COLLIN COLLEGE

ENGLISH DEPARTMENT SOURCE BOOK

Best Practices

2018-19

Collin College's English Department Best Practices Guidelines

E-mail

Professors are required to only use Collin e-mail addresses **or Canvas** when communicating with students. In addition, student grade information may only be released to students through these accounts. Strict adherence to this guideline helps the faculty to abide by FERPA and not release information incorrectly or to the wrong person.

Additionally, professors should regularly check Collin e-mail to stay current on important information, student concerns, and official business. This is particularly important during the weeks prior to the start of the semester and at the close of the semester. Associate faculty who do not check their e-mail may not be added to the following semester's schedule.

Both Microsoft Outlook and Canvas provide smartphone apps that enable professors to safely communicate with students and keep up to date on important email communication.

Photocopying

Photocopying should be used sparingly. Canvas is a great tool to use to post class materials, so students always have access to them.

Photocopying guidelines are campus-specific.   Please check with your division office for the current information on copying.

Syllabi

Each course section must have a syllabus, and it must be formatted according to CAB's requirements. Make sure your course syllabus provides all of the information in the template, in the order it appears. Templates change frequently; be sure to use the most up-to-date version available.   Syllabus templates are in the Syllabus Depot on CougarWeb: select the Faculty tab, then "Syllabi" in the "Faculty Links" channel.

Professors must include course policies (late work, attendance, grounds for failing the course, etc.) and calendar of assignments in the syllabus. Syllabi constitute an agreement between faculty and students, and any deviation from the calendar must not require students to purchase additional materials, change

any common assignments that are asked to be taught by all, or make it any more difficult for a student to pass a course.

All faculty must submit their syllabi as directed by the Associate Dean to comply with HB 2504.

The Discipline Lead and/or the Associate Dean will provide a shared syllabus for associate faculty. Associate faculty may revise the syllabus to fit their preferences.

Lab Requirement

The lab requirement is an integral part of first-year composition courses; it consists of additional writing-related activities and assignments that students complete outside of regularly-scheduled class time.

Over the course of the semester, students will need to complete lab assignments and activities to meet the lab requirement. This lab work is not the same as regular daily coursework that students must complete to stay on track in class; instead, it is designed as additional critical thinking and writing-focused activities that will help students improve their writing throughout the term. The equivalent of one credit hour is required to complete the course successfully. This is a college-wide requirement specific to all English 1301 and 1302 courses.

During the semester, each student will need to track and provide evidence of completing these lab requirements outside of class. Faculty are required to maintain records of lab completion. Individual professors may design and assign lab activities and assignments. Some lab options include writing center workshops, writing center tutoring sessions, professor conferences, on-campus events, written lab assignments, out-of-class peer edits, audience analysis activities, professional letters, and grammar/writing exercises. Faculty are free to interpret labs as they see fit, keeping in mind these lab activities should be designed to help students develop and refine skills that are transferrable to both academic and professional pursuits.

Access Statement

Faculty are required to include the following statement on Access in their syllabi:

In compliance with applicable law, Collin College provides equal access to education and safeguards against discrimination by offering specialized services and reasonable accommodations to qualified students with a disability.

If you anticipate or experience any barriers to learning based on disability, please contact the ACCESS Office (https://ranier.accessiblelearning.com/Collin/ApplicationStudent.aspx)

NOTE: Instructors will provide reasonable accommodations only to students who present a Course Accessibility Letter issued by the ACCESS Office.

Course Repeat Policy

The college has asked that faculty include this statement in each syllabus:

Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional $50 per semester credit hour. Please see the "Repeating Courses" section of the Registration Guide for more information.

Department Plagiarism Statement

The English Department follows the guidelines and procedures outlined for reporting plagiarism as noted in the current *Collin Student Handbook* (see: http://www.collin.edu/studentresources/personal/studenthandbook.html). The common syllabus template only requires the following policy be added to the syllabus: "Collin College Academic Policies: See the current *Collin Student Handbook*." This approach encourages students to read the handbook to find the most up-to-date version of the plagiarism policy.

Faculty need to add specific language to the syllabus that addresses the consequences of a guilty plagiarism case in the context of the course (grade the assignment as a 0, failing the course, etc.)

Attendance

All course syllabi must contain an attendance policy. Attendance policies are at the discretion of individual faculty members. Additionally, it is important to take attendance each day. On census dates,

faculty must submit the names of students who have not attended. For students who fail the course, faculty must also submit each student's last date of attendance.

Also, if the course policy is that students who miss more than 20% of the course could potentially fail, the syllabus must outline how many missed classes correspond with that percentage. For a course that meets 3 times a week, 20% is equivalent to 9 classes. If the course meets two times a week, then 6 classes would constitute 20%. Students enrolled in a course that meets once a week should miss no more than 3 classes.

Incompletes

The "I" grade is only issued in extenuating circumstances. Emergency situations are considered circumstances that cause a student to miss due dates or exams toward the end of the semester. In order to qualify for an incomplete, the student must have completed **80% of the required coursework and be passing the class**. Therefore, only a maximum of 20% may be left to be made up. If the terms of the incomplete contract are not met, the student is to receive an "F." If less than 80% of the coursework has been completed, VP/P approval is needed. For more information, please see the *Faculty Handbook*.

Textbooks

The Discipline Lead and the District Textbook Review Committee will oversee the selection of authorized textbooks from which associate faculty may choose for their classes. See the Discipline Lead for desk copies.

Full-time faculty will submit orders through Barnes and Noble as directed by the division office. Associate faculty should check textbook order policies with their Associate Dean.

Room Assignments

Room assignments generally cannot be changed, other than for access reasons. The only way a room assignment can be changed is if there are not enough seats for students or if it does not supply the proper ADA accommodations. Professors are asked not to request a different room for aesthetic reasons or because they desire a different type of room.

Reserving Computer Labs

Each campus has computer labs available for reservation.   Please contact the department's administrative assistant to find out how to do so. Make computer lab reservations before the semester starts; however, please note that not all requests can be accommodated, and a request is not a guarantee.

In some cases, composition classes are taught in computer labs. Regular classrooms are available on request when the schedules are being decided.

Canvas

Faculty are required to build a Canvas shell for each course, since end-of-semester student evaluations are tied to the course shells. Faculty should provide a syllabus, course information, course meeting schedule, and are further encouraged to use the Canvas gradebook.

Observations/Evaluations

All English department full and part-time faculty must be evaluated by the Associate Dean. Faculty will be notified by email in advance of their observation. Faculty who do not respond to the email requesting a date will still be observed on the date sent to them, regardless of whether they have answered the email or not.

Student evaluations are conducted via Canvas during the last three weeks of the semester.

Dual Credit Grades

Dual credit grades are submitted periodically throughout the semester, including once at midterm and again for the final. These grades should be numerical (in percentage form) and sent to dualcredit@collin.edu.   Dual credit students may also appear in classes on campus. Reminders for Dual Credit numerical midterm grades are emailed to faculty.

FERPA—Per the Faculty Handbook

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (also known as the "Buckley Amendment" or FERPA) is a federal law that gives students the right to inspect and review their own education records. Under this

law, students also have other rights, including the right to request amendment of records, and some control over the disclosure of personally identifiable information. Student grades and exam scores constitute confidential information. The Family Educational Rights and Privacy Act prohibits posting grades for public view or giving out grades over the telephone. Information about grades and class attendance cannot be shared with anyone other than the student concerned, including parents, spouses, other students, or other family members. This is true even if the student is a minor. Faculty must be extremely careful not to discuss or comment upon student grades within the hearing of others and to avoid distributing graded assignments in such a way that they can be viewed by anyone except the student receiving the grade. The division office and the Associate Dean both have material regarding FERPA requirements, and a number of workshops are available, in addition to online training. It is vital for every instructor to be familiar with FERPA regulations as the failure to follow them may result in serious sanctions for the college as a whole.

FERPA: http://www.collin.edu/hr/profdev/ferpa.html
FERPA Brochure: www.collin.edu/shared/shared_profdev/PD_pdfs/FERPA_brochure.pdf

Federal Government General FERPA Information:
http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Federal Government General FERPA Guidance for Students:
http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html

For more information about FERPA training, please contact Sheri Eadie at 972.599.3158
or via e-mail at seadie@collin.edu.

Returning Student Work
Responding to and evaluating student writing are the best means of writing instruction.   It is thus vitally important that students receive response to and/or evaluation of their work in plenty of time to make use of comments as they work on the next draft of the assignment. A general rule of thumb is to plan to return drafts within 2 weeks of receiving the work (especially if the students require comments for revision). Ideally, graded essays should also be returned in approximately 2 weeks of receipt or prior to submitting the next major assignment.

Grades

Grade everything on an A, B, C, D, or F scale. When final grades are entered in CougarWeb at the end of the semester, there are no plus or minus options. Letter grades calculate to the following grade point values, and many professors use a 100-point or 1000-point scale (see below).

A = 4.0	A = 90-100	A = 900-1000
B = 3.0	B = 80-89	B = 800-899
C = 2.0	C = 70-79	C = 700-799
D = 1.0	D = 60-69	D = 600-699
F = F	F = 59 and below	F = 599 and below

Grades must be entered in CougarWeb at the end of the semester. In addition, all copies of grades and gradebooks may be required to be submitted to the division office following the conclusion of the grading period. Check with the Associate Dean for exact submission procedures.

Definition and description of polished pages

In the sourcebook, the phrase "polished pages" describes course output for a variety of writing assignments. A polished page is one that has been through the writing process—such as draft workshop, peer review, instructor comments, and final revision(s). Thinking about writing in terms of polished pages instead of counting individual assignments offers significant flexibility to professors to tailor writing projects to their course objectives. Rather than designating a number and type of assignments, professors are encouraged to think creatively about the number and variety of assignments to reach the goal of 15-25 polished pages per course. To discuss number and type of assignments, consult with the discipline lead or the Associate Dean.