

Policies & Practices

DEPARTMENT OF LANGUAGES, LITERATURES AND CULTURE

University of Delaware | 2017-2018



Jastak-Burgess Hall

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Welcome to the Department of Languages, Literatures and Cultures! This booklet will provide you with some helpful information for the current academic year. Please read it carefully and keep it on hand for reference.

Organization of the Department

OFFICERS AND ADMINISTRATORS

The Chair of the Department of Languages, Literatures and Cultures (DLLC) is Annette Giesecke. She oversees the administration of the Department and is herself responsible to the Dean of the College of Arts and Sciences. During the 2017-2018 Academic Year, the Chair will be on sabbatical. The Acting Chair, Jorge Cubillos, will be overseeing the administration of the Department. The Scheduling Officer, Hans-Jörg Busch, handles the scheduling of all courses and room assignments. The Department office is staffed by a Business Administrator, Ariadne López, and three Administrative Assistants: Deandra Batts, Elizabeth Bornemann, and Stephanie Bassette, all located in 103 Jastak-Burgess Hall (JBH). The Foreign Language Placement Advisor, Crista Johnson, has an office in 320 JBH. The Language Resource Center (LRC in 006 JBH, basement level) is supervised by Thomas McCone, Director. Aaron Ward, Computing Support Specialist I, has an office in 311 JBH and is responsible for computer-related matters outside the Language Resource Center.

Chairs of the Language Faculties are:

Arabic	Ikram Masmoudi
Chinese	Haihong Yang
Classics	Tyson Sukava
French	Deborah Steinberger
German	Monika Shafi
Hebrew	Eynat Gutman
Italian	Meredith Ray
Japanese	Chika Inoue
Russian	Julia Hulings

Spanish	Jesús Botello
FLEAC	Tracy Quan
Three Languages	Persephone Braham

Matters affecting the entire Department are decided at monthly department meetings. All faculty may participate in department meetings. Voting privileges are held by full-time professors, associate professors, assistant professors, and instructors, as well as by part-time faculty on regular appointment.

COMMITTEES

A number of standing committees facilitates the business of the Department: an Executive/Personnel Committee, Committees for Undergraduate Studies and for Graduate Studies, and Promotion Committees. For further details see the Department's "Bylaws" document, available online at <http://www.udel.edu/flit/governance/bylaws.html>.

In addition to the standing committees, there are several committees appointed by the Chair. These include committees on Assessment, Technology and Foreign Languages; Minority Affairs, and Special Events. Updated information on committee members can be found on our website: <http://www.dllc.udel.edu/administrators-officers-and-representatives/>

DEPARTMENT ACTIVITIES CALENDAR

On Google Docs there is a calendar intended to prevent scheduling conflicts (the calendar is labeled "DLLC Meetings"). Meetings of the Department and of the Executive Committee will be posted there, as well as meetings of the other departmental committees, language faculties, and courses at various levels. **It is the responsibility of the Committee Chairs, the Language Faculty Chairs, and the Course Coordinators to indicate the appropriate date on this calendar along with the time and place of their meetings.** Other departmental events and activities, such as lectures and receptions, should also be posted on this calendar.

JASTAK-BURGESS HALL

Keys

Elle Bornemann will provide faculty members with keys to your office, the building and your mailbox. Your outside door key opens the Richard A. Zipser Seminar room on the second floor (201 JBH), the photocopier room (204 JBH), and the faculty/staff lounge (301 JBH). Keys are the property of the University and are to be handed in—if you will be away from campus for an extended period, or if your employment ends. Graduate students are not given keys to JBH. The building is generally open from 8:00 a.m. to 5 p.m. weekdays and graduate students are expected to conduct their departmental business during these hours (see "Security" below). Should you lose your key to JBH you will be required to pay

to have all exterior doors rekeyed and to have new keys made for every member of the Department.

Security

Outside doors must be kept locked after 5:00 p.m. and on weekends. **Graduate Students are not permitted in the building after 5:00pm.** Do not permit students or unknown persons to enter the building after business hours or on weekends. When you leave or enter the building after normal working hours, check to make certain the door is closed and locked.

Under no circumstances, should an outside door be propped open so someone without a key can enter JBH after hours.

Close and lock the window(s) when you leave your office, especially when you are leaving the building, even for a short time.

It is wise to avoid leaving your office open and unattended, even for a few minutes. Keep secure any equipment in your care. Laptop computers and electronic devices are especially attractive to thieves and should remain in your sight or locked when you are away. Keep in mind that computers and printers in faculty offices can also be targets of theft.

Each person should remember that the presence of locks does not guarantee the security of offices. In the past, unauthorized persons have been able to gain access to locked offices and files, and it must be assumed that they will do so in the future. Consequently, care must be taken with all sensitive documents--examinations, student grades, and the like--to avoid compromising them.

Corridors

No chairs are to be placed in the corridors. This is strictly forbidden by fire marshals.

Office Doors

Faculty and staff are asked not to hang cartoons, brown envelopes, etc. on the outside of their office doors. JBH was designed to have a professional appearance that we, its tenants, are expected to maintain. Study Abroad announcements and special events may be placed on the doors, as long as they are kept up-to-date.

Faculty/Staff Lounge

Everyone in the Department is welcome to use the lounge on the third floor. However, the lounge should not be used for meetings, conferences with students, independent study courses, etc. Provided for your convenience are a microwave, refrigerator and coffee pot. Each person is asked to clean these appliances after their use, to ready them for the next user.

Conference Rooms

The Richard A. Zipser Seminar room (201 JBH) and the Rollins Conference Center (ground floor) are our only venues for meetings in JBH and are used exclusively for this purpose. They are not available for holding classes. Reservations are required for use of these conference rooms and may be made by contacting one of the administrative assistants.

Materials and supplies

SUPPLIES

The office staff can equip you with basic office supplies such as paper clips, manila folders, and note pads as well as letterhead and other stationery needs. Please be sparing, since our budget for supplies is limited.

Faculty members who have a LaserJet printer will be issued one toner cartridge per year. Toner cartridges last longer when printers are not used as copy machines, and if everyday documents are printed in "draft" mode as opposed to "high quality" mode.

COPY REQUESTS

Materials needed for courses may be duplicated for you by the office staff. Place them in the bin located at 103G JBH; job request slips and paper clips are located in 204 JBH. Please note that you **MUST** allow a minimum of 24 office hours (one full workday) for this service.

Large jobs (e.g., syllabi for multi-section courses) will normally be sent to University Printing, the University's central duplicating facility. Requests for such copying must be made or authorized by a member of the office staff. Note that this copying is charged to the Department's supplies/services budget. You should allow about a week for such work. Due to our limited budget, we suggest that faculty make PDFs of articles and other readings which they can post on-line or forward to students using **P.O. Box**. If you wish to use extensive handouts (50 pages or more per student), you are asked to use the copy service offered by the University Bookstore, or to make the materials available online via Canvas or the Electronic Course Reserves service at Morris Library. Material sold by the Bookstore is prepared as you specify; you receive one complimentary copy; students purchase their packets individually (and at modest cost), while the Department avoids a significant expense.

Smaller jobs (e.g., a two-page article from a foreign-language magazine) are done under the supervision of our staff in the copy room. Since this work is usually done by a work-study student at a set time each day, you must submit the job request slip for copies no less than one full workday before you need the copies. If you cannot submit your request at least 24 hours in advance, please your own copying using your personal photocopy number.

Faculty members who want to do their own course and profession-oriented copying may obtain instructions from the administrative assistants in the use of the copier. All faculty members and teaching assistants may use the photocopier in 204 JBH. Full-time assistant, associate and full professors and instructors are permitted to charge up to 1,500 photocopies to the Department per one-year period (August 15 to August 14). Supplemental faculty and graduate teaching assistants are allowed to charge up to 150 photocopies for every 3 hours they teach. These accounts are renewed each semester in accordance with the teaching assignments of these users (faculty without teaching assignment will not have photocopy privileges). Faculty who have used up their annual allotment of photocopies may purchase additional copies for \$5.00 per 100 pages.

COMPUTING & PRINTING

The computers in 103 JBH are solely for the use of the office staff and are not available for use by faculty.

Staff in the Language Resource Center (LRC in 006 JBH) will assist faculty in producing documents and other materials which require special software -- for example, a flyer describing a lecture or a collection of digital video segments. The resulting documents can then be printed on one of the Department's laser printers.

Faculty members may use the computers in 006 JBH during regular LRC hours. Departmental equipment should generally be used for work related to the profession; small personal projects are permitted at the LRC as a benefit to the University employees provided they do not place an extraordinary burden on LRC resources and personnel.

Manuscripts, tests, handouts, and general correspondence may be printed on the laser printers in 006 JBH, as well as on those located in the alcoves of the second and third floor hallways. Printing, should be limited, however, to one copy, which can then be photocopied on a per-copy basis, since it is much more expensive to do multiple copies on a laser printer than on a copying machine.

Computer workshops that are free for faculty are offered periodically by Information Technologies and are posted at <http://webapps.css.udel.edu/calendar/>.

MAIL & MAILBOXES

Mailboxes are found on your left just outside 103 JBH. Access your mail from outside the administrative area. Campus mail is delivered and picked up once daily, around 10:00 a.m. Trays for both campus and U.S. mail are located at 103F JBH. Although there is no afternoon mail delivery one of the office staff takes any outgoing mail to an outside drop-box at 2:15 p.m. Please check your mail regularly, and read it promptly.

U.S. mail

The Department will cover mailing costs for mail which is a part of one's teaching and other professional responsibilities: replies to inquiries from students, letters to potential visiting lecturers, etc. However, we cannot cover the cost of bulk mailings and mailing of

large items. Personal mail deposited in the bin for outgoing mail must have the proper postage affixed. Please note that personal mail sent from a U.S. Post Office will reach its destination sooner.

Campus mail

Brown or buff envelopes only should be used for campus mail. Please see office staff for mail-related supplies. The use of other envelopes for this purpose cause incorrect mailing and unnecessary application of postage. The use of tape to seal envelopes should be held to a minimum and used only for those containing confidential information. For campus mail, the name of the addressee and his/her department or office is sufficient. Room numbers, building designations, numerical codes and abbreviations should not be used.

Packages will be delivered to your office once a day.

Letters and large brown envelopes from you to other faculty and staff in JBH are to be slid under the recipient's door. If they are too large to fit under the door, the administrative staff will deliver them to the recipient's office. These envelopes may be put into the bottom tray of the mail trays inside 103H JBH.

Gifts from you to other faculty and staff in JBH are to be given directly to the recipient. Do not deposit gift packages and bags in the mailroom.

Student papers and assignments can be dropped off at the main office to be placed in your mailbox, or you can instruct your students to slide them under the door of your office.

PHONE CALLS

With the conversion to VoIP, all faculty are able to make domestic long-distance calls from their office phones. This feature allows calls to be made to all 50 states at no charge but does charge for international long-distance calls.

International long-distance calling privileges are extended to a small number of faculty members who have an administrative position or assignment in the Department that may necessitate such calls (e.g., the Department Chair, the Director of Graduate Studies, and the Director of the Language Resource Center). Other faculty can make international long-distance calls for Department business through any of the office staff (ext. 6458, ext. 0671, or ext. 2592), who will place the call for them and record it on the Department's long-distance phone log. In general, a Department business call is one which your work as an instructor requires you to make, e.g., returning a call from a prospective student asking about course offerings.

Unfortunately, due to budgetary constraints, the Department cannot pay for personal business calls, even when these are professional in nature. An example would be a call to a colleague to discuss the work of a regional professional organization to which you both belong. Another example would be a call to an editor to discuss a book or article you are preparing for publication.

VOICE MAIL

All University students and employees are assigned a voice mailbox. Voice mail messages can be accessed from your phone by scrolling the navigation bar arrows on your phone and highlighting "voicemail", then pressing the "select" button located in the center of the navigation bar. You can also change your voice mail greeting (the message which callers hear when you do not answer the phone) this way. Faculty and graduate students should check their voice mail regularly. If you are going to be away from your office for an extended period (e.g., during summer or winter session, during spring break, or during the University's holiday recess in December), you should change your voice mail greeting to reflect your absence so that students and others who call know when to expect a response. More information about voice mail can be obtained at:

www.udel.edu/voicemail/.

INCOMING FAXES

Faculty members may receive faxes at the Department's fax number (831-6459) for departmental business and, to a limited extent, for professional business. The fax machine should not be used to receive personal communications or lengthy documents of any sort (such as conference papers or manuscripts).

OUTGOING FAXES

The fax machine will continue to be used primarily for communications related to our study abroad programs. Full-time faculty may also send short faxes related to departmental business. **Faxes related to one's research, publications, or conferences do not constitute departmental business.**

Teaching

TEACHING SCHEDULES

The preparation of teaching assignments is the immediate responsibility of the Language Faculty Chair and the final responsibility of the Department Chair. Scheduling of class sections and times is done by the Scheduling Officer.

Because of the limitations on the number of rooms available to the Department and the large number of sections that must be scheduled, it is not surprising that faculty sometimes will have schedules that they may consider inconvenient. While an effort will be made to accommodate schedule preferences, it will be presumed that full-time faculty and teaching assistants are available to teach during the University's regularly scheduled class periods in any of the University's classrooms. Should conflicts occur, they will necessarily be resolved in favor of the needs of the instructional program.

Course scheduling should be made according to the following criteria:

1. Individual teaching schedules for all tenured, tenure-track and continuing track faculty will be established in consultation with the Language Faculty Chair and the Department Chair, to ensure that the mission of the language section is being supported and advanced.
2. Tenured and tenure-track faculty are entitled to a TR schedule in either the fall or spring semester, not in both semesters of the academic year. Faculty members who hold an endowed chair or a named professorship are exempt from this rule. ~~Try~~ An effort will be made to balance the number of faculty teaching on MWF and TR in each semester, to ensure course availability.
3. Faculty members should not be assigned courses that are unlikely to “make”—i.e., that are unlikely to wind up with an enrollment of at least 10 undergraduates or 6 graduate students. The Dean’s Office may insist that we cancel under-enrolled classes (this is official University policy) and cancellations would likely cause teaching workload problems, so we should make every effort not to schedule courses that we anticipate will not make.
4. Meetings of the Undergraduate Studies Committee, Graduate Studies Committee, Executive/Personnel Committee, Departmental Faculty, and Individual Languages Faculties are always scheduled within the 3:30-6:00 p.m. time block on Wednesdays. Please do not schedule any courses during that 2.5-hour time period, so that all faculty can participate in these important governance meetings.
5. According to [University Scheduling Guidelines \(http://www1.udel.edu/registrar/policies-procedures/classtimes.html\)](http://www1.udel.edu/registrar/policies-procedures/classtimes.html), between 8 am and 4:30 pm, classes offered on MWF must be scheduled on three 50-minute slots, and on TR into 75-minute slots. There are also two 75-minute slots on MW, MF and WF between 8:40-9:55 and between 3:35-4:50. Only after 4:30 PM it is possible to schedule courses for 3 hours.
6. Please try to keep the needs of our students in mind when preparing the scheduling template. In other words, make an effort to give students as many options as possible, so they will not encounter conflicts when trying to enroll in more than one of our courses.

OFFICE HOURS

Faculty are expected to keep a reasonable number of office hours for students. The norm for faculty office hours is to hold one office hour per course taught, up to a maximum of three hours per week; those teaching more than one class are expected to hold office hours on more than one day of the week. Faculty should not schedule office hours after 3:30 PM on Wednesdays, when Language Faculty and Departmental meetings are held. Office hours should be announced to your classes and posted, as part of your schedule, outside your office door. It is important that you be present for the full duration of each office hour scheduled. Whether or not you give your students your home phone number is your decision; however, office staff members are instructed not to give out these numbers unless faculty give permission for them to do so.

COURSE COORDINATORS/SEQUENCE SUPERVISORS

Each 100-level language sequence (e.g., SPAN 105-106-107) will have a Sequence Supervisor. These individuals have overall responsibility for the course or sequence and will work closely with the Course Coordinators.

A multi-section course (e.g., SPAN 105) will normally have a Course Coordinator. It is this person's responsibility to arrange for development of the syllabus and to see that students in different sections of the course receive comparable instruction.

Proper coordination among sections and within sequences requires periodic meetings. **It is part of your instructional responsibility to attend these meetings and to assist in coordination.**

TEAM TEACHING

Courses bearing the 105, 106 and 107 labels are frequently team-taught, and the relationship between the two instructors must be a partnership. Communication between team teachers is vital to the success of a course. There are various ways to accomplish this. Some team teachers call each other daily; others use e-mail; still others pass a spiral notebook back and forth, each time adding a brief comment on the day's class activity. The method of communication may vary from team to team, but it is vital that team teachers remain in regular contact. If students sense that their instructor team lacks good communication, they may exploit this shortcoming to the detriment of the class and the instructional program.

SYLLABI

Multi-section courses normally use a common syllabus to which individual instructors may add information (such as office hours). A course syllabus includes a brief description of the course, a statement of course objectives and how/when those are assessed, the alignment of course objectives with DLLC goals (which are also aligned with College and University goals), and a list of required texts with ISBN numbers. The policy regarding absences should also be given. The responsibility for defining attendance expectations is left to the individual faculty member, except for 100-level courses which have their own policies common to all sections, as explained on page 17. Some multi-section courses have their own policies. (See the Undergraduate and Graduate Catalog for guidelines on excused absences.) **Students should be informed in writing at the beginning of the semester about policies on grading and absences and these policies should be applied uniformly.** An electronic copy of each course syllabus is to be filed with Elizabeth Bornemann, and the Sequence Supervisor (if appropriate) by the end of the second week of the semester.

TEXTBOOK SELECTION FOR 100-LEVEL COURSES

A textbook selection committee will be in charge of selecting textbooks for 100-level courses in each language. This textbook selection committee will be composed of the Sequence Supervisor and the Course Coordinators for that particular language. When

required by the curricular needs of the section, the committee will meet to review all available options, and propose a list of finalists to the language section. With input from faculty and TAs, the committee will make a selection. This selection will be communicated in writing to the Section Chair, who will in turn share it with the entire language section at a regularly scheduled section meeting.

ATTENDANCE POLICY FOR 4-CREDIT 100-LEVEL COURSES

Attendance is very important in a language course, since skills are developed through regular use. Students are encouraged to attend every class. Nevertheless, their first four absences (or the equivalent of one week's classes), for any reason, will not be held against them. The only exception to this is if the absence occurs on a day when a test, quiz, composition, or other evaluation is scheduled. For absences on these days students must provide written documentation, such as a note from their doctor. Such excuses will be accepted for no longer than one week (seven days) beyond the day on which the absence occurred.

After their first four absences, for whatever reason, students' final percentage grade will be lowered by 1% for each additional absence. This excludes absences after the fourth one which are due to religious holidays, illnesses, accidents, death in the family, or other exceptional circumstances. Such absences should be reported promptly and require written documentation, such as a note from a student's doctor. As stated above, students will have one week (seven days) from the day they were absent to submit that documentation.

There are no make-ups of any kind for work missed due to unexcused absences or late arrivals.

PASS/FAIL FOR 100-LEVEL COURSES

None of our courses can be taken on a pass/fail basis, particularly if the courses are being used to satisfy a requirement or as prerequisites of a course used to satisfy a requirement.

The policies above should appear on the syllabi of all 100-level language courses (and Latin and Greek 201 and 202).

STUDENT DROP/ADDS

Do not allow students to sit in your course unless they are on the official class roster. The Faculty Center of UDSIS allows you to access your class rosters and to check the enrollments for each of your classes on a daily basis. Students may drop or add classes during the first two weeks of the semester without paying a fee. Tell inquirers during this period that all drops and adds will be done on the Web. Students with extenuating circumstances may e-mail our Scheduling Officer, Hans-Jörg Busch, at leipzig@udel.edu to explain their special need for a specific course (to expedite the process, students should include their student ID number in this communication).

After the free drop/add period, we will not add students to any of our courses. However, students may still change sections with the approval of both instructors and the Scheduling Officer. Requests for section change must be made on-line.

FINAL EXAMINATION SCHEDULING GUIDELINES

Compared to other universities that do not have a winter session, the final examination week at UD is relatively short, which puts a lot of pressure on our students, as well as on the Scheduling Office. For example, students may have up to 3 exams on the same day, sometimes back-to-back, and the Scheduling Office has problems finding adequate rooms for all the exams.

Therefore, it is imperative that all departments develop a plan for scheduling final exams and respect the following guidelines:

1. The [Faculty Handbook](http://facultyhandbook.udel.edu/handbook/314-examinations-and-tests) (<http://facultyhandbook.udel.edu/handbook/314-examinations-and-tests>), outlines the general guidelines. Some basic principles are:
 - a. "Faculty exercise academic judgment in determining appropriate methods of evaluation in courses. However, the University sets the academic calendar and includes an examination week as the final week in a semester. Except in unusual circumstances, faculty are expected to use the examination week for evaluation and instructional purposes. ... Courses following very different instructional and evaluation formats (e.g., clinical experience, individual research, laboratory or student teaching) will not be restricted in this regard. If unusual circumstances exist, the department chair or dean will be informed of the method and timing of the final course assessment. ..."
 - b. No examination, hourly examination, test, or quiz counting for 25 percent or more of the semester's grade for any class (except laboratory exams) shall be given during the last five class days of any regular semester. ... No required examinations, tests, or quizzes may be given on Reading Day(s), to allow students to review for upcoming finals and to complete projects. Additionally, no student can be required to take any examination, test, or quiz on Reading Day(s).
2. Although a scheduled final exam may not be utilized in every course, individual language sections should strive toward elaborating a comprehensive assessment matrix allowing adequate measurement of skills that students are expected to acquire in the different courses and language levels. These may include students' oral and written language proficiency, cultural knowledge, knowledge of literary periods and genres including specific examples, ability to critically analyze works of art and other cultural production, and other knowledge or skills that are deemed important.
3. For final exams, if you do not need a room for a final exam because you use a different assessment format, you must inform the Scheduling Officer of the Department at the beginning of the semester about your intention and indicate what kind of final exam format you have chosen. (The University has announced

spot-checks to determine whether scheduled exams are indeed held in the rooms reserved for this purpose.) If you assign a paper, for example, the deadline to hand it in should be during final exams week.

4. Multi-section courses must have comparable exams and assessment criteria. Still, the Scheduling Office discourages common exams (for example scheduling all SPAN 200 sections at the same day, time and room), because this often causes problems for the students (back-to-back and multiple exams on the same day). Scheduling several exams days instead of one (for example) and allowing students to choose the day when they can take the exam, helps them avoid multiple exams on the same day.
5. The final exam week is part of the semester. Neither students nor faculty should make plans to leave campus before the end of the final examination period. Once you have been given your final exam date and time, you are required to use that date and time and not make formal or informal alternative arrangements.
6. If for whatever reason, you have a special final exam scheduling request, please inform the Scheduling Officer of the Department as early as possible and before the final exam schedules are finished and published, because late changes cause major difficulties for the University Scheduling Office.
7. Recall that UD eliminated the earlier requirement that grades be submitted within 72 hours of the last exam or last class when no exam is being given. Now we are given a final grade submission deadline that varies but is usually 5 days after the last day of final exams week. It is very important that faculty meet this deadline, because students need to be cleared for graduation, as well as reviewed for continuation of merit-based financial aid and other important academic matters.

FOREIGN LANGUAGE PLACEMENT

Students entering the University's College of Arts and Sciences are placed in a foreign language course during New Student Orientation (NSO). Their level of placement depends primarily on the number of years they have studied a particular language in high school, as follows:

Two years or less of the same foreign language in high school should register for	105
Two years or less of the same foreign language in high school should register for 105	106
Three years of the same foreign language in high school should register for	107

Students with three years or more of high school language in grades 10-12 are not permitted to register for 105.

Note that placement guidelines are different for Latin:

Less than two years	101
Two years (9th and 10th grades only)	101

Two years	102
Three Years	201
Four or more years	202

Placement in Ancient Greek:

Less than one years	101
One year	102
Two years	201
Three Years	202

It is crucial that instructors not tell students wishing to switch language levels (for example, from 106 to 105 or 102 to 101) that they may do so. For additional details regarding the [Placement Policy \(http://www.dllc.udel.edu/foreign-language-placement/\)](http://www.dllc.udel.edu/foreign-language-placement/). Students seeking to change their placement level should be directed to the Foreign Language Placement Advisor, Crista Johnson, at cristaj@udel.edu or 831-4667, in room 320 JBH.

Students with an exceptional language background or with native ability in a language other than English may be exempted from the College of Arts and Sciences foreign language requirement. Such students should also be directed to the Foreign Language Placement Advisor, Crista Johnson.

FOREIGN LANGUAGE SUBSTITUTION

Arts and Sciences majors requesting a substitution of courses to fulfill the foreign language requirement due to a disability should be referred to the Office of Disabilities Support Services (831-4643). Information on this process may be found at http://www.udel.edu/DSS/forms_and_processes.html under Student Course Substitutions.

DISRUPTIVE BEHAVIOR

Student behavior which disrupts the classroom should not be tolerated. It is wise to include information in the syllabus about disruptive behavior, with examples (bringing dogs to class other than approved guide dogs, eating during class, regularly arriving late or leaving early, using cell phones, etc.). Students guilty of disruption should first be warned, then ejected from class if necessary. Intractable cases should be brought to the attention of the Sequence Supervisor, who will decide if further action is needed (conference with student; call to Office of Student Conduct, etc.).

ACADEMIC DISHONESTY

The University has a judicial system for prosecuting cases of academic dishonesty (see the Undergraduate and Graduate Catalog - Academic Honesty), and students should be informed of (1) what you consider to be cheating; (2) what aids they may and may not use on exams; (3) if papers are to be written, what constitutes plagiarism; and (4) what action you will take if cheating occurs. When you have reason to believe an infraction has occurred, take the matter first to the Sequence Supervisor (or, if the course is not in a sequence, the Department Chair) before contacting the Office of Student Conduct.

INSTRUCTIONAL RESPONSIBILITIES AFTER THE END OF CLASSES

Your responsibility to students enrolled in your classes extends beyond the final day of classes and includes the administering and grading of final examinations. The dates of the final examination week are published at the beginning of each semester and should serve as a guide when making semester-end travel plans.

Every faculty member is expected to fulfill all of his or her instructional responsibilities each semester. Faculty, graduate students, and exchange students who teach DLLC courses and who do not fulfill these responsibilities (including the proctoring and grading of final examinations) should not expect to receive teaching assignments in subsequent semesters.

INCOMPLETE GRADES

A student who is prevented by circumstances beyond his or her control from completing the course requirements on time may receive an incomplete (I) grade.

This (I) grade extends the time for completing the work into the second week of the next regular (spring or fall) semester. An Incomplete Grade Explanation or Extension web form must be completed if a student will receive a grade **other than an F**, if the incomplete work is not made up. The grade explanation form must be submitted the same day as the grade roster. Faculty should not give an "I" grade to a student who simply "disappears" before the end of the semester and does not provide any reason for not completing course requirements. The University has a special designation for such students: they receive a "Z" grade for the course.

READING DAY

Reading Day is designed to permit students time to prepare for final exams. No examinations or other class-related activities may be conducted on Reading Day, per University policy.

EXAMINATIONS

Please note and observe the Department's policy for examinations: All exams which are administered in multi-section courses should have at least two different versions when starting times for the various sections extend to or beyond a four-and-one-half hour span, e.g., 8 a.m.-1:35 p.m.; 9:30 a.m.-2 p.m. Should an exam be administered in a particular section on a date other than the scheduled date, the exam must be entirely different from any of the versions given in other sections. The same holds true for make-up exams.

Final examinations for all courses are scheduled by computer and published some weeks before the semester ends. It is the policy of the University and of the Department that final examinations must be given at the scheduled time and place. No deviation from this policy will be permitted. The examination must be administered by the instructor.

Not all courses need to have final exams, but each Language Faculty will apply a consistent policy for the elementary and intermediate courses that are under its jurisdiction. If a given Language Faculty stipulates that final exams are to be given, all sections of the elementary and intermediate courses in that language will have an exam.

Final grade rosters are available in UDSIS shortly before the semester ends. Should you have any questions about your grade rosters, please contact Deandra Batts in 103 JBH.

If you will be away from Newark at the end of a given semester, please leave word with the administrative assistants on how to reach you. Every semester, questions arise about grades which could be answered easily by a two-minute conversation with the instructor; but if the instructor cannot be found, such a question may take hours to resolve. Please remember that there are some questions about a course that only you can answer, and your presence may be required in order to do so.

Students can access their course grades by checking UDSIS on the day after their grades have been entered. Do not post grades using student names or student identification numbers; this constitutes a violation of University policy.

An instructor's responsibilities are not concluded until all grades have been filed. If you are planning travel at the end of the semester, your scheduled departure should allow you two full days after your last exam. If you must make travel reservations before the exam schedule is published, assume that your last exam will occur on the last day of finals week (because there is a good chance this will happen).

AUDIO/VISUAL AND COMPUTER RESOURCES

Most classrooms contain audio/visual cabinets. Faculty have full access to these cabinets and may address any questions regarding their use to University Media Services located in East Hall (ext. 3546) or Gore Hall (ext. 0494). Certain equipment for use in the classroom can be obtained from the Language Resource Center: CD players, laptop computers, and audio cassette player/recorders. For other equipment, University Media Services can meet your needs. Both providers should be given a few days advance notice when you require A/V equipment.

If your students wish to make use of the small A/V theater facility located in 006C JBH to view videos or films, you must schedule that room for them through the Language Resource Center. This room is to be used for the screening of films and not as a classroom.

In addition to word processing resources, the LRC has foreign language instructional software, audio materials, access to Web-based instruction via the Internet, and video viewing units for use at the LRC. Your students may visit the LRC for all these purposes. They may also use the LRC Center for recording their speech digitally or on an audio tape, for either personal or class-related use. Audio materials for class use can be accessed on-line or duplicated at the LRC. If you are requiring your class(es) to submit audio recordings of their speech or to use audio materials requiring duplication, please

give the LRC the source materials and the advance notice required to complete such tasks on time.

The LRC contains equipment that can be used by faculty to record and digitize audio and visual materials and to create sophisticated computer- and web-based instructional materials. Faculty interested in editing videos, producing a DVD of film scenes, or creating multimedia materials for classroom or web use can be trained in the use of the facilities in the LRC. See Thomas McCone for further information.

DESK COPIES

You should have a desk copy of each textbook to be used in your courses. Stephanie Bassette in 103 JBH can try to help you obtain them. Please note that it is extremely difficult to obtain free desk copies from publishers, especially for upper-level classes. You may be required to pay half, or even full price, for the desk copies you need. Funds from the Department budget cannot be used to purchase textbooks for instructors—even if publishers and/or importers refuse to provide desk copies.

EXCURSIONS

Excursions with students to plays, concerts, art exhibitions, national cultural events, and such can be an enriching part of the learning experience. Be very careful, however, not to schedule any such activities which would involve expense to the Department without obtaining the Department Chair's prior approval.

LITERATURE, CULTURE AND INDEPENDENT STUDY COURSES

Faculty members on non-tenure-track appointments who have not yet received the Ph.D. are normally limited to teaching language courses. Permission to teach literature and culture/civilization courses or to direct independent study courses may be granted such faculty by the Department Chair under special circumstances. Only regular faculty may conduct an independent study course.

Only under extenuating circumstances may a student (graduate or undergraduate) be permitted to take a course on an independent/supervised study basis in his/her major field of study. Such courses are not offered at the 100-level.

CREDIT BY EXAM

Students interested in obtaining credit by exam should be directed to Deandra Batts for undergraduate courses or Stephanie Bassette for graduate courses to receive instructions on completing the appropriate paperwork. The Department does not grant credit by exam for 100-level courses. Students may receive up to six credits by examination for language courses at the 200 level and above, including but not exceeding one conversation course. Native speakers are not permitted to receive credit by exam for conversation courses. Also, students who have already taken or are taking a 300-level course are not permitted to receive credit by exam for a course at the 200 level.

FACULTY ABSENCES FROM CLASSES

For anticipated absences it is a good idea, especially for 100-level courses, to arrange for your substitutes in advance and to contact them when necessary. **It is the responsibility of each instructor to find substitutes; do not expect the office staff to do this for you.**

All regular faculty members, all S-contract faculty members, and all graduate students teaching for the Department are expected to meet all their classes at the assigned time and place. Unauthorized absences are not acceptable under any circumstances. It is not acceptable professional behavior to exchange or swap class assignments in order to engage in personal or business activities.

There are some circumstances under which absences may be authorized. These include:

- Pre-approved travel to a professional meeting
- Personal or family illness or emergency
- Breakdown of the car in the absence of alternative transportation.

For anticipated absences, requests should be directed to the Department Chair, in advance and in writing, indicating how you intend to meet your responsibilities to your students. **Classes are not to be canceled under any circumstances. Substitute teachers must be found for the classes you will miss, as indicated above.**

(See also CANCELLATION OF CLASSES and ABSENCE FROM ASSIGNED DUTIES.)

CANCELLATION OF CLASSES

Decisions to close the University due to inclement weather rests with the Vice President for Administration in consultation with the President of the University. Faculty members are expected to notify the Department Chair when extreme weather conditions preclude the meeting of teaching obligations.

See policy 3.1.3 in the [Faculty Handbook](http://facultyhandbook.udel.edu/handbook/313-inclement-weather) for additional information (<http://facultyhandbook.udel.edu/handbook/313-inclement-weather>). See section below with regards to absences from assigned duties.

PROFESSIONAL RESPONSIBILITIES IN MULTI-SECTION COURSES

The following expectations apply to all DLLC faculty teaching multi-section courses:

- Be prepared to meet all of your classes yourself during the course of a semester, winter or summer session. Do not make informal arrangements for others to substitute for you and do not subcontract your teaching.
- Attend all regularly scheduled course meetings. If for some reason you cannot attend a meeting, inform the Course Coordinator in advance.

- Adhere completely to evaluation criteria established for the course that you are teaching. Do not alter the percentages allotted to various course components when calculating final grades. Do not alter percentages allotted to various sections on examinations.
- Do not substitute your own examination items for any portion of a course-wide examination. Do not eliminate any of the items on a course-wide examination.
- Prior to a course examination, never reveal to your students specific questions, essay topics, semantic areas, grammatical coverage, etc., unless expressly instructed to do so by your Course Coordinator.
- Do not give your students more than five minutes beyond the time allotted to complete a course-wide examination.
- Give your students a full 50-minute or 75-minute class every day--i.e., start each class on time and do not dismiss students early.
- Do not absent yourself from your class on days when films or videos are shown. (Plans to show films and videos not included in the syllabus must be approved by the Course Coordinator.)
- Do not undermine the authority of our instructional program in any manner when speaking with students, either inside or outside the classroom. This means refraining from criticizing course texts, manuals, tests, approaches, syllabi, or fellow teachers.
- Do not leave campus at the end of a semester until all activities related to your teaching assignments (i.e., administering and grading of final exams, submitting final grades) have been completed.

Professional Activity

DEPARTMENTALLY-SPONSORED EVENTS

Lectures and other events of general interest are scheduled from time to time during the year. Please make every effort to attend these events and, where appropriate, encourage your students to do so also. These events enrich the intellectual life of the department and expand our students' horizons.

STUDY ABROAD RECRUITMENT

The Department sponsors or co-sponsors around 25 study abroad programs annually. The success of these initiatives, which play a significant role in our curricular program, is largely dependent on faculty recruitment efforts. It is the responsibility of each faculty member and teaching assistant to be an advocate for study abroad by distributing study abroad brochures to students, by talking about our programs in and outside of the classroom, and by encouraging students to participate in the appropriate program(s). Please do not encourage advanced students to apply for admission to programs designed for students at the intermediate (106 and 107) or advanced-intermediate (200) levels.

ABSENCES FROM ASSIGNED DUTIES

In case of unavoidable absence from classes, faculty members and teaching assistants should make arrangements for a colleague to take over for them, as noted above. For multi-section courses, the Course Coordinator and Sequence Supervisor are to be informed. A class should not be canceled without the permission of the Department Chair.

Please note that “assigned duties” include participation in Department and Language Section meetings and presence at Office Hours.

TRAVEL

The Department has budgeted funds to assist faculty members participate in professional conferences. In general, funding for such travel will be limited to those who present papers--and even then, it will usually be partial support.

To request Departmental support for travel, complete the form which is available online as a Google Form: [Request Funding Form](#) Once your request has been approved, you will receive a confirmation email. If you have a UD Declining Balance Card funds will be added within 4 business days. If you don't have a UD card one will be requested for your use. If you have a UD Purchasing Card you can use it to make purchases but must make sure to stay within the approved budget. Your monthly bank statement should be reviewed to verify that you have made the charges. You should sign it and submit to the Business Administrator for retention in the office files. UD Declining Balance Cards are stored in the office files when not needed for travel.

Within 30 days of purchase, you must allocate your expenses on-line in Works. Submit to the Business Administrator all **original and itemized receipts**, canceled flight tickets if available, and other related documentation. If you are submitting receipts for reimbursement please submit as soon as possible. The Business Administrator will process all reimbursements within 30 days of receipt.

Failure to complete these requirements puts the Department in breach of University policy and causes additional, unnecessary work for the Business Administrator. As a result, funding for professional travel may be denied to a faculty member who has outstanding obligations in relation to previously funded travel.

Important items to remember:

1. All receipts should have a date of purchase. If the receipt doesn't have it, you can write it on the receipt.
2. All taxi, shuttle, or bus receipts should include origin and destination information. The Works system requires that this information be provided.
3. Meal receipts should include the itemized receipt as well as the card-processing receipt you sign with the tip included.

4. Paypal (or other 3rd party) payment-processor receipts should include the vendor name, contact information, itemized description of purchase(s), amount paid and date of purchase. If the receipt doesn't have all this information you will need to submit additional supporting documentation.
5. University policy prohibits alcohol purchases with the UD Cash Advance Card. Meals that include alcohol should be purchased with cash or personal card and submitted for reimbursement.
6. Missing or lost receipts might not be processed for reimbursement.

For those faculty members who have independent funding (such as GUR grants or Named Professor research stipends) and have not needed to request departmental support, please submit receipts with the following information:

1. Reason for travel
2. Dates of travel
3. Travel Location

TUTORING

Students who request tutoring—or who seem to need it—should be referred to the University's Academic Enrichment Center, 148-150 S. College Avenue (ext. 2805), which coordinates tutoring campus-wide. Without specific permission from the Department Chair, no member of our faculty may tutor for compensation a student who is taking a course in the Department. Such situations would ordinarily involve a conflict of interest and would constitute a violation of professional ethics. Undergraduate and graduate students who wish to work as tutors should be referred to the tutoring supervisor for the language in question.

TRANSLATION

From time to time, Department faculty members may be asked to translate documents. For anything more than trivial items, which you may prefer to do as a courtesy, standard business practices should apply.