

Classroom Procedures and Policies
University of Minnesota-Twin Cities
Department of English

Welcome to the English Department! We are pleased that you have chosen to study with us. Our department has one of the most wide-ranging and diverse set of course offerings at this university, and we want to help every student to fulfill his or her educational goals. As teachers and researchers, we work hard to give you the best education possible, but we need your help to make our classes succeed. Learning is a two-way street, and we expect our students to be active, involved participants. What does it mean to be an active student? Come to class prepared to ask questions; give yourself time to read assignments two or three times; be creative with your writing; write notes to yourself in your books; debate (respectfully) with your teacher; and learn to love our library. Above all, get to know your teachers: we are eager to meet you. If you need any additional information about the English Department, please visit our web site at <http://english.cla.umn.edu> and just click on whatever program you have questions about (for example, Undergraduate Studies, Creative Writing Program).

Attendance

Students should attend every class meeting, on time and prepared, and should remain in class for the duration of the class period. If a student misses the equivalent of one week of class with unexcused absences, his or her grade may be lowered. Once a student misses the equivalent of three weeks with unexcused absences, he or she may fail the course. Students are responsible for all material and assignments missed because of absence or lateness. See the CLA policy on excused absences at <http://www.cla.umn.edu/cgep/3.html>.

Computers

Instructors may require that you use a word processor or computer for some or all of your assignments. If you do not have access to the necessary equipment, you can use the University's public computer labs (one is in Walter Library). No usage fee is required, although there is a fee for printing. For assistance, contact ADCS Student Computer Facilities at <http://www2.publabs.umn.edu/index.html> (612-625-1300; 90 Shepherd Labs).

Conduct

“Student conduct at the University is governed by the Student Conduct Code, which prohibits disruptive conduct. All students at the University have the right to a calm, productive, and stimulating learning environment. In turn, instructors have a responsibility to nurture and maintain such an environment.” (CLA Classroom Grading and Examination Procedures, <http://www.cla.umn.edu/cgep/3.html>)

Contacting Your Instructor

You may contact your instructor by email, or by leaving a message in your instructor's mailbox. You can find email addresses in the University's on-line directory. The administrative offices of the department cannot take telephone messages for instructors.

You should check your email regularly for messages from your instructor or from the English Department. Please do not call your instructor at home unless he/she has expressly given the class permission to do so.

English Majors

All English majors and prospective majors are expected to be familiar with the English major requirements, policies, and other detailed information about the major available on the English Undergraduate web pages, <http://english.cla.umn.edu/ugrad/>.

Grades

Your instructor sets the requirements and grading criteria for specific assignments. The College of Liberal Arts has established a plus/minus grading system, with the following general standards for grades. See *CLA Classroom Grading and Examination Procedures*, <http://www.cla.umn.edu/cgep/3.html>.

A = Achievement that is *outstanding and unique*

B = Achievement that is *significantly above* the level necessary to meet the requirements

C = Assignment meets the *basic requirements* in every respect

D = Assignment meets *only some of the requirements* and is worthy of credit

F = Assignment *does not substantially meet the basic requirements*

At the end of the term, if you want your instructor to notify you of your final grade or return your final paper or other assignments to you, you should give your instructor a self-addressed envelope stamped with sufficient postage. Papers cannot be left in public spaces and grades cannot be posted. Students in Creative Writing classes can pick up their final portfolios in the Creative Writing Office (222 Lind Hall).

Incompletes

Grades of I (Incomplete) are not given except in the most extraordinary circumstances (for example, a medical emergency), which a student must be able to document, and only if little of the course remains to be finished. The student and teacher must make a written agreement concerning the conditions of the incomplete.

This form, Agreement for the Completion of Incomplete work

<http://www.class.umn.edu/forms/completionofincompletework.pdf> can be downloaded

here. See also *CLA Classroom Grading and Examination Procedures*,

<http://www.cla.umn.edu/cgep/3.html> for further information.

Non-Native Speakers

The College of Liberal Arts offers the following services for non-native speakers:

A tutor who specializes in assisting non-native speakers is available in the Center for Writing <http://writing.umn.edu/sws/index.htm>. There are special non-native speaker sections of some Writing Studies (WRIT) classes. These classes are smaller, and are taught by instructors who are very knowledgeable about the writing difficulties that non-native speakers face. If your first language is not English, you may wish to seek guidance by talking with Sheryl Holt, the department's Coordinator of Non-Native Speaker sections 306C Lind (624-4524).

Scholastic Dishonesty

The English Department will not tolerate scholastic dishonesty in any form. “Scholastic dishonesty is any act that violates the rights of another student with respect to academic work or that involves misrepresentation of a student’s own work. Scholastic dishonesty includes (but is not limited to) cheating on assignments or examinations, plagiarizing (misrepresenting as one’s own anything done by another), submitting the same or substantially similar papers (or creative work) for more than one course without consent of all instructors concerned, depriving another of necessary course materials, and sabotaging another’s work.” (CLA *Classroom Grading and Examination Procedures*, <http://www.cla.umn.edu/cgep/3.html>)

Student Writing Support

Please use the services of Student Writing Support (15 Nicholson Hall, 625-1893), Center for Writing <http://writing.umn.edu/sws/index.htm>! The center is staffed by writing consultants who will help you get started on a paper, provide commentary on drafts, and answer your questions about grammar and documentation. Tutors will not rewrite any part of your paper, and they will not edit or proofread for you. The Student Writing Support is not an editing or proofreading service; it’s a place where good writers get better. It’s best to make an appointment, but you may also drop in to see if a consultant is available.

Teaching Awards

We ask you to help us identify and award great teachers! Each year the Department selects one or more of its teaching assistants to receive an award for outstanding instruction. If you feel that your teacher has been especially effective in designing his or her course, in managing class sessions, in responding to your writing, and in helping you to improve, we ask you to nominate your teacher for this award. Please write a letter (alone or with a group of students who join in signing) that indicates the course and term, your teacher’s name, and specifically why you feel he/she deserves the award. Address your nomination to: Director of Undergraduate Studies, 207 Lind Hall, English Department, 207 Church Street SE, University of Minnesota, Minneapolis, MN 55455.

Contact Us

Director of Undergraduate Studies, 207 Lind Hall, English Department, 207 Church Street SE, University of Minnesota, Minneapolis, MN 55455. See the [Department of English <http://english.cla.umn.edu/contact/administration.php>] for other offices, telephone, and email information.