can be obtained from administrative staff.

**Regular instructor / TA meetings:** As part of HIST 790, faculty and TA's meet regularly, typically weekly, in addition to class time to coordinate course material and to ensure consistency among lab sections, and to allow time for questions and conversation about course material and assignments.

**Guest lecturing:** Faculty may invite TA's to give a partial or full guest lecture during the semester in order to gain experience in this style of teaching.

**Student evaluations:** At the end of the semester, students evaluate TA's using a department evaluation form (see Attachment A). After grades are turned in, faculty supervisors may read student evaluations passing them to the TA's to read and keep for their records and for future job opportunities.

**Faculty evaluations:** Faculty supervisors evaluate each TA, summarizing student evaluations and commenting on class visits, guest lectures, and TA professionalism (Attachment B). Faculty evaluation forms go into the TA's graduate file for use in future hiring decisions, so faculty supervisors should fill them out with care. TA's may review these evaluation forms in their files.

**Class visits:** Faculty should visit one lab from each TA at least once per semester and complete a Lab Observation Report (attachment), preferably in the **first six weeks of the semester**. In addition to being mandated by Graduate Division, this visit allows the instructor to observe how students respond to the course material; the students will know that the instructor is involved in lab instruction; the instructor can provide in-course feedback to the TA both for reassurance and improvement; and the instructor can write a more specific recommendation for the TA's renewal or for job applications in the future.

**Improvement:** In the event that TA performance is less than satisfactory in one or more areas, the faculty supervisor should develop a plan for improvement in consultation with the TA and Graduate Chair. These plans can include submission of written lesson plans for approval, consultation with the Center for Teaching Excellence, or coaching by a more experienced TA. In extreme cases, an experienced TA can be assigned to team teach or take over discussion labs. If a TA is failing to meet basic obligations (attendance at lecture, lab, seminar, or office hours; irregularities in grading and return of work), even after being issued a warning, the faculty supervisor should notify the Graduate Chair.

## Syllabi and Grading

The syllabus is a contract between the instructor and students and should be carefully designed. Faculty syllabi should include, but not be limited to the following: a statement of course objectives or themes; student learning outcomes; required readings; grading policies; examination and other assignment deadlines; an outline of lecture topics; and availability for consultation and office hours.

Syllabi for Hist. 151-152 should note that (unless instructors arrange otherwise) the final examinations for all instructors and lab sections are held simultaneously on Monday of finals week, 4:30-6:30 p.m., rather than at the designated time for that timeslot in the final exam schedule.

TA's may be asked to make lab syllabi by instructors. If so, these should follow the instructor's guidelines and include contact information and office hours (at least one hour per week per lab section). TA syllabi may indicate lab expectations, class dates, and assignment due dates. Points for lab work should be clearly assigned by the instructor and the TA's in the same way for all labs.

Instructors should explain to students the format, length, and grading of their examinations well in advance. The 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. Instructors should make explicit to students and TA'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 TA's should adhere to their supervisors' policies in any study guidelines they issue. For Hist. 151-152, the final examinations for all instructors and all lab sections 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 TA's should reiterate this in their syllabi and during class. Final exam papers are not returned to students; students may come to the History main office during designated office hours to view their exams.

Instructors should clearly establish grading criteria with TA's to promote consistency and to avoid grade inflation. Instructors should monitor grading of exams to ensure similar standards and to verify that grades do not vary significantly among TA's.

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.

Many 100-level History courses (other than Honors sections) use 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. The point-to-letter grade conversion would be as follows:

A+	387-400	C+	307-319
A	374-386	C	294-306
A-	360-373	C-	280-293
B+	347-359	D+	267-279
B	334-346	D	254-266
B-	320-333	D-	240-253
		F	0 -239



## Student Concerns

The process to address student concerns and conflicts between students and TA's, or TA's and faculty instructors, is based on the premise that conflicts must be addressed promptly and professionally, and are best resolved at the lowest level possible.

The resolution process begins with the student and progresses to the TA, then to the faculty supervisor, the Graduate Chair, to the 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](#).

- TA's should respond promptly (within 24 hours) to student expressions of concern with section matters, questions or course material, or any other academic problem. TA's should endeavor to understand fully and respond fairly to assist the student and facilitate their positive learning. TA's and faculty can direct students to appropriate [campus resources](#) if their concerns are outside the scope of the Department.
- If TA's are unable to respond effectively to a student's concern or complaint, the next step is to bring the matter to the attention of the faculty supervisor. This should again be done promptly (within 24 hours).
- 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), faculty should consult and potentially refer the problem to the Department Chair.
- TA's who have a conflict with their faculty instructor should try to resolve it directly. If a solution or accommodation cannot be found, TA's are encouraged to discuss their concerns promptly with the Graduate or Department Chair.

## Academic Dishonesty

To discourage cheating among students, instructors and TA's should be prudent (make assignments hard to plagiarize) and vigilant (secure exams).

- If a student is suspected of cheating, the TA should document the violation clearly. Do not return the original material to the student before consulting with the faculty instructor, who should also refer the case to the Chair.
- Please follow procedures in the [Student Conduct Code](#), which include notifying the student of the alleged academic dishonesty.
- 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 appropriate offices including the Office of Student Affairs.

## Record-Keeping and Privacy

**FERPA:** The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a Federal law that protects the privacy of education records for students over 18. To be in compliance with FERPA, instructors and TA's should not publicize names of students or distribute email addresses without permission. (Use the Lulima email tools to send messages to students as a group, or "bcc" emails to keep addresses private.) 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). Essays, exams, and other work should be returned in such a manner that student privacy is protected. Paperwork or forms with student identification information should be shredded before being disposed.

**Recordkeeping:** Course rosters and student data are available electronically through [MyUH Services](#) and can be accessed by the Instructor or the ISSS. Students who want to add, drop, switch labs, or withdraw should consult with the instructor and the ISSS, not the TA. TA's are asked to keep up-to-date records of student attendance, assignments, and grades, and to provide these to the instructor within 24 hours upon request. TA's also provide copies of all final grades and records to the faculty instructor at the end of the semester, in case questions are raised when TA's are unavailable for consultation. It is highly recommend that faculty and instructors use the attendance & gradebook functions on Lulima so that student records are preserved and accessible by both the TA and the instructor at all times.

**Grade Submission:** At the end of the semester, TA's will consult with the instructor and provide copies of their final grade rosters for faculty review **before** submitting final grades. TA's should not provide students with final grades before they are reviewed by the faculty and submitted online. Final exams should be retained by the Instructor or ISSS for six months after the end of the course.

**Changing Grades:** Final grades cannot be changed except for computational or other instructor error. University policy explicitly forbids negotiation about grades after they are recorded; mistakes may be corrected, but students may not be offered the opportunity to improve their grades by extra work or any other means. In the event of an error, the TA can ask the ISSS for the appropriate form and return it to the ISSS 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). 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 TA to set criteria for completion of the missing work within university deadlines.

# Office Procedures

The Administrative and Fiscal Support Specialist (AFSS) assists with payroll, mail, supplies, TA office assignments, and other non-academic matters. Please request assistance and materials from staff in a timely fashion.

**History Main Office Hours:** M-F 8:30-11:30 AM; 12:00-4:00 PM; closed on holidays.

**Faculty/Student Lounge:** Sakamaki B-210 is open M-F 9:00 AM - 3:30 PM; closed on holidays.

**Paychecks:** 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 at <https://www.hawaii.edu/payroll/paystub/gate>. Any questions regarding payroll should be directed to the AFSS, who can also explain to students how to register for automatic electronic payments.

**Mail:** Work-related mail can be left in the mailroom, Sakamaki A-207. Please use manila envelopes provided in A-203 for intra-campus mail, and your own stamps and envelopes for personal mail. NOTE: Personal mail may not be sent to your Department box. Check your mail slot regularly (do not let mail accumulate there).

**Supplies:** For course-related use only. Please use these materials conservatively since they are shared and must last for the semester.

**Photocopying:** Use of the History Xerox machine is restricted to staff, faculty, and TA's. TA's needing to duplicate materials for their labs should consult with staff, and high-volume requests (for example, syllabi or final exams) should be made in consultation with the ISSS. Graduate students may not copy materials for their research or coursework on the Xerox machine.

## **Cubicle Space:**

- Please keep your cubicle reasonably neat and clean, especially when you leave after your GA-ship ends.
- Cooperation concerning space, office hours, and visitors is expected for TA's sharing office space.
- Cubicles must NOT be used as a place of residence or to store valuable personal items.
- Problems with lights, locks, or air-conditioning should be reported promptly to History staff.
- Please do not remove furniture or equipment from your office. Handle them with care, including the blinds.
- Office Keys: TA's are responsible for office keys. If you lose them, you are liable to reimburse the Department for the cost of the replacement key.
- When the air conditioning is running, please keep all windows and entrance doors closed (in order to prevent any mechanical problems).

- Security: 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 submit a class schedule for the next semester, upon request from the ISSS.

## End of TA-ship Checklist

- Do not travel until after grades have been submitted and any other work required for the course has been completed
- Transfer your final exams of the last semester (or of the last six months) to the ISSS
- Leave a permanent address with the AFSS for paperwork and / or W-2
- 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 AFSS.

## Campus Resources

Instructors and TA's should be aware of students with special needs, and suggest available resources and services on campus. The Office of Student Support Services ([www.studentaffairs.manoa.hawaii.edu](http://www.studentaffairs.manoa.hawaii.edu)) has a complete list of available services.

**Counseling and Student Development Center:** Counseling; psychiatric services; 24/7 on-call Counselor-in-Residence in the residence halls; learning assistance; testing; intern training; and outreach and consultation.

Phone: 956-7927; <https://manoa.hawaii.edu/counseling/>

**EEO/AA Office:** Handles all employee vs. employee complaints of discrimination.

Phone: 956-7077 Email: [eeo@hawaii.edu](mailto:eeo@hawaii.edu).

[www.hawaii.edu/offices/eoo/](http://www.hawaii.edu/offices/eoo/)

**KOKUA:** Academic access services to UHM students with disabilities. If KOKUA is working with a student, the office will notify instructors of specific needs and may arrange for alternate assignments, testing, and note-takers.

Phone: 956-7511; FAX: 956-8093 Email: [kokua@hawaii.edu](mailto:kokua@hawaii.edu)

<https://www.hawaii.edu/kokua/>

**Title IX Office of Gender Equity:** Prompt and effective responses to all complaints of sex discrimination or harassment for faculty, staff and students.

Phone: 956-2299; email: [t9uhm@hawaii.edu](mailto:t9uhm@hawaii.edu);

<https://manoa.hawaii.edu/titleix/>

**University Health Services Mānoa (UHSM):** Provides medical services and programs.

Phone: 956-8965; FAX 956-0853

Clinic Hours: M-F 8:00 a.m.-4:00 p.m.

<http://www.hawaii.edu/shs/>

**Writing Center:** Operated by the English Department to help students improve writing skills.

Email: [tutors@hawaii.edu](mailto:tutors@hawaii.edu) for an appointment

<https://sites.google.com/a/hawaii.edu/writingcenter/>