

Ethnographic Field School Course Syllabus

Orange Walk Town, Belize, June 18-July 17, 2019

Douglas Hume, Ph.D., Associate Professor of Anthropology (Faculty, Field School Director)
Northern Kentucky University, Sociology, Anthropology, and Philosophy Department
Landrum Academic Center, Room 228, Highland Heights, KY 41099
humed1@nku.edu (859) 572-5702 <http://anthroniche.com/>

Denise Knisely, M.A., Part-time Instructor of Anthropology (On-Site Administrator)
Northern Kentucky University, Sociology, Anthropology, and Philosophy Department
Landrum Academic Center, Room 214, Highland Heights, KY 41099
kniselyd1@nku.edu (859) 572-1436 <https://inside.nku.edu/artsci/departments/sapdept/anthropology/faculty-profiles.html>

Course Descriptions

Ethnographic Field School (ANTH 495 [WKU]/ ANT 365 [NKU], upper division undergraduate course), 4 credit hours. Cross-cultural field training in ethnographic field methods, qualitative data analysis, and ethnographic report-writing. PREREQ: One course in anthropology or other social/behavioral science.

Advanced Ethnographic Field School (ANTH 495G [WKU]/ANT 565 [NKU], graduate level course), 4 credit hours. Cross-cultural field training in advanced ethnographic field methods, qualitative data analysis, and ethnographic report-writing. PREREQ: ANTH 495 [WKU]/ ANT 365 [NKU] Ethnographic Field School or graduate student standing and consent of instructor.

Students who are enrolled in graduate level course take an active role in serving as mentors to students enrolled in undergraduate level course as well as completing preliminary data analysis in the field.

Course Objectives and Student Learning Outcomes

This course immerses students in Belizean culture and trains them in contemporary anthropological field methods. Students will gain valuable research skills (e.g., ethnographic interviewing and qualitative data analysis) to apply anthropology in their future careers (e.g., applied anthropology or other social/behavioral discipline), an appreciation for Belizean cultural diversity, and further their personal growth. While in Belize, students will be primarily engaged in guided applied ethnographic fieldwork. Students will learn about the local culture by doing participant-observation and conducting ethnographic interviews in a community-based research project. Students will learn research ethics, unobtrusive observation, participant observation, field note writing and coding, ethnographic and life history interviewing, ethno-linguistic data collection, community mapping, rapid assessment procedures, qualitative data analysis, and other ethnographic methods in addition to basic ethnographic writing. After successful completion of this course, students will have:

1. developed a basic understanding of the culture being studied,
2. formulated an understanding of ethical and validity issues in ethnographic research,
3. practiced skills in research design and ethnographic methods of data collection,
4. applied basic ethnographic research methods in a non-western culture,
5. engaged in a community-based research project, and
6. analyzed ethnographic data resulting in an ethnographic report.

This program will contribute to the education of students by training them in ethnographic methods and by exposing them to a non-western culture. Students are expected to gain skills that may be used in applying anthropology or other socio-behavioral sciences in their future careers, gain an appreciation for cultural diversity, and further their personal growth. Field experiences such as this project can also improve the likelihood that students will be admitted to graduate school.

This course is being taught as a 300 (upper-undergraduate) and 500 (graduate) level course in

anthropology with a maximum of 12 students. Students will earn three credit hours for participation in the ethnographic field school. This course will not fulfill NKU's general education requirements, but may be applied to NKU's anthropology major or minor requirements. Students should check with their own institution for what, if any, requirements this course fulfills.

Each spring, students will be encouraged to present our findings in a scholarly panel at the [Society for Applied Anthropology/Society for Anthropological Sciences](#) joint annual meetings. NKU students will be encouraged to present their findings at NKU's spring Celebration of Student Research and Creativity (<http://celebration.nku.edu/>). Students who wish to learn additional ethnographic analysis methods or prepare a short ethnography for publication may arrange independent studies with the director, Douglas Hume (see <http://cfaa.nku.edu/student-research-opportunities.html>).

Course Format

This an ethnographic field methods course in which students are engaged in preliminary and pre-departure meetings, an ethnography boot camp, mini lectures/planning meetings, ethnographic interviews, one-on-one meetings, pre-departure reading assignments, pre-departure human subjects training, journal entry writing, interview note writing, and service learning reflection writing. In addition, the graduate course students will be involved with either independent research or diagramming analyses.

Contacting the Faculty Director and On-site Administrator

Due to the nature of this field school, the faculty director and on-site administrator's office hours are by arrangement. Before and after the field school, contact the faculty by email, humed1@nku.edu (Dr. Hume, Faculty Director) and kniselyd1@nku.edu (Mrs. Knisely, On-site Administrator). During the field school, either speak with the faculty in person or email them.

Critical Pedagogy

In this, and most of Dr. Hume's other upper division courses, he adopts a critical pedagogical approach, as inspired by Paulo Freire's seminal work, [The Pedagogy of the Oppressed](#) (2005 [1970]). Critical pedagogy is based upon the notions that:

learning... is to constitute an act of knowing [where] the learners must assume from the beginning the role of creative subjects. It is not a matter of memorizing and repeating... but rather, reflecting critically on the process. ([Freire 1985, 50](#))

The aim of a critical pedagogy is to adopt:

habits of thought, reading, writing, and speaking which go beneath surface meaning, first impressions, dominant myths, official pronouncements, traditional clichés, received wisdom, and mere opinions, to understand the deep meaning, root causes, social context, ideology, and personal consequences of any action, event, object, process, organization, experience, text, subject matter, policy, mass media, or discourse. ([Shor 2012, 129](#))

In this course, students will be challenged to critically read primary literature (not a standard textbook that synthesizes ideas that then the student is required to memorize), critically write about what they experience (not simply regurgitate facts or copy direct quotations), and critically discuss what they read and write (not by being lectured at and being told what to know).

Required Software

Software must be downloaded and learned before departure to Belize.

1. Dropbox (<https://www.dropbox.com/>) will be used to share all materials (field notes, field journal, digital audio files, pictures, movies, etc.).
 - If you do not already use Dropbox, use the following link <https://db.tt/RsWXhtgo> to create a Dropbox account.
 - After you sign up for Dropbox, use the link on the Dropbox web page to download and

- install the Dropbox software.
- Once you have Dropbox installed or if you already have it installed, send the Dr. Hume (humed1@nku.edu) your username.
 - Click on the little dropbox icon in your Windows/Mac toolbar, select the settings icon, and choose preferences.
 - Make sure that "Start Dropbox on system startup" is checked.
 - Click on "Network". Click on "Bandwidth - Change Settings...".
 - Change the settings to limit the download rate to 50 kB/s and the upload rate to limit automatically.
 - Click "Update". Close the settings window.
 - Once you have sent me your Dropbox username, several folders will be shared with you, simply accept the invitation within the Dropbox application or email.
2. Microsoft Word (Windows and OSX), OpenOffice (Windows freeware, <http://www.openoffice.org/>), or NeoOffice (OSX freeware, <http://www.neooffice.org/>).
 3. VPN (Virtual Private Networking), for NKU students see <https://it.nku.edu/vpn.html> for installation instructions.

Pre-departure Required and Optional Readings

All required and optional readings are available on the course Dropbox. The pre-departure required readings consist of selected chapters and articles that introduce students to specific ethnographic methods. Excerpts of the following books and articles must be read carefully before travel to Belize:

- Bernard, H. Russell. 2011. [Research Methods in Anthropology: Qualitative and Quantitative Approaches, Fifth Edition](#). New York: Altimira Press. [read pages 156 to the top of 172]
- Cooperative Center for Study Abroad. 2016. [Belize Anthropology Participant Handbook](#). Unpublished Manuscript.
- Emerson, Robert M., Rachel I. Fretz, and Linda L. Shaw. 2011. [Writing Ethnographic Fieldnotes, Second Edition](#). Chicago: University of Chicago Press. [read pages 1-43 and 171-199]
- Hume, Douglas W. 2012. [Malagasy Swidden Agriculture: The Influence of Conservation Organizations on Indigenous Knowledge](#). Kentucky Journal and Anthropology and Sociology 2(1):37-54.
- , 2013. [Introduction to Ethnographic Methods](#). Unpublished Manuscript.
- , 2016a. [General Information for Students in Belize](#). Unpublished Manuscript.
- , 2016b. [Google Map: Ethnographic Field School in Belize](#).
- Hume, Douglas William, Colin Bindas, Stephanie Feltner, Gabrielle Locke, Ian Takaoka, Nicholas Thaxton, Jane Underland, and Gina Yoon. 2015. [Report of the Ethnographic Field School in Belize \(June 2014 Season\)](#). Center for Applied Anthropology at Northern Kentucky University.
- Hume, Douglas William, Jessica Boggs, Adelle Bricking, Rosa Christophel, Jesse Hendricks, Sofia Javed, Gabrielle Locke, Lydia Schuldt, Evan Steelman, Nicholas Thaxton, and Stephanie Zach. 2014. [Report of the Ethnographic Field School in Belize \(June 2013 Season\)](#). Center for Applied Anthropology at Northern Kentucky University.
- Hume, Douglas William, Clara Maxine Bone, Hannah Grace Howard, Charlee Hutchinson, Stefan Kienzle, Marguerite Kinne, Samantha Louise Krieger, Katie Nicole Ragland, Cassidy Ann Reeves, Linette Sabido, and Rachel Lee Tidwell. 2016. [Report of the Ethnographic Field School in Belize \(June 2015 Season\)](#). Center for Applied Anthropology at Northern Kentucky University.
- LeCompte, Margaret D., and Jean J. Schensul. 1999. [Analyzing and Interpreting Ethnographic Data \(Ethnographer's Toolkit, Volume 5\)](#). Walnut Creek: Rowman and Littlefield Publishers, Inc. [read pages 11-34]
- Levy, Robert I., and Douglas W. Hollan. 1998. [Person-centered Interviewing and Observation. In Handbook of Methods in Cultural Anthropology](#). H. Russell Bernard, ed. Pp. 333-364. Walnut Creek: Altimira Press.
- Schensul, Stephen L., Jean J. Schensul, and Margaret D. LeCompte. 1999. [Essential Ethnographic Methods: Observations, Interviews and Questionnaires \(Ethnographer's Toolkit, Volume 2\)](#). Walnut Creek: Rowman and Littlefield Publishers, Inc. [read pages 95-164]
- Stillitoe, Paul, Peter Dixon, and Julian Barr. 2006. [Indigenous Knowledge Inquiries: A Methodologies Manual for Development](#). Rugby, United Kingdom: Practical Action Publishing. [read pages 87-110]

In addition to the readings above, students in the graduate level course must complete the following pre-departure readings:

- Borgatti, Stephen P. 1999. [Elicitation Techniques for Cultural Domain Analysis](#). In *Enhanced Ethnographic Methods: Audiovisual Techniques, Focused Group Interviews, and Elicitation Techniques*. Jean J. Schensul, Margaret D. LeCompte, Bonnie K. Nastasi, and Stephen P. Borgatti, eds. Pp. 115-151. New York: Altimira Press.
- Hume, Douglas W. 2005. [Agriculture in Madagascar: Conservation and Cultural Meanings of Rice](#). Ph.D. dissertation, Department of Anthropology, University of Connecticut. [read Chapter 4. *Cultural Models*]
- McCurdy, David W., James P. Spradley, and Dianna J. Shandy. 2004. [The Cultural Experience: Ethnography in Complex Society, 2nd Edition](#). Long Grove, Illinois: Waveland Press. [read pages 3-96]
- Stillitoe, Paul, Peter Dixon, and Julian Barr. 2006. [Indigenous Knowledge Inquiries: A Methodologies Manual for Development. Rugby, United Kingdom: Practical Action Publishing](#). [read pages 124-130 and 133-211]

The pre-departure optional readings include a selection of excerpts from Belize travel guides and examples of Belizean currency. Of the travel guide excerpts available on the Dropbox, Dr. Hume highly recommends the Moon Handbooks.

Pre-departure Human Subjects Training

Collaborative Institutional Training Initiative (CITI) training is required by the Internal Review Board (IRB) at Northern Kentucky University (NKU). The NKU IRB is federally required to review and approve human subjects research before it is initiated by NKU faculty, staff, and students. Following the instructions below, complete the CITI training (NKU's IRB requires 80% on each individual training module) and email the instructor PDF copy of the Completion Report by June 12, 2019:

1. Required Human Subject (IRB) CITI Modules (only complete the six Basic Human Participant Research modules, <http://rgsrs.nku.edu/research/rgc/irb/citi/irbrequired.html>)
2. Tips/Instructions for using CITI website (<http://gero.nku.edu/content/dam/rgsrs/docs/rgc/compliance/CIITI/CITI%20Training%20FAQs%20Final%2009-14-2016.pdf>)
3. Getting started on CITI (<http://gero.nku.edu/content/dam/rgsrs/docs/rgc/compliance/CIITI/How%20to%20Register%20in%20CITI%20Final%2009-14-2016.pdf>)
4. CITI Training Web Site (<https://www.citiprogram.org/default.asp?language=english>)

Completion Reports with individual training module scores less than 80% will not be accepted. Students will not be allowed to participant in research activities until they have email a PDF copy of the Completion Report to Dr. Hume (humed1@nku.edu).

Student Ethnographic Portfolio

For the undergraduate offering of this course (ANT 365 Ethnographic Field School), the ethnographic portfolio is comprised of journal entries (20%), interview notes (60%), and a service learning reflection (20%).

For the graduate offering of this course (ANT 565 Advanced Ethnographic Field School), the ethnographic portfolio is comprised of journal entries (20%), interview notes (60%) as well as a service learning reflection (10%) and diagramming analysis (10%).

The portfolio documents must be submitted on the course's Dropbox. The portfolio will be graded on the following scale: 100-93% A, 90%> A-, 87%> B+, 83%> B, 80%> B-, 77%> C+, 73%> C, 70%> C-, 67%> D+, 60%> D, and 59-0% F.

Journal Entries

Journal entries will be made for each day (one day before departure to Belize Monday June 18 until one day after return from Belize Thursday July 19) and reviewed throughout the course. Generally, students

will write one page (12 point font, single spaced, one inch margins) for each daily journal entry. The journal must be completed by Sunday, July 22. The specific journal requirements and grading rubric will be provided to students during the pre-departure meeting.

Interview Notes

Interview notes will be written and submitted electronically after each interview. Generally, students will write one page (12 point font, single spaced, one inch margins) for each interview. The interview notes are due the day after the interview occurs (except for Saturday interviews, which are due the following Monday). The specific requirements and grading rubric will be provided to students during the ethnographic methods training meetings.

Service Learning Reflection

The service learning reflection will be a 1,000 word essay (one-inch margins, Times New Roman, 12 pt, double-spaced) answering several reflexive questions, due on Sunday, July 22. The reflection essay is to be written after returning from the field. The specific requirements and grading rubric will be provided to students before departure from Belize.

Diagramming Analysis (ANT 565 Advanced Ethnographic Field School Only)

The diagramming analysis includes the construction of a diagram (e.g., Seasonal Calendar/Pattern Chart, Taxonomies, Webbing, Flow Chart/Process Diagram, Historical Comparison/Time Lines, and Matrix) and a 1,000 word written explanation of the diagram (12 point font, double spaced, one inch margins), due on Sunday, July 22. The specific paper requirements and grading rubric will be provided to students during the ethnographic methods training meetings.

Participation

The Cooperative Center for Study Abroad requires mandatory attendance in all of their study abroad courses. Each unexcused absence results in one letter grade reduction.

Makeup Policy Statement

Regardless of the ingenuity of the excuse, the late policy is as follows:

- In the cases of emergencies (e.g., severe illness requiring medical attention or death of a family member) written documentation of the emergency is required before a makeup (without penalty) of the assignment will be arranged.
- In cases of non-emergencies (e.g., forgetting to complete work or come to class, undocumented illnesses, power outages, computer crashes, or Internet interruptions) assignments may be made up, by arrangement with the professor. For every 24 hours that an assignment is late, it will suffer a ten percent reduction.
- No assignments or exam make ups will be accepted after the end of the course (Sunday, July 22), unless written documentation of an emergency is presented to the professor.

Credit Hour Policy Statement

In accordance with federal policy ([34 CFR § 600.2](#)), NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

This is a four-credit field methods course, as regulated by 34 CFR § 600.2, students are required to spend at least 180 hours on class work. Estimates of the time required for a typical student to complete these course expectations are as follows:

Direct Faculty Instruction = 90 hours

- Preliminary and Pre-departure meetings: 1.5 hours x 2 days = 3 hours
- Ethnography Boot Camp (direct faculty instruction in ethnographic methods): 2.5 hours x 7 sessions over five days = 17.5 hours
- Mini Lectures/Planning Meetings: 0.75 hours x 20 days = 15 hours
- Ethnographic Interviews: 3 hours x 18 days = 54 hours
- One-On-One Meetings: 0.25 hours x 2 days = 0.5 hours

Out of Class Work = 90 hours

- Pre-departure Reading Assignments: 0.5 hours x 14 readings = 7 hours
- Pre-departure Human Subjects Training: 0.5 hours x 6 modules = 3 hours
- Journal Entry Writing: 1 hour x 31 days = 31 hours
- Interview Note Writing: 2.5 hours x 18 days = 45 hours
- Service Learning Reflection Writing: 2 hours X 2 sessions = 4 hours

In addition to the requirements above, this course takes advantage of the location of the field school to participate in excursions:

Excursions = 20 hours

- First Week Morning Excursions: 2.5 hours x 2 excursions = 5 hours
- Sunday Excursions: 5 hours x 3 excursions = 15 hours

Incomplete Policy Statement

The grade of "I" (incomplete) may be assigned at the request of the student where a portion of the assigned or required class work, or the final examination, has not been completed because of a documented serious illness and/or extreme personal circumstance not caused by the student's own negligence.

An incomplete will only be issued when the following conditions are met:

1. the quality of work is satisfactory (passing), but some essential requirement has not been completed;
2. documentation of a serious illness and/or extreme personal circumstance not caused by the student's own negligence has been presented to the professor;
3. any work undertaken to make up the incomplete grade is limited to the completion of the missed work due to the documented serious illness and/or extreme personal circumstance; and
4. the student has developed and signed a contract with the professor outlining the requirements and specific deadlines for completion of the missed work.

NKU Students An incomplete grade must be made up by the end of the next regular semester in which the student is enrolled. The grade for any course not completed by this deadline will be converted to the grade of "F".

Course Schedule

See the Course Schedule (separate document) for specific times and activities for each day.

- Week I: Ethnographic Methods Training and Ethnographic Interviews (Belize)
- Week II: Ethnographic Methods Training and Ethnographic Interviews (Belize)
- Week III: Ethnographic Interviews (Belize)
- Week IV: Ethnographic Interviews (Belize)

- Week V: Ethnographic Writing (Belize/Home)

Conflicts of Interest

Doing ethnographic field research, is a full-time intensive and immersive pursuit. While you should plan to spend your free time resting and relaxing, the rest of your days and evenings will be spent interviewing, writing, reading, analyzing, documenting, and in other research activities. You should plan to have nothing except the field school planned while we are in the field. You should forewarn your friends and family that you will only have limited time to spend contacting them - you should plan a vacation from social networking (e.g., Facebook and Twitter), talking on the phone, texting, and other types of contact.

Intellectual Property Policy

The intellectual property rights of any research completed in this field school are owned by Dr. Douglas Hume. Intellectual property rights include:

1. the right to distribute and make reproductions of the work;
2. the right to make derivative works such as updates, alterations, composites, compilations, translations, and versions in new media or genres;
3. the right of portability; that is, an irrevocable license to take the work to, and use the work with, a new employer or for commercial purposes;
4. moral rights that include the right to be identified as the author of the work, including the right to decide whether to allow the author's name to be displayed in association with the work and the right to be informed in advance of any uses, reproductions, distributions, and dispositions of the copyrighted work;
5. the right to retain for one's university the right of duplication of the work for teaching, scholarship, and research, and on a limited basis, the right to make derivative works even if the author assigns copyright ownership to a third party;
6. the right to exclusive control of all decisions related to the publishing of unpublished works; and
7. the right to exclude others from using the work.

What this means, is that the data, reports, presentations, and other results of this research are owned by and controlled by Dr. Douglas Hume. The final report that is given to our community partners will have Dr. Hume as first author and then the students, listed in alphabetical order as additional authors, as all parties participated in the writing of the report. Students are encouraged to publish and present their findings in scholarly journals and meetings, but Dr. Hume must give consent and be listed as the second author. Dr. Hume will assist the student presenting or publishing with editing and additional writing as is necessary to reach a high degree of scholarship. If Dr. Hume publishes or presents this research without the input of students (e.g., writing and editing), he will always give students credit for their contributions in the work.

Supplies and Materials

A minimum of \$200.00 should be budgeted for beverages, lunches, and snacks beyond the daily breakfasts and dinners included in the program price. Additionally, approximately \$100.00 should be budgeted for required course materials. Participants should also budget additional funds for personal expenses such as souvenirs, based upon their individual spending habits.

Students are required to bring a laptop computer with them that is WiFi capable.

See the Packing List (separate document) for required, suggested, and optional items that you should bring with you to this field school. Please use care in purchasing the items that you do not already own, so that you do not buy unnecessary and/or expensive items. For example, you should bring light khaki pants, but rather than buying them from a name brand (e.g., Columbia or North Face), something from a local discount store (e.g., Target, Kohls, or KMart) will suffice. Please note that the digital audio recorders and batteries for the recorders will be provided by the professor.

Student Honor Code

All Students Students are bound by their institutions student honor code.

NKU Students The Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Students may view the complete honor code at <http://deanofstudents.nku.edu/policies/student-rights.html#policies>.

Alcohol and Drug Policy

While the legal drinking age in Belize is 18 years old, you should be aware that drinking puts you at greater risk in Belize than at home. First, since it will be extremely hot and humid in Belize, the effects of alcohol are increased (e.g., you are intoxicated more quickly) and drinking alcohol can lead to dehydration. Second, alcohol impairs judgment, which may lead to making decisions that jeopardize your safety. Third, your actions reflect upon others, so behaving poorly due to being intoxicated can have repercussions beyond your own person.

Drinking alcohol is not forbidden during this field school. Dr. Hume understands that the students are adults, but he also expects them to be responsible adults. Becoming intoxicated (as determined by Dr. Hume and Mrs. Knisely) is grounds for immediate removal from this course (being sent home on the next available flight and failing the course).

Any illegal drug use is strictly prohibited. Belize has severe penalties for drug use. Illegal drug use or possession is grounds for immediate removal from this course (being sent home on the next available flight and failing the course).

Disability Disclosure

All Students Given the special nature of the in-country portion of this course, as well as the fact students will be off campus and not able to call on the assistance of their local office of disability services, students requiring accommodations contact both the professor and their local campus office of disability services at least a month prior to the starting date of the program to ensure that appropriate accommodations can, to the extent possible, be made.

NKU Students The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <http://disability.nku.edu/>.

Non-attendance Policy

NKU Students All faculty are required to report students for attendance/non-attendance. To qualify for Title IV Federal Financial Aid Programs, institutions must maintain a policy that indicates if a student has begun attending class. While a time limit is not indicated by the U. S. Department of Education, our current policy allows us to drop students for non-attendance during the first few days of the session.

Instructor and Course Evaluations

All Students The [Cooperative Center for Study Abroad](#) requires Instructor and Course Evaluations, which will be proctored by the on-site administrator near the end of the field school.

NKU Students Northern Kentucky University takes Instructor and Course Evaluations very seriously. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. Prior to the end of intersession classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

The students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two-week delay in access to his or her course grade beyond the university's official date for grade availability.

To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same username and password as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

Changes to the Syllabus

Students will be notified in class and Dropbox of any changes to this syllabus.

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