

General Instructor Information, Syllabus Requirements and Policies

First-Year Writing Administrative Duties

Dr. Donna Stephens, Interim School of Communication Director

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- Formal grade appeals
- Formal academic integrity violations
- Approval to drop a student based on behavioral issues
- Contact with parents who have signed the FERPA forms
- Decisions and guidance concerning “X” grades

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- Curricular issues (i.e. textbooks, scheduling of first-year writing courses, assignments, syllabi, etc.)
- Informal grade complaints for WRTG 1310 & 1320
- Questions/concerns about plagiarism
- Meetings with students about plagiarism
- Time conflicts with department-focused program development workshops
- Time conflicts with department faculty meetings
- Notification that an instructor will miss a class
- Behavioral issues in WRTG 1310 & 1320
- Questions/concerns with Residential College sections of WRTG 1310
- Questions/concerns with University College clusters

Dr. Cristine Busser, Assistant Coordinator of First-Writing

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- Time conflicts with Composition program development workshops
- Advice about what to do if an instructor needs to miss a class
- Ideas for Program Development

Either Laura Niswonger OR Cristine Busser

- Questions/concerns about plagiarism
- Time conflicts with department-focused program development workshops
- Behavioral issues in WRTG 1310 & 1320
- Small/informal questions or concerns
- Urgent issues

Guidance on Common Procedures Related to First-Year Writing

Informal Grade Complaints

If a student has questions about a grade in a course, or on a particular assignment, the following procedure is generally followed:

- Instructor makes an appointment and speaks with the student.
- If this resolves the issue, no further action is necessary.
- If this does not resolve the issue, the Instructor makes an appointment with the Coordinator of FYW to discuss the issue.
- After this discussion, the Instructor has the student make an appointment with FYW Coordinator.
- Formal grade complaints issues should be addressed to the SOC Director.

Plagiarism Procedures

If you believe a student has violated the Academic Integrity Policy, the following procedure is generally followed:

- Instructor documents the plagiarism by attaching evidence to a draft of the paper, clearly marking offending passages in both the draft and the attached sources.
- Instructor contacts student directly, either in person or using a UCA e-mail account (bcc) FYW Coordinator on any e-mail exchanges), and requests an in-person discussion with the student.
- After discussing the issue with the student, the instructor determines the best course of action for the issue.

If the instructor feels that the student should be reported for violating the Academic Integrity Policy, then:

- Instructor makes an appointment with FYW Coordinator to discuss the issue and the documentation gathered earlier.
- Instructor fills out a Violation of Academic Integrity Form (located in the department workroom)
- Instructor attaches the Violation of Academic Integrity Form to the plagiarism documentation gathered earlier.
- Instructor places this documentation in FYW Coordinator's mailbox or gives it to them in person. They will review the materials and sign them.
- FYW Coordinator will pass the materials on to the chair of the department, who will forward them to the Provost's office.

Syllabus Checklist (Please check <https://uca.edu/academicaffairs/publications-information/> to ensure you meet the current requirements)

Course & Contact Information

- Instructor Name
- Semester/Year
- Official Course Name
- Course Number/CRN
- Time/Location
- Instructor office location and phone number
- Instructor email address
- Office hours (1 ½ per course per week plus additional availability to equal 30 additional minutes per class per week)

Course Details

- Course objectives and requirements
- Catalog course description (including placement/pre-requisites)
- Instructor Course Description
- Required Textbooks and Course Materials
- Description of all major assignments and exams with due dates
- Daily schedule (including a “right to make changes” statement to the schedule)
- Points breakdown
- Grading Scale
- Encourage review of the student handbook

Policies

- Attendance and drop policy
- Late Work Policy
- Statement on Plagiarism
- UCA’s Academic Integrity Policy
- Sexual Harassment Policy
- Title IX Disclosure
- American Disabilities Act statement (450-3613, Student Health 212)
- Disruptive Student Behavior Statement
- Emergency Procedures Summary
- Student Evaluations

UCA Approved Policies

These statements must be included in your syllabus word for word.

The following are minimum requirements for all course syllabi. Additional material may be added at the discretion of the faculty member.

- Instructor's name
- Semester, year, course number, CRN , days and times; location of class
- Instructor's office hours, office location, and contact information, including UCA phone number and UCA e-mail address
- Brief course description If applicable, description of the UCA Core requirement met by the course. Cut-and-paste language from <http://uca.edu/academicaffairs/files/2014/11/UCA-Core-Syllabus-Language-.pdf>.
- Course objectives and requirements w List of required textbooks and other course material
- Description of all major assignments and examinations with due dates
- Grading policies
- Attendance and drop policy

The following Academic Integrity statement:

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the Student Handbook. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy.

The following Americans with Disabilities Act statement:

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this Act due to a disability, please contact the UCA Disability Resource Center, 450-3613.

The following Building Emergency Plan statement (to be discussed in class/lab during the first week of the semester):

An Emergency Procedures Summary (EPS) for the building in which this class is held will be discussed during the first week of this course. EPS documents for most buildings on campus are available at <http://uca.edu/mysafety/bep/>. Every student should be familiar with emergency procedures for any campus building in which he/she spends time for classes or other purposes. **(EPS documents must be printed out for 1310 classes).**

The following Title IX disclosure:

If a student discloses an act of sexual harassment, discrimination, assault, or other sexual misconduct to a faculty member (as it relates to "student-on-student" or "employee-on-student"), the faculty member cannot maintain complete confidentiality and is required to report the act and may be required to reveal the names of the parties involved. Any allegations made by a student may or may not trigger an investigation. Each situation differs, and the obligation to conduct an investigation will depend on the specific set of circumstances. The determination to conduct an investigation will be made by the Title IX Coordinator. For further information, please

visit: <https://uca.edu/titleix>. Updated 2014-10-21 Page 2 of 3 **Disclosure of sexual misconduct by a third party who is not a student and/or employee is also required if the misconduct occurs when the third party is a participant in a university-sponsored program, event, or activity.*

Direct students to familiarize themselves with all policies included in the Student Handbook, particularly the following:

- Sexual Harassment Policy
- Academic Policies Information

Timing of Student Evaluations

In addition to the requirements listed above, please consider including in your schedule for the semester information about the timing of student evaluations of the course and instructor. The information to be substituted for each "{insert date}" indicator is included in the Academic Timetable for each academic year (see the link under the heading Academic Timetable at <http://uca.edu/academicaffairs/academicinformation/>).

Evaluations (Fall and Spring) Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on the Monday of the thirteenth week of instruction {insert date} through the end of finals week by logging in to myUCA and clicking on the Evals button in the top right.

Evaluations (Summer I and Summer II) Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students can access their course evaluations by logging in to myUCA and clicking on the Evals button in the top right. Evaluations will begin in Summer I and Summer II starting on Friday of the fourth week of instruction {insert date} and be available through the Sunday after the final exam.

Writing Department Policies and Sample Syllabus Language

This section is divided into two categories--required syllabus policies and optional policies that you may choose to include in your syllabus. Though you may not use the exact language that follows, these are some good examples for you to consider.

Required

Plagiarism: Plagiarism is the intentional or unintentional borrowing or stealing of another's words, thoughts, or ideas and passing them off as your own. If a student in a Writing Department course turns in a paper that includes an extended passage that has been a) written for him or her by someone else for pay or as favor, or b) copied from a print or electronic source written by another author, even if some of the words have been changed, that student will immediately be dropped from the course, receiving a WF grade.

If a student in a Writing Department course turns in a paper that has borrowed from other sources and fails to give complete and unambiguous credit to every source (e.g. quotation marks, in-text citations, or the bibliography is missing or incomplete), that paper will receive a grade of 0 (zero).

Student Evaluations (Fall & Spring)

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on the Monday of the twelfth week of instruction [insert date] through the end of finals week by logging in to myUCA and clicking on the Evals button on the top right.

Attendance Policy

If a student in the Department of Writing misses two weeks' worth of classes—i.e., six classes of a MWF course, four classes of a TTH or MW course, or two classes of a one night a week course—and/or a student in a MWF or TTH class misses a week's worth of classes consecutively without contacting the instructor, the instructor will drop the student from the course.

Disruptive Behavior Statement

Any student in this class whose behavior regularly interferes with the instructor's ability to conduct the class and foster student learning, or who exhibits a behavior so outrageous as to severely impede to conduct of a class, may be dropped by the instructor (resulting in a WF grade and specifying on the form that the grade is assigned for "disciplinary action"). Further, a record of this disciplinary action will remain permanently on file with the university. Prior warning will be provided to the student when possible.

Optional

Grievance Procedure Statement: Students who have a grievance about this course in any way should talk to the instructor as soon as possible. If students believe the outcome is unjustified, they may contact the Coordinator of First-Year Writing, [450-3354](tel:450-3354)

Digital Backup Policy

It is your responsibility to back up all work you do in the class. I suggest using an external hard drive, email, or a USB stick to do so. Failed technology will not be excused.

Printing/Copying

Certain rough drafts and/or final drafts are due on specific dates in paper copy form. Plan ahead to print and/or copy these items. If you do not provide a paper copy at the time an assignment is due, you will not receive full credit.

Department of Writing Approved Policies

On Incompletes

**If you are considering assigning an Incomplete grade for a student, you must first speak with either the FYW coordinators to discuss justification for the incomplete.

The Department of Writing requires that the following conditions must be met before an incomplete (X) grade may be assigned:

- the student must be unable to complete the coursework because of *extraordinary* extenuating circumstances
- the student remained in good standing for the first $\frac{3}{4}$ (generally 12 weeks) of the semester
- the student and instructor have both agreed, in writing, on the requirements and timeline for completing the course
- the requirements for completion have been approved by Dr. Stephens

According to University policy, students have a *maximum* of one year to complete their work. Writing Department Policy requires that students fulfill the written agreement no more than 30 days after the X grade was submitted.

Extraordinary circumstances include such things as a documented medical emergency, a death in the student's immediate family, an unavoidable legal responsibility (e.g., jury duty, military service), a natural disaster that has affected the student's own home or immediate family, or extended university closure. An incomplete grade may also be assigned for courses that extend beyond the regular end of term.

Additional Information on UCA's Policy: The grade of X is given only if satisfactory completion of the remaining course requirements can result in a passing grade for that semester's work. An X grade is not computed in the grade point average. One calendar year is the maximum time allowed for removal of an X grade except in individual study courses and theses. If one year passes and the X has not been removed, the grade will be changed automatically to an F. An individual instructor may specify a shorter period for removal of an X. The instructor is required to state in writing the requirements for removing the grade of X at the time it is assigned. Failure of the student to meet these requirements may result in the X becoming an F. A student may not re-enroll in a course for which an X is in effect.

On Office Hours

All instructors in the Department of Writing are required to keep 1½ office hours per week for every course taught, with a maximum requirement of six office hours per week. Additionally, instructors must be willing to meet with students by special appointment for up to two additional hours per week.

On Disruptive Behavior

Any student in a Writing Department class whose behavior regularly interferes with the instructor's ability to conduct the class and foster student learning, or who exhibits a behavior so outrageous as to severely impede the conduct of a class, may be dropped by the instructor after the instructor consults with the department chair. Prior warning will be provided to the student when possible, but under extraordinary circumstances such warning may not always be possible.

When dropping a student for disruptive behavior, the instructor will assign a WF grade, specifying on the Drop for Non-Attendance form that the grade is assigned for "disciplinary action." A record of this disciplinary action will remain permanently on file with the university and the instructor will keep permanent record of dropping the student for disruptive behavior. Additionally, when dropping a student for disruptive behavior, the instructor is encouraged to submit to the Dean of Students a list of the problematic behaviors.

On Cancelling Class

If you must cancel class for a foreseeable reason, such as attending a conference, it is expected that you will make every effort to find someone to cover your class for you. In the case of unforeseeable class cancellations, such as cases of illness or emergency, follow these steps:

- Email students to let them know that class is cancelled. Include instructions on what they should do instead of meeting, and/or in preparation for the next class. For example, if they had a written assignment due, they might submit it online or to your mailbox. If there was a reading to discuss, they might prepare a written response or have an online discussion.
- Email Ms. Niswonger and Brenda Herring that you will not be holding class. Additionally, if you will be holding class in another location – the library or a computer lab, for example – please notify Brenda as well.
- Arrange for someone to put a note on your classroom door.

Because we expect students to attend class in order to remain enrolled, it is important that we model the same professionalism for them. That means that we attend class, that we are prepared, and that we have activities for the full allotted class time. It also means that, when an unexpected circumstance arises, we handle it effectively.

On Changing Grades

In most cases, grade changes will be the result of instructor error or miscommunication. For example, a miscalculated or incorrectly reported grade is clearly a cause for a grade change. Miscommunications surrounding the submission of work may also result in a grade change. Grade change forms are located in the copy room. The completed form should be submitted to Brenda Herring for approval by the Chair.

On Adding Students

Do not overenroll your class or otherwise attempt to add a student to your roster. A student's best option to get a seat in 1310/1320 is to watch my.uca, and add themselves to the class when a seat opens up. Especially persistent students should be sent to Dr. Stephens.