

## Memo from History to Auditors in Courses

We are delighted that you have chosen to audit a course from the Department of History and hope that you will find it both enriching and fulfilling. Access students and other auditors are valued members of our intellectual community. We are grateful for the relationships we have formed with them over the years and encourage them to recommend our courses to their friends.

The purpose of this memo is to request your collaboration and to communicate policies in History courses that help preserve our emphasis on excellence in undergraduate instruction. Although we are pleased that you are in class, our primary responsibility is to engage, inspire, and challenge our undergraduates. To do this, we need undergraduates to feel that their participation is important and that the instructor and teaching assistants are focused on them. We hope that you will assist us in maximizing their learning experience by keeping in mind the following:

- Enrollments in history courses are often capped at certain levels for pedagogical reasons. In some cases, the enrollment limit will be lower than the seating capacity of the room. We therefore request that you sign up for and attend courses when the UW Time Schedule indicates that the course has space available. If the course is listed as full and you have not yet enrolled, please consider enrolling in one of our other courses.
- Although history courses are sometimes large, they serve as an important venue for undergraduates to practice skills of public speaking and oral expression. For this reason, the Department of History follows the University of Washington's policies on auditors and class participation. These policies state that auditors shall refrain from participating in class by asking or answering questions, or by making comments.
- Since quiz sections focus intensively on cultivating skills of public speaking and oral expression, they are reserved for undergraduates only. This is the case even though you may have signed up for a quiz section as part of the registration process for this course.
- Please direct questions or comments about the course to the instructor, rather than the teaching assistants. If this course has teaching assistants, it is their job to work exclusively with undergraduates.
- Since undergraduates may need to speak to the instructor immediately before or after class and often have a short window of time between classes, we ask that you please wait to approach the instructor until after she or he has had the chance to speak to all undergraduates waiting. The instructor will then be more than happy to chat with you.
- Although there is no department policy on seating, the instructor may have preferences regarding where auditors sit in the room, especially if seating is limited. If, for whatever reason, you feel it would be inconvenient or difficult for you to sit in the area the instructor has designated, please speak to him or her.
- The instructor may communicate additional policies beyond those listed above. These may include policies on participation in class activities and email correspondence, among other things.

Thank you.