TEACHING POLICIES AND PROCEDURES

DEPARTMENT WEBSITE

Please acquaint yourself with the English department website (www.usm.edu/english). It includes important information about program requirements, faculty, upcoming events, current and upcoming courses, student organizations, departmental awards, and instructor resources. The “composition” page of the website includes sample syllabi and assignments for composition courses, as well as numerous teaching resources and ideas. Please contact Danielle Sypher-Haley with questions regarding the website.

UNIVERSITY EMAIL

All faculty, students, and staff at the University of Southern Mississippi are required to activate and use their USM email accounts for all official correspondence. Once activated, it is easy to arrange for USM email to automatically forward to a secondary account. In addition, instructors are encouraged to require their students to use their USM email accounts so they can email students via SOAR. For additional information regarding how to activate your USM email, contact the iTech Help Desk at 266-4357 or go to the English Department Graduate Quick Links page and click “Email Forwarding.”

ENGLISH GRADUATE/ADJUNCT LISTSERV

All graduate and adjunct instructors are expected to subscribe to the graduate listserv with a current email address. Vital information about teaching, courses, and administrative expectations is shared through the listserv, and it is essential that you check for messages regularly. You can sign yourself up on the Graduate Quick Links web page under “Grad Listserv.” Once you have signed up for the listserv, you may post to it by emailing English.grads@usm.edu. Please note that your postings must originate from the email address under which you signed up. If you have any trouble posting to the listserv, please contact Danielle Sypher-Haley.
ADMINISTRATIVE COMMUNICATION

If you are contacted by the upper administration (Office for Disability Accommodations, the Vice President for Student Affairs, or the Dean of Students) regarding a student in your class with requests that seem out of the ordinary, please contact Joyce Inman or Monika Gehlawat (or Damon Franke for Gulf Park instructors) prior to responding to the request so the department can provide advice and support regarding the individual situation.

OFFICE HOURS/STUDENT CORRESPONDENCE

Instructors are required to hold a minimum of one office hour a week per section taught in order to be available to students. **Office hours must be held in assigned offices** on the third floor of the LAB. Instructors teaching online are expected to hold office hours via BB IM. In addition, all instructors are expected to respond to student emails within 48 hours. Students should be informed that instructors are not available by phone—email only. Instructors may set up Google Voice accounts if they are interested in providing students with a phone number for contact. Instructors should not correspond with students regarding professional USM matters via text messaging or social media even if invited to do so.

INSTRUCTOR ABSENCES

If you must miss classes due to illness or professional obligations, arrange to have a colleague proctor your courses. If this is not possible, you are responsible for emailing your student roster to inform students that class is cancelled. In addition, please notify the English department staff at English@usm.edu with your class name, section, time, and room number so that they can post a sign on the classroom door (or damon.franke@usm.edu for Gulf Park instructors). If you must miss more than three course periods in one semester, you must speak to the Chair or the Director of Composition to make appropriate arrangements.
COURSE AND SYLLABUS REQUIREMENTS

First-semester, graduate-assistant instructors at the University of Southern Mississippi use common syllabi, which are provided during orientation the semester the instructor is enrolled in ENG 690. Instructors should add contact information, office hours, and office location to the standard syllabus, in addition to making approved modifications to personalize the syllabus appropriately.

Graduate-assistant instructors who have completed ENG 690 successfully and instructors of all ranks are encouraged to develop syllabi that allow them to teach to their particular pedagogical strengths. Instructors teaching ENG 101 must use the department-approved textbook. Those teaching ENG 102 are required to use one of the five textbooks adopted by the department textbook committee. In addition, all first-year composition courses must adhere to the following guidelines: 1) meet the learning outcomes developed by the department; 2) include four primary writing assignments that clearly meet these outcomes; 3) use a portfolio system of assessment; and 4) include the syllabus components listed below. Instructors may view sample syllabi on the English department’s Composition webpage.

Graduate and adjunct instructors teaching non-FYC courses (ENG 99E, 100E, 203, 332, 333, etc) are required to meet with the faculty mentor for those specific classes regarding course content requirements.

FIRST-YEAR COMPOSITION COURSE REQUIREMENTS

Composition I

Instructors teaching Composition I must include four primary writing assignments: a personal essay, an expository/argument essay, an analytical essay, and an essay that requires synthesis of source materials provided by the instructor or student-collected field research (but not academic research). Sample assignments might include the following: a learning or literacy autobiography, a photo/memory essay, an image analysis, a critical analysis of a reading, a profile assignment, a proposal, a problem/solution essay, an argument essay, a mini-ethnography, a review essay, and/or a synthesis essay. All Composition I courses must conclude with a portfolio.
requirement. The portfolio should include a reflection essay and two samples of revised student writing (one of which must engage source materials).

Composition II

Instructors teaching Composition II must include four primary writing assignments. These assignments must include a rhetorical analysis, a critical response or synthesis essay, and a significant research project that is broken down into a minimum of two major writing components. A traditional version of this research assignment might involve a research proposal, an annotated bibliography, and a 7-10-page research essay. Alternate versions of the research portfolio are optional, but the instructor must be able to show (via student writing) that students have learned traditional academic research methods and have demonstrated a clear understanding of how to use research in their writing projects. Multi-media/multi-genre assignments are appropriate but must incorporate significant amounts of writing to ensure student success. All Composition II courses must conclude with a portfolio requirement. The portfolio should include a reflection essay and two samples of revised student writing (one of which must be the research project).

REQUIRED SYLLABUS INFORMATION FOR ALL COURSES

- Instructor name
- Instructor office hours (Note: Instructors must hold at least 1 office hour per week per 3-credit class)
- Instructor contact information (USM email address, USM office location, see Student Correspondence policy for additional information)
- List of required materials for course (textbooks MUST be from the approved textbook list)
- The department’s course description
- GEC learning outcomes
• The department’s established learning outcomes
• Descriptions of assignments, including the grade weight for each assignment (Note: If assigning a grade for class participation, please clearly delineate requirements for that participation)
• Explanation of grading policy that also refers to the departmental Standards for Evaluating Student Writing
• Programmatic assessment note
• The composition program absence policy that is consistently applied to all students
• A plagiarism policy that also directs students to USM’s statement regarding academic honesty
• A specific policy regarding late work that is consistently applied to all students
• A statement regarding BB 9.1 access
• The approved statement regarding accommodations for students with special needs
• The approved statement regarding both the University Writing Center and the University Speaking Center
• A tentative schedule of assignments and activities, including due dates for all major assignments

All instructors are required to submit their syllabi and office hours to the department office by the end of the first week of class every semester. You will receive an email through the listserv with instructions on how to upload your syllabi.

ONLINE COURSE AND SYLLABUS REQUIREMENTS

Instructors teaching online courses for the Department of English are required to adhere to all of the above policies. In addition, instructors teaching online courses must adhere to the following guidelines:

• Use the BB platform for all elements of the course and
adhere to the University’s social networking policies

• Participate in BB training sessions offered through the Learning Enhancement Center or provide evidence of experience teaching online courses via the BB platform

• Provide clear instructions regarding the nature of an online course on the course syllabus

• Require students to submit quizzes, essays, and exams via the BB platform for archival purposes

• Provide regular and consistent instructional content in the forms of scheduled online chats/lectures, videotaped lectures, detailed slideshows, and/or other appropriate delivery methods

• Hold an online equivalent of office hours using BB IM for students that allows for easy and regular contact

• Respond to student emails within 24 hours whenever possible

Finally, please take time to read the CCCC Statement on Principles for Online Writing Instruction of writing at http://www.ncte.org/cccc/resources/positions/owiprinciples.

BB 9.1 SUPPLEMENTAL SHELLS

All instructors are required to activate supplementary course shells for their classes, where they can post syllabi, assignments, provide links to additional materials, and provide other course information and resources. Instructors teaching any composition course (100E, 101, 102, 332, or 333) who do not provide supplementary materials to students are still required to activate course shells in order to collect final portfolios at the end of the semester for the purpose of assessing and archiving student portfolios. To activate a supplemental shell for your course, please go to the Graduate Quick Links page and click “Blackboard Shell Set Up.”

ADDING STUDENTS
Due to the high demand for composition and world literature courses every semester, it is likely you will be contacted at some point by students hoping to be added to your course, even though it is full. As a matter of department policy, we do everything in our power to keep the enrollment caps of our courses as low as possible. Therefore, we will not add students beyond the current enrollment cap of 24 for composition courses and 35 for world literature courses.

If students who wish to be added come the first day of class and you have students on your course roster who are not in attendance, you have two options. You may tell them to keep checking SOAR several times a day, as these non-attending students may very well drop. In other words, diligent, unregistered students may be able to “add” themselves into a section on their own. You should also make it clear to unregistered students that even though you cannot guarantee them a spot, they must attend every class meeting and complete all homework assignments or they will not be allowed to add the course. In addition, you may create a waiting list for the course and if you have a student who is clearly diligent, and adding them to your course will not push your enrollment over the 24 (or 35 for 203) student cap, you may email English@usm.edu with the student’s name and student ID number and request that the student be added to your class.

After the first two weeks of class, students must complete an official university “Permission to Add/Drop” form to add your class. Add/Drop forms are available in the Registrar’s Office or Student Services. They must be completed in their entirety and signed by the student, signed by the instructor and department chair, and then taken by the student to the Registrar’s Office. **Under no circumstances are you to add students beyond the enrollment cap.**

**DROPPING STUDENTS**

Students may drop classes via SOAR until the add/drop dates listed for each semester. After that, they will need to use Add/Drop forms to drop the course. If a student requests to drop your class, assign a WP or a WF as a final grade. See the section “Grading Policies and Procedures” regarding WP/WF assignments for additional information. If you have questions about this policy, please
contact the Director of Composition.

PHOTOCOPIES
To print syllabi, assignments, and vital course information, complete the mach form located on the department website under “Print Request” or submit a request to the Arts and Letters office on the Coast. Allow 24 hours for requests to be completed.

To have paper copies photocopied, please bring them to the copy room in the department office and fill out a copy slip.

The office will not copy longer readings, sample student papers, or copy materials longer than four pages. You may place these items on reserve in University Libraries and/or you may request office staff to scan the documents and provide you with a PDF file for electronic distribution, posting on Blackboard, or library e-reserve.

Please note that while the department will print materials you need for teaching, you are responsible for printing and copying materials for the classes you are taking on your own. Printers and copiers are available in Cook Library. Please do not ask the graduate student workers in the offices to print or copy unauthorized materials.

SEXUAL HARASSMENT
The university sexual harassment policy is as follows:

The University of Southern Mississippi, in its efforts to foster an environment of respect for the dignity and worth of all members of the University community, is committed to maintaining a work-learning environment free of sexual harassment. It is the policy of the University that no member of its community shall sexually harass another. Any employee or student who violates this policy is subject to disciplinary action. Sexual harassment is illegal under both state and federal law.

To address this policy, we recommend that no graduate student instructor meet with a student in any setting other than a professional, public one. If you encounter behavior you believe
might constitute sexual harassment (or any other form of discrimination), please contact the Department Chair, Dr. Eric Tribunella.

CONSENSUAL RELATIONSHIPS POLICY

There are special problems in any romantic or sexual relationship between individuals where one party possesses direct academic, administrative, supervisory, evaluative, counseling, or extracurricular authority over the other party. Such positions include, but are not limited to, teacher and student or assistant, supervisor and employee, senior faculty and junior faculty, mentor and trainee, advisor and advisee, counselor and client, teaching assistant and student, coach and athlete, and the individuals who supervise the day-to-day student living environment and student residents.

No University employee shall enter into or maintain any romantic or sexual relationships with students or with employees over whom they exercise any academic, administrative, supervisory, evaluative, counseling or extracurricular authority or influence. Similarly, no University employee shall exercise any academic, administrative, supervisory, evaluative, counseling or extracurricular authority over any student or employee with whom that employee had previously been involved in a romantic or sexual relationship.

BEHAVIOR PROBLEMS

In order to protect the University’s educational purposes and the university community, a student may be formally referred to the Office of the Dean of Students whenever there is a reason to believe that his or her conduct is significantly and consistently disrupting the teaching and/or learning of other students in the class. Instructors are encouraged to document student behavior by emailing english@usm.edu so that the department has a written record of classroom behavior issues.

Please see the university’s Classroom Conduct Policy webpage on the Provost’s website (www.usm.edu/provost/classroom-conduct-
policy) for more information. If a student’s behavior becomes impossible to manage inside the classroom, you should contact the Director of Composition or the Chair.

**GRADING POLICIES AND PROCEDURES**

**CLASS ROSTERS**

To view your class roster, follow the steps outlined on the English Department website. Click on “Quick Links” then “Graduate” then “SOAR Quick Links.”

**GRADE RECORDS**

In case grade disputes occur after instructors have left the university, instructors are required to submit an official copy of grades (including all indicators) to the department after submitting final grades at the semester’s end. Instructors who utilize University grade books may request them from the English department office.

**GRADING STANDARDS**

The composition program maintains a common set of grading standards for all courses, which are available from the Director of Composition and on the department’s Composition page.

**STUDENT PLACEMENT**

Every instructor of first-year courses is expected to assign an in-class writing assignment the first week of class in order to determine whether each student is registered for the writing course best suited to his or her needs. Instructors can access a copy of the diagnostic letter to present to students to present to students they feel may benefit from changing courses on the Composition page of the English department’s website. If you have any questions regarding these procedures, please contact the
PORTFOLIO GRADING

The composition program at USM uses a portfolio grading system that emphasizes steady improvement over initial success. At the end of the semester, students should submit portfolios online via BB. If instructors also require students to submit paper copies of their portfolios, they must be submitted directly to their instructor, either during the regularly scheduled exam period for the class, or on another day during exam week determined by the instructor. Please ensure that your students clearly understand where and when to submit their portfolios to avoid confusion and unnecessary strain on office staff. Students cannot submit portfolios to the office or to instructor mailboxes.

Instructors are not required to use a mathematical formula for determining final grades in their courses. However, whatever system you do choose to employ needs to be explained fully and in writing to students at the beginning of the semester, and must be applied consistently across the whole class. Instructors who have not explained the process by which final grades will be determined open themselves up to charges of capriciousness and arbitrariness in grading, and possible litigation.

PLAGIARISM

The university plagiarism policy is as follows:

When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the dean of students.

In addition to being a violation of academic honesty, cheating violates the code of student conduct and may be grounds for probation, suspension, expulsion, or all three. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.

As a matter of program policy, instructors are not required to
automatically fail students for the course in the event they have been discovered plagiarizing (but this is certainly an option if the instructor feels it is appropriate). Instead, you may resolve the matter in whatever manner you deem appropriate, provided you use a consistent policy with all students enrolled in your class. Instructors are required to include their plagiarism policies on course syllabi. If in doubt about how to resolve a plagiarism case, the Director of Composition will assist you. In the majority of plagiarism cases, the program advocates the following protocol:

The instructor should meet with the student and address the issue. Students should receive a failing grade on the plagiarized assignment. In cases of what might be considered “unintentional plagiarism,” (the student was not attempting to mislead the instructor as to the source or author of the work), instructors may allow the student to rewrite the assignment. If the instructor does allow a rewrite, a deadline should be established. If the instructor and the student cannot agree on an effective resolution, they are required to arrange a meeting with the Director of Composition.

ENTERING GRADES

Instructors will receive notice regarding grade entry at midterm and the end of the semester. To submit final and midterm grades, follow the steps outlined on the English department’s SOAR help web page.

MIDTERM GRADES

At the University of Southern Mississippi, instructors provide grade reports for all students at the midpoint of the semester for retention purposes. Prior to midterm, all instructors are expected to have returned at least one major, graded assignment to students. Instructors are required to average current course grades as midterm indicators; however, instructors should impress upon students the fact that their midterm grade only includes certain grades, and they will have significant opportunities to revise their work and therefore raise or lower their grades prior to the end of the semester.
FINAL GRADES

During the final week of each semester, instructors file grade reports on SOAR. The deadline for submitting final grades is 9 a.m. on the Monday after final exam week. It is your responsibility to ensure that all your grades have been successfully submitted before this deadline, and failure to do so can have serious consequences. If you will be leaving for the semester or summer break, please make sure your contact information has been updated with the department staff so that you can be reached should questions or problems arise.

EXPLANATION OF GRADES
A-D = pass (ENG 101 and 203)
A-C = pass (ENG 102)
F = fail
WP = withdraw passing
WF = withdraw failing
I = incomplete
NA = not attending

NOTES: An incomplete may only be assigned when a student has finished 80% or more of the coursework but needs more time for medical or other legitimate reasons. He or she and the instructor will decide on a deadline collaboratively, but if the student has not completed the coursework by the end of the following semester, the incomplete will become an F. The department strongly discourages the awarding of incomplete grades by graduate and adjunct instructors.

In addition, a final grade of NA should be assigned to students who have failed to attend two-thirds of the class. Students who complete the majority of the class and choose not to attend later in the semester should be assigned a failing grade.

Please be judicious in awarding students grades of WP. A WP grade should only be awarded if the student is passing the class at the time of withdrawal or legitimately has the opportunity to achieve a passing grade at the time of withdrawal.
CHANGING GRADES

After final grades have been reported, the only way to make a grade change is to request a change of grade through your SOAR faculty center. You will be asked to provide the student’s ID number, the course number and section, the new grade, the previous grade, and a concrete justification for the change. You can access information regarding how to complete your request on the department’s SOAR Quick Links page. Change of grade requests should only be submitted in warranted circumstances. Requests are not always approved, and the instructor may be asked for additional information regarding the request from either the Chair or the Dean.

DEALING WITH GRADE DISPUTES

Students who have questions or concerns about their final grades in a course have the right to discuss the matter with their instructors up to two semesters after the semester ends. If a student still has questions or concerns about a final grade after meeting with the instructor, he or she can make an appointment to discuss the matter further with the Director of Composition or the Coast Coordinator. For this reason, it is important to keep precise records of all grades given, and to document carefully any conversations you have with your students about their final grades. If you have a student who wishes to contest his or her final grade after discussing the matter over with you, please notify the Director of Composition or the Coast Coordinator as soon as possible, and prepare to submit a folder containing all records pertinent to the case. Occasionally, grade disputes occur after an instructor leaves USM. In these cases, the department relies on portfolio and grade distributions submitted at the end of each semester to make decisions.

FERPA

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members
may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, or the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to control the disclosure of information from their records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from such records.

Under no circumstances should you disclose grade information or any other personally identifiable records you keep over the course of the semester to anyone other than the student, or to designated University officials or their representatives. If anyone contacts you to discuss the grades of a student (including parents, advisors, or other faculty members), you should notify them that FERPA regulations prohibit you from disclosing such information, and ask them to contact the Director of Composition. Student athletes are an exception, as they are required to sign a letter of consent regarding the University’s access to their academic records.

Instructors are not to contact students regarding their grades via social media or post about students or their work (whether or not the work is anonymous) on social media outlets. In addition, please note that it is a FERPA violation to have any student work, graded or ungraded, in an unattended office space.

END OF SEMESTER POLICIES AND PROCEDURES

Near the conclusion of each semester, all instructors will receive an email reminding them of their end-of-semester responsibilities, which include:

• Entering final grades in SOAR
• Submitting unclaimed portfolios to department in labeled
• Submitting a copy of grade rosters for each class taught, including indicators

PORTFOLIO RETURN PROCEDURES

Instructors who require students to submit non-electronic portfolios are expected to deliver any portfolios not returned to students at the end of the semester to the office to be destroyed. Instructors are required to remove portfolio materials from folders and remove staples from each portfolio to assist in this process. Instructors are strongly encouraged to rely solely on electronic submission of portfolios.

PORTFOLIO ASSESSMENT PROCEDURES

For programmatic review purposes, multiple sections of 101, Expanded Comp, 102, 332, and 333 are randomly selected each semester for assessment. If a class you are teaching has been chosen for assessment, you will receive notice indicating which section and students have been selected for institutional review. In such cases, you will need to email a copy of the designated portfolios prior to grading to the assessment collection email address. Instructors will receive complete instructions regarding the submission of student work to be assessed at the time of selection. Instructors are expected to follow the guidelines established by the department regarding this process.

Keep in mind that these assessments are intended solely to improve the quality of the curriculum as a whole; all information that might be used to identify individual students and their instructors will be removed from portfolios prior to their assessment. Instructors are required to include mention of portfolio assessment on course syllabi.

VIEWING COURSE EVALUATIONS

For information on how to access and print your course evaluations, see the English Department’s SOAR Quick Links.
ADDITIONAL RESOURCES AND INFORMATION

INSTRUCTOR MENTORING PROGRAM

The Instructor Mentoring Program is designed to ensure that all graduate and adjunct instructors receive mentoring in regard to their classroom pedagogies.

Instructors are assigned a different faculty mentor each year in effort to expose instructors to faculty members with a wide variety of expertise. Faculty mentors will discuss your teaching experiences and make plans to observe your classes. Additionally, your faculty mentor will observe your class at least once each year. Instructors must provide their mentors with one copy of a syllabus for each class taught. You may also submit other course materials (e.g. exams, assignments, graded work, etc.) to be evaluated by your mentor.

The goal of the program is to provide instructors with the insight necessary to be effective and professional teachers of various forms of writing and literature. The resulting evaluations will be used, in part, to determine the following: 1) instructors who should receive recognition for exemplary teaching; 2) instructors most deserving of summer employment; 3) instructors who should be considered to teach higher level courses; 4) instructors who may require substantive assistance in order to be more effective in the classroom; and 5) instructors who may need to be re-evaluated in terms of their assignments.

COUNSELING SERVICES

Student Counseling Services provide quality services to Southern Miss students by promoting sound mental health and the coping skills necessary for successful pursuit of their educational and life goals. All enrolled students may use the counseling services, and six sessions per semester are free of charge for all students. For more information or to schedule an appointment, please call 601-266-4829 or email counseling@usm.edu. You can also obtain more information about services by visiting: www.usm.edu/
counseling.

If a student appears to be at imminent risk of harming him or herself or others, or appears to be dangerous in any way, call the University Police Department at 601-266-4986 or 911.

**CAMPUS ACTION REFERRAL AND EVALUATION FORM**

The Southern Miss C.A.R.E.S. form is for use by any USM community member when a student appears to have an emotional issue that causes concern. The intent of a student’s referral to the C.A.R.E.S. system is to facilitate appropriate intervention and is not intended to serve as a disciplinary tool. While many students are willing and able to seek help for emotional issues on their own, there are some who may need some assistance. If you have a student you feel needs intervention or should be referred to the C.A.R.E.S. system, please contact the Director of Composition immediately. You can access information regarding C.A.R.E.S. and an anonymous intervention form at www.usm.edu/cares.

The University Police Department is part of the CARES program, and below is a list of safety suggestions from University Chief of Police, Bob Hopkins:

1. **Sign up for Eagle Alert at** [www.usm.edu/safety/eagle-alert](http://www.usm.edu/safety/eagle-alert).

2. **Go to** [www.usm.edu/police](http://www.usm.edu/police) **and watch our “Active Shooter” video and also review our “Work Place Violence” information. You must enter your employee ID# including the w to view the video.**

3. **Review any action plans that you may have and make necessary changes if need be. Go over these plans with employees or during department meetings.**

4. **Faculty and staff should familiarize themselves with their work and class areas as to exits available, if classroom/office doors are lockable, any windows accessible for escape; and avenues of exiting from the building, hiding places, phone locations, etc.**

5. **Faculty should consider as a part of their syllabus discussing the active threat [action plan] at the beginning of the first class meeting and encourage all to view the video and sign up for “Eagle Alert.”**

6. **Utilize C.A.R.E.S. by reporting possible student concerns to** [www.](http://www.)*
usm.edu/cares and go to “Red Flag” or call 601.266.4829.

7. Communicate! Our best tool for prevention of these types of incidents is communication. Information regarding potential threats to the campus community must be shared with the University Police so a possible threat can be assessed and necessary action taken.

EARLY ALERT SYSTEM
Faculty and staff can use the Early Alert system to report academic concerns regarding students, such as a student’s sudden drop in grades or lack of attendance. Instructors have access to the Early Alert system on their SOAR page. After clicking on the Early Alert link, faculty and staff will need to use their SOAR login ID and password to access the Early Alert Form. The student’s name and ID number will need to be entered on the form. Once the form is completed and submitted, the appropriate area will be notified (i.e. department for academic problems, counseling center for emotional problems), and the reporter will be notified by email that the student is receiving assistance. For additional information regarding how to use the Early Alert system, see the English Department SOAR Quick Links page.

DISABILITY SERVICES
The University of Southern Mississippi is committed to providing equal access to its programs, services, and activities for people with disabilities. The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If you or a student needs help diagnosing, documenting, or receiving accommodation for a disability, please call 601-266-5024 (TTY: 601-266-6837).

Each instructor is required to include the ODA statement on the course syllabus. If instructors have questions regarding how to make necessary student accommodations, they should contact the Director of Composition. If requests for accommodations are out of the ordinary (note takers, additional time on exams, etc are considered commonplace requests), please contact the Director of
Composition and copy English@usm.edu prior to responding to the student or administrator requesting the accommodations.

**LOCKED ROOMS**

If you find your classroom locked at your assigned teaching time, contact the Locksmith Foreman, Eddie Glasscock, at (601) 266-4434 or the campus police at 6-4986. If the class meets in LAB, you may request a key from the department staff.

**CHANGE OF ROOM REQUESTS**

If you encounter a serious problem with the condition of your classroom, contact the Darcie Conrad about filing a room change request with the Registrar. You can email your request to English@usm.edu or speak directly with the Assistant to the Chair.

**RESERVING EQUIPMENT**

If your lesson plan requires specific equipment not included in your classroom, you may contact Equipment Services in McCain Library, Room 100-A. To fill out a request form online or view a full list of available equipment, visit the English Department Graduate Quick Links page and click on “Equipment Rental.”

**LIBRARY TOURS AND LIBRARY INSTRUCTION**

The librarians and staff at the University Libraries are committed to providing all faculty, students, and staff at the University with assistance accessing and using the wide range of resources and materials available. If you would like to schedule a tour for yourself or your students, or arrange to have special instruction for your classes, please contact an instructional librarian directly at 266-4249, or visit www.lib.usm.edu/services/instruction_and_workshops.html.

**THE MULTIMEDIA WRITING STUDIO**

Located in LAB 334 in Hattiesburg, the studio is a computer
facility specifically designed for composition students and instructors. The studio is equipped with workstations, loaded with a host of web design, image, video and audio processing software. In addition, a limited number of video cameras, laptops, and microphones are available for students enrolled in English 333 to check out for use with their final group projects. Instructors of any composition course may reserve time to meet with their classes in the space. Additionally, certain hours will be designated each week for instructors who wish to work on planning and developing multimedia components for their course. By special permission, equipment may also be checked out to instructors for course development and special projects. For more information regarding use of the studio, contact the Director of Composition.

EMPLOYMENT RENEWAL POLICIES

Please note that renewals of assistantships and adjunct employment are not automatic. Rather, they are contingent on your satisfactory performance in your various teaching and research assignments. If you are teaching, the department expects you to meet all of your classes on time, to keep regular office hours, and to behave responsibly and professionally. Instructors who do not follow the policies and procedures designed to protect their students and themselves are at risk of losing their present and future appointments. We expect you to conduct yourselves professionally and in accordance with University policies in your interactions with colleagues, students, faculty, and staff.

In addition, while we do our best to accommodate requests regarding teaching assignments, often it is not possible to grant such requests.

SUMMER EMPLOYMENT

All graduate and adjunct instructors who hope to be employed during the summer semester must apply, but the department cannot guarantee summer employment.
CONTACT INFORMATION 2013-2014

Dr. Eric Tribunella, Chair
LAB 348; eric.tribunella@usm.edu

Dr. Monika Gehlawat, Director of Graduate Studies
LAB 368; monika.gehlawat@usm.edu

Dr. Luis Iglesias, Director of Undergraduate Studies
LAB 327; luis.iglesias@usm.edu

Prof. Steven Barthelme, Director of the Center for Writers
LAB 369; steven.barthelme@usm.edu

Dr. Joyce Inman, Director of Composition
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