



## English Department Memorandum

### Important Information for Fall 2009

#### Syllabi

California state law and Palomar College Governing Board policy require that within the first two class meetings you give each student a copy of your course syllabus and that your syllabus conforms to the official Course Outline of Record (available on Curricunet; see instructions at the end of this memo).

Your syllabus must include:

- Prerequisites
- Instructor contact information (e-mail and phone/voicemail; website if available)
- Course content
- How grades will be determined
- Class policies (including absence and drop policies)
- Class schedule, due dates of assignments, dates of exams including the final.

We recommend that you also include:

- Add/drop deadlines (see page 166 of the *Fall 2009 Class Schedule*)
- A statement regarding academic integrity and consequences for violations (see "Student Issues" below).

The department must maintain a file of current syllabi for all sections offered each semester, so please email ***one electronic copy of each course syllabus*** to Patti as soon as possible.

#### Adding Students and Managing Enrollment Matters

Our classes are more impacted than ever this fall, and we will undoubtedly be inundated with crashers. We ask that you help us handle the onslaught by doing the following:

- Please let Patti know ASAP if you have any available seats in composition classes so that she can post an updated list for students.
- Please help us maintain our hard-won, pedagogically justified class caps (25 students for ENG 50, 100, 202, 203 and 30 students for ENG 10) by not over enrolling your composition classes; ideally, they should be fully, but not over, enrolled by the census date (the end of the second week of classes).
- If you do have room to add students, urge them to use their permission code to enroll ASAP. Also, remember that if someone has dropped your class (i.e., that it is not *completely* full), students *without* permission codes can add, whether they have attended class or not.

- Please take care to monitor your official enrollment through Faculty eServices to ensure that all students who are attending your classes are officially enrolled by the census date and that you drop “No Shows” and students with “Excessive Absences.”
- Please advise students that the California Legislature, not the English Department or Palomar College in general, is responsible for our insufficient class offerings. Disappointed or disgruntled crashers can find contact information for their state representatives posted on the English Department door.
- Students whose names are marked with an asterisk on your roster (financial aid recipients) may be dropped **at any point during the semester** if they stop attending. For these and all other students, please use the **FW** grade for “unofficial withdrawals” (students who did not pass because they stopped attending class).

## **Tutoring**

Tutors in any campus facility cannot be paid unless students are referred by their instructor, so we encourage you to make a general referral for tutoring for all students, whether an announcement in class or a statement on your syllabus. Of course, you may also refer particular students or require some or all students to work with tutors.

## **Placement**

The English Placement Test, COMPASS, is administered through the Assessment Office in SU-1. Students who have not taken the COMPASS test are automatically placed into ENG 10. To qualify for placement in a higher-level composition course, students must earn a passing grade in the prerequisite composition course, achieve a suitable score on the COMPASS test, or (for a rare few) qualify through high AP scores (determined by the Assessment Office). Please do not send students to the English Department Chair to challenge their COMPASS test results unless you feel strongly, based on your assessment of their writing, that they have been incorrectly placed and provide the Chair with both a sample of their writing and a letter expressing your recommendation.

## **Photocopying**

Budget cutbacks have seriously reduced our funds for photocopying. Please do your part to help prevent us from exhausting our funds before the end of the fiscal year (the end of June) by limiting your copies: keep your syllabi to reasonable lengths, post handouts on Blackboard (see below), and/or create a packet of materials for students to purchase (ask Patti for information on options).

## **Blackboard**

Blackboard sites are automatically set up for all classes but are not available to students unless “activated” by the instructor. You can log in at <http://www.palomar.edu/blackboard/> (the same way that you log in to the Palomar network for your email). Online instructional videos and written instructions are available at <http://www.palomar.edu/atrc/Training/Bb/default.htm>, and the Academic Technology department offers instructional sessions as well as technical support. In addition, Sue Zolliker would be happy to walk you through the process of posting handouts, “activating” your Blackboard sites, or using other features (as far as her expertise goes).

## **On-Campus "Trips" vs. Field Trips**

For *on-campus "trips"* such as library visits, you **do not** need to submit a Field Trip Form, but you **do** need to inform Patti and write a note on the board in your classroom in case an emergency involving one of your students arises. For *off-campus field trips* you must submit a Field Trip Form at least two weeks in advance. New forms have been created to account for different types of field trips; these are available at <http://www.palomar.edu/instruction/Forms2.htm>.

## **Missing Class/Reporting Absences**

All faculty are required to meet with classes as scheduled. If you must miss all or part of a scheduled meeting, you **must** report your absence and the reason for it to Patti so that she can request the appropriate type of leave (illness, personal necessity, etc.). Patti will also take care of posting a notice for students for all **main campus classes** *if you call her before 3:30 pm*; after that time, call Campus Police at extension 2289. If you are teaching **off-campus classes**, call the site coordinator to post a notice for your students; remember that you still must report your absence to Patti for administrative purposes.

Unfortunately, we seldom have the resources to supply substitutes except for prolonged emergency absences (not including jury duty), so we ask you to make every effort to ensure that your students receive adequate hours of instruction.

## **Professional Development**

Professional Development contracts must be submitted by September 15. Part-time faculty need to confirm their completed hours by December 1, 2009; for full-time faculty the date is May 15, 2010. Submit your contract and confirm your hours through Faculty eServices; consult the Professional Development site at <http://www.palomar.edu/pd/index.html> for additional information.

## **Student Privacy**

Legally, students may not have access to other students' confidential information such as social security number, ID number, telephone number, and e-mail address. Class rosters and some other documents may contain this information, so keep these records confidential and never pass around a class roster with ID numbers for attendance purposes. Also, do not post anything that contains student information (such as grade rosters). Please shred any confidential student information after you are finished with it.

## **Student Conduct**

Student misconduct, such as disruptive or threatening behavior, violates the Student Code of Conduct and is handled by Sherry Titus ([stitus@palomar.edu](mailto:stitus@palomar.edu), extension 2595) through the Office of Student Affairs. Sometimes, warning students about the possible consequences of their behavior will put an end to it, but for more serious or continued violations, you will need to fill out an Incident Report form, available at <http://www.palomar.edu/studentactivities/html/forms.html>. If you need to involve the Office of Student Affairs, please inform the English Department Chair about the situation as well.

Cheating and plagiarism also violate the Student Code of Conduct. We recommend that you include a description of plagiarism and its consequences on your syllabi and report instances of academic dishonesty to the Office of Student Affairs so that more serious steps may be taken with repeat offenders.

The Student Code of Conduct is currently under revision, but a copy of the operational code is available in the 2007-2008 Palomar College Catalog or upon request from the English Department Chair. Please do not hesitate to contact the Chair for more specific information or advice.

### **Accessing Course Outlines of Record**

- Go to the CurricUNET homepage (link to <http://www.curricunet.com/Palomar/>).
- Under “Search” (at the left, just below the login box), click on **Course** (you do NOT need to enter a User Name or Password).
- In the **Course Search** box (top middle part of the page), click the “Active” button at the top, select “English” as the Discipline, enter the Course Number (you do not need to enter a Course Title), and click **OK** at the lower right.
- In the **Course Search Results** box that now appears, click the blue and red “COR” icon to the left (under “Actions”).