**Foreign Languages & Literatures**

**Departmental Policies**

**Attendance Policy:**

Students can have six absences allowed for MWF classes; four absences allowed for TR classes at the lower division. Any penalties—such as grade reduction—will be determined by each instructor and indicated in the syllabus. In the case of languages with standardization procedures for lower-division courses, the faculty member in charge of the standardization in consultation with the other faculty members of the section will make that determination which will apply to all courses affected by standardization.

**Cancelled Classes:**

The Department adheres to the university policy stated in the *Faculty Handbook* which indicates that a faculty member who must be absent from a class for any reason is responsible for seeing that the class receives instruction. For an anticipated absence the faculty member will propose a plan to the department chair, who will notify the college dean. For a prolonged absence necessitating the employment of a substitute teacher, the faculty member and department chair must make arrangements with the college dean and the provost. Furthermore, in the Department a class should never be cancelled, unless there are extraordinary circumstances to do so (sickness, accident, death, reading a paper at a conference, etc.). If the absence is unanticipated, the instructor will need to inform the chair as well as the section head and/or language advisor. Faculty members are responsible for finding a substitute. In the event a class must be cancelled, it is essential that the instructor of record send his/her students an email to alert them.

**No Skipping Policy:**

Students are not allowed to skip the 1010-2020 sequence or to take two of these courses concurrently (e.g., 2010 and 2020). Once a student begins with a lower-division course, all remaining higher-numbered courses in the lower division must be taken in sequence, without skipping. For example, students who begin with FREN 1010 cannot skip FREN 1020 and enroll in FREN 2010. Instructors, advisors, and students should be aware that the graduation analyst always verifies if students have completed the entire sequence.

Please inform the Chair if you determine that a student is skipping the required 1010-2020 sequence or trying to take two courses concurrently (e.g. 2010-2020). It may be determined that the student must be administratively withdrawn from the course by the Chair.

Native and heritage speakers may be exempted from this policy on a case-by-case basis. Additionally, students—regardless of their cultural and linguistic background—who possess a strong knowledge of the target language, i.e., advanced level of proficiency by ACTFL standards, may also be exempted from the non-skipping policy on a case-by-case basis. For example an exception may be considered in the case a heritage speaker who registered in 1010 or 1020 either because he/she was misinformed by an advisor on campus who was not aware of the non-skipping policy of the Department, or the student simply did not check with anybody before enrolling in these courses. The chairman will make the final decision based on the student petition and the recommendation of the language advisor or section head.

**Student Misconduct:**

The Departments abides by the university policy stating thatfaculty have ultimate control over classroom behavior and may eject from the classroom any student engaged in disruptive or violent conduct. Disruptive conduct includes conduct that intentionally interferes with normal classroom procedure or presentation of the instructor or other student(s), with academic evaluation, or with another student's right to pursue coursework. Classroom misconduct also includes any physical abuse or threat of abuse that is dangerous to the health, safety, or well-being of the instructor or other students whether on or off campus as related to classroom procedure or academic evaluation. In case of cheating, plagiarism, and disruptive students, instructors must contact the Associate Dean of Students on all such cases: Justin Lawhead (678-2298), jtlawhd@memphis.edu,

**Cell Phones and Electronic Devices:**

Activation and access to cell phones and/or any other electronic devices for personal use during class is prohibited. Electronic devices such as laptops, smart phones, tablets, etc., can be used whenever is related to academic activities in the classroom. The specifics of such determination are left to the discretion of the instructor since is recognized that each course may have different needs and methodological approaches related to the use of technology in the classroom. Students needing to go to the restroom during an exam need to leave their Iphone and other electronic devices in the classroom. Failing to turn off cell phones and leaving the classroom to check text/voice messages or use the cell phone to place or receive calls will be considered academic misconduct. This policy must be indicated in the syllabus.

**Credit by Examination for Lower-Division Courses**

Students wishing to obtain University Credit by Examination through the Department of Foreign Languages and Literatures must consult the section head or language advisor who will determine whether the proposed Credit by Examination is feasible and may assign a member of the section to compose and administer the examination. Other faculty are not authorized to give these examinations without the approval of the section head or language advisor. The examination will cover the material customarily taught in the particular course and will be similar to a final examination. Where appropriate, it may include an oral component. If approval is granted, the student will need to obtain the Credit by Examination form from the Office of the Registrar, 003 Wilder Tower. The exam costs $60 per course with an additional $100 testing fee for languages that are not taught in the Department. Prior to taking the exam, the form must be complete with all signatures and payment.

**Credit by Examination for Upper-Division Courses:**

Students seeking to obtain credit by examination for upper-division courses will need to consult with the appropriate language advisor or section head since each section has its own policy. It is recognized, therefore, that while some sections may offer this options other sections will not.

**Office Hours:**

The Department observes the university policy by which faculty members are expected to establish, publicize, and maintain scheduled office hours during which they are available to students for conferences and special instruction. Accordingly, the instructor’s office hours should be posted on their office door. Three-five hours per week, and preferably at staggered hours, are recommended for full-time faculty. All instructors of record need to let the staff know about their office hours and turn in their schedule of classes card to the main office. Maintaining a specific number of office hours per week and generally being available to students is mandatory for all instructors of record including adjunct instructors and graduate assistants who have started teaching.

**Attendance at Commencement:**

As indicated in the *Faculty Handbook*, the University's annual commencement consists of three convocations: spring (May), summer (August), and winter (December). At least one-fourth of all full-time faculty members in each department are to participate in the spring and winter convocations; in the summer, one-fourth of the faculty who teach in the second term, plus the chair or a designee, are to participate. Selection of participants is the responsibility of the chair of the Department who will select the participants from among all tenured and tenure-track faculty members as well as full-time instructors. The criterion for selection is a rotation the record of which is maintained by the Chair of the Department. Since participation in the commencement is a responsibility affecting the entire faculty at the university, regular attendance is compulsory.

**Reading Knowledge Requirement:**

As a service to the University, the Department of Foreign Languages and Literatures offers five ways to fulfill the reading knowledge requirement for graduate programs throughout the university. These options are posted on the Graduate School web page under minimum requirement for master’s degrees and minimum requirements for doctoral degrees: <http://www.memphis.edu/gradcatalog/deg_req/masters.php>

<http://www.memphis.edu/gradcatalog/deg_req/doctoral.php>

The following guidelines apply for students choosing to fulfill the requirement by taking a proficiency exam:

a) These tests will not be available in the summer.

b) All tests will take place during the established academic calendar of the Fall and Spring semesters.

c) Tests will not be available during the last week of classes or during final exams.

d) Students seeking to take these tests should always contact the designated examiner for other specific guidelines.

The designated examiners in the DFLL are: 1) Chinese, Lan Zhang; 2) French, Denis Grélé; 3) German, Heike Polster; 4) Italian, Cosetta Gaudenzi; 5) Japanese, Yuki Matsuda; 6) Portuguese, Fátima Nogueira; 7)Spanish, Ivan Ortega Santos.

Students whose field of concentration in a given graduate program requires specific languages will need to submit to the designated examiner in the DFLL a statement from their advisor or present a description from a published and current catalog indicating what would be acceptable to that particular degree. For instance, students who need to take research seminars in Ancient Egypt or write a dissertation in this field will not be allowed to do so unless they demonstrate a reading knowledge of French and German by reading and translating a selection from a historical work or source assigned by the examiner. In view of the great diversity of situations, the most important consideration is that the responsibility for taking the proficiency exam in a language acceptable to his/her field of study or deciding to take a particular language falls on the student.

**Early Intervention System/Tutoring:**

In a continued effort to retain students as much as possible and to lower the drop-out rate, instructors should report students who are under-performing to the Early Intervention System. Instructors need to do their best to help students by tutoring them during office hours. Tutoring is available in the department as well as in the Educational Support Program directed by Barbara Bekis (bbekis@memphis.edu).

**Outgoing Mail:**

Outgoing 1st class mail must have a form attached to it. The secretary will make this form available (near the Outgoing Mail tray). The Department is required to deliver outgoing mail and pick up mail in the Administration Building. According to University policy, you should not have any personal mail sent to the University and you need to cancel unused or unsolicited catalogs, periodicals, etc.  If you must receive personal mail delivered to the University, you can rent a mailbox at the University Center Post Office in room 259 for $44 per year.

**International mail:** Faculty must fill out a customs declaration form along with the outgoing mail form for each piece of international mail other than a departmental envelope that is sent out. Mail without this form attached will not be processed by Mail Services.

**Placement Exam:**

If the language chosen was used to meet University admission requirements, students must take the foreign language placement exam (if they have not already successfully completed a language course at an accredited institution of higher education). The Placement Exam is administered in the Language Media Center (Jones Hall 220) whenever the lab is open in order to assist students in determining at which particular level they should begin their foreign language coursework. The exams in French, German, and Spanish take at most one hour to complete, and results are delivered instantly upon completion. Students must register for the course at which they place on the Placement Exam. However, they can choose to register for a course lower than that at which they placed. Advisors outside of Foreign Languages should not place their advisees in foreign language courses without a placement exam. Students placed into higher courses may apply for retroactive credit for courses skipped (except 1010) if they received a grade of C or better in the course into which they were placed. The form is available in the main office.

**Independent Study Courses at the Undergraduate Level:**

Each section has specific procedures to handle the approval of these courses. For example, the Spanish section requires completing a form which, in addition to providing a rationale, must be approved by the Spanish faculty and submitted to the chairman for final approval. All independent study courses must be approved by the section head and the chairman.

**Independent Study Courses at the Graduate Level:**

An independent study is a planned activity, under the direct supervision of faculty, involving a project not covered in any other format in the Department. Independent studies must not be taken in lieu of other courses being offered. Independent study courses should only be approved in extraordinary situations. Furthermore, independent study courses depend on the willingness and/or availability of faculty members. Two directed readings courses—**FREN 7532 - Research in Literature and Culture (3-6) and SPAN 7692 - Research in Literature and Culture (3-6)—were created to facilitate the graduation of tuition-paying students, especially students with full-time jobs and/or students who do not reside in Memphis. There are very few circumstances which will justify using these two courses for graduate assistants.**  All independent study courses need to have the approval of the graduate coordinator and the chairman.

**Translation and Interpretation Policy:**

As a general rule, translation and interpretation requests from individuals in the community, corporations and other business will not be conducted by the Department of Foreign Languages and Literatures. Those requests should immediately be directed to professional services available in Tennessee or nationwide. Translation and interpretation requests from various academic or administrative units will also be directed to a professional service since the volume of work involved in such activity can affect in a profound and disadvantageous manner the academic commitments of a faculty member in the areas of research, teaching and service whose performance in these three areas can be adversely affected upon committing to a translation or interpretation project. The few exceptions to requests coming from the university will be decided on a case-by-case basis. For example, a colleague who needs to have translated into French an abstract of an article to be published will certainly merit consideration. Ultimately, in cases like the latter, the decision will rest on the individual judgment of the faculty based on factors such as collegiality, length of the translation, availability of the faculty member. One other acceptable example of engaging in requests originated by the university would be a translation of a brochure, or short contract for a program to be developed by the department or which will impact the department. Faculty members who engage in translation and interpretation requests from individuals in the community, corporations and other business and who are compensated for such services must make sure that, upon accepting that task verbally or in writing, they will indicate that they are neither representing the Department of Foreign Languages and Literatures nor the University of Memphis. Moreover, faculty must not use university stationery for this purpose.

**Printing and Copier Policy:**

Faculty members should not print out students’ homework or tests on the printer. Students have 500 copies available to them via TigerLan. They can swipe their ID’s and cover this cost. All full-time faculty are allowed 1,000 copies per year. Copies in excess of the 1,000 will be charged to each faculty member. Please remember: always log off the copier when you are finished.  You are responsible for all copies being made on your account number.

Copies of major tests and exams for first- and second-year courses, in particular those with multiple sections, are to be made only through Tiger Copy and Graphics.

When making copies of a test using the departmental copier, the instructor must inform the administrative associate of the Department at the time he/she is making the copies of the number of pages, and the number of students.  Do not wait until later to provide such information. All copies should be made double-sided.  With approval of the chair, the instructor will receive credit for these numbers, which will not be included in the allotment of 1,000 per academic year.

At least three working days in advance, send the department secretary an electronic copy of the exam (PDF format), indicating how many copies need to be made, and when the first day of testing will occur.  The secretary will complete the paperwork required by Tiger Copy and submit the request.  For multiple-section classes, only one request should be submitted for all sections with a common exam.  If the exam is exclusively for one faculty member, the faculty member’s name should appear on the document.  In all cases, the prefix and course number should be indicated on the first page of the document.

All documents will be printed double-sided.  The person submitting the exam should indicate whether or not they themselves will pick up the copies. If you are submitting an order for an exam that has multiple instructors/sections, it is possible to request that the copies be packaged in groups.  For example, if there are 10 sections of 30 students, they will prepare 10 packets of 30 tests each.  If you want to take advantage of this, make sure you let the secretary know the breakdown when submitting your order to her.

Tiger Copy has indicated that in most cases, it can complete the copying within 24 hours.  However, that cannot be guaranteed. When informed that the copies are ready for pickup, Patricia will in turn inform the faculty member.

Syllabi should no longer be copied for students.  Faculty should provide syllabi on e-courseware and/or email the document to students in their classes.

Faculty needing to make copies for departmental events should consult with the chairman or the administrative associate if the event requires making large numbers of copies, color copies, posters, etc. Do not use the copier for duplicating materials other than tests for your classes.  If you want to provide students with materials, then you should use the copier as a scanner, and either email the materials to your students or post them on e-courseware.  The Department simply can no longer afford to be providing students with hard copies of materials.

**Travel Policy:**

The Department of Foreign Languages and Literatures uses Shared Service Center for domestic and international travel requests. All faculty should adhere to the following procedures and recommendations:

* Start the process at least 14 days prior to your departure date for domestic travel.
* For international travel, the request should be submitted in 9 weeks prior to the date of departure.
* Email all travel requests to the chairman (wjthmpsn@memphis.edu) for approval. Send one email per trip request and copy the Department’s administrative associate on the email (grluttmn@memphis.edu).  Attach your acceptance letter or program to theemail.For non-tenured faculty, if you are using Startup Funds inform the chairman accordingly. For the Spanish faculty, notify the chairman if the Vista funds are being used.
* All international travel requests must include a breakdown of how the total amount requested is determined. (i.e. airfare, accommodations, registration, and food). You will need to include this breakdown in the “Message Detail” box on the Shared Services ticket. The Provost office will not approve requests without this information.
* Once the chairman has approved your travel request, the Department’s administrative associate will send you the index # that you will need to include on the ticket.
* The link to the Shared Service Center website is http://bf.memphis.edu/ssc/ and the link to the instructions is http://bf.memphis.edu/ssc/travel\_instructions.pdf
* When completing the ticket, you will need to list the conference name and not just say “attending conference.” Also, remember to fill in all the fields where there is a (\*). These are required fields.
* In last box (Message Details), upload a copy of the conference brochure, put any details (ex: name of hotel, hotel conference rate, etc). If the conference brochure is not in English, you will need to translate it.You must enter something in this box before the system will let you submit the ticket.
* Be sure that your departure and return dates match your airline and hotel receipts.  If there is a discrepancy, you will need to add a justification to your claim.
* When you return from your trip, scan and upload your receipts to the previous ticket that you submitted to Shared Services. Shared Services will create your claim form.
* Original receiptswill need to be attached to the claim form that Shared Services has prepared and submitted to the Department’s administrative associate for approval. Please hold all receipts for a trip and submit them at one time when you submit the claim form.
* Receipts need to show the last four digits of your credit card number as the method of payment or you will need to attach your credit card statement. Claims will not be reimbursed without this information.
* Make sure your address in “myMemphis” is correct.  This is under the employee tab.
* Direct deposits are strongly recommended.  This allows you to get the reimbursement sooner.  The form will need to be submitted to the Accounting office, Administration 275.  The form is on the Shared Services center website (link above).
* Make sure to state in your in “Message Box” that you will be reimbursed for only the approved amount.
* Charges for trip insurance or insurance for rental cars will be reimbursed.
* Internet travel sites such as Expedia, Travelocity or Kayak can only be utilized to purchase single travel services such as an airline ticket.
* Internet travel sites cannot be used to purchase a package of more than one travel services.

**BEST PRACTICES**

**Classrooms:**

Please turn projectors off, and lock and alarm the smart classrooms in which you teach.

**Supplies:**

Please be frugal in your use of paper and supplies. See Patricia for these items.

**Vandalism:**

Please note if things are missing from your office. Call Police Services (678-4357) and make a report. Lock your office when unattended.