

Instructor Handbook

The Writing & Rhetoric Program

FIU

Arts &
Sciences

Department of English

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Welcome to the Writing and Rhetoric Program

Writing courses at FIU teach students to respond effectively in a variety of rhetorical situations. In our courses, students learn to read actively and reflectively, to think critically, and to understand that writing, reading, and thinking are interdependent activities. Faculty teach students to focus on the processes of discovering ideas, planning, drafting, and revising a text with a specific purpose and audience in mind. Our writing curriculum also stresses the importance of the finished product - content, logic, organization, style, and adherence to standard written English. Our pedagogical philosophy relies heavily on collaborative and active strategies, emphasizing traditional and electronic media.

The Instructor Handbook was created to familiarize Writing & Rhetoric instructors with course goals, procedures, and policies. Before you begin teaching please take time to review the handbook. Many questions you might have about your responsibilities are covered in the following pages. For example, you'll find details on office hours, creating syllabi, giving incomplete grades, and the academic misconduct process. You may also consult the Writing & Rhetoric website for sample assignments and syllabi at <http://english.fiu.edu>.

As a faculty member of the writing program, you will have many professional development opportunities in the form of presentations and workshops each semester. Try to attend these presentations and workshops as they surface. Not only will they enrich your experience as a faculty member at FIU, but provide the occasion for you to work with colleagues in the program.

Administration

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Contracts and Pay

In order to be added to the University payroll by the appropriate deadline, you need to complete several forms, including a direct deposit form, Form I-9 and a “sign-on” packet. To complete the forms, you will need a driver’s license OR US passport and social security card. Also, be sure that the department has a current resume or curriculum vitae on file for you as well as an official transcript from the institution where you earned your highest degree.

Forms can be accessed online at <http://www.fiu.edu/hr/signon/OrientationAdj.html>. Fill out and return employment forms to the English department. On Biscayne Bay Campus, you will be asked to take the sign-on papers and a copy of your contract to Human Resources.

Please note that contracts can and often arrive late, sometimes even after the semester has started. **This means that the first paycheck will be delayed.** An Adjunct Faculty member typically receives the first paycheck within four weeks of contract signing.

Adjuncts earn \$2500 per class.

Section 110.13 of the Florida Statutes, as well as University policy, mandates that ALL employees participate in the Direct Deposit Program as a condition of employment. Please complete the Direct Deposit Authorization Form included in the contract packet, attach a **voided** personal check and mail or fax to the EFT Section of the State Controller's Office. The mailing address and fax number are included on the form. You will need to pick up your first checks until your direct deposit goes through. Checks are available for distribution every pay day Friday and until the following Wednesday at the Division of Human Resources, PC 224, University Park or LIB 322, Biscayne Bay Campus, from 3:00pm to 4:30pm.

You are entitled to a photo identification card which also serves as a library card. Call the Division of Human Resources or ask your chair about obtaining a memo requesting you be provided an I.D. You will also need to purchase a parking decal in order to park on campus.

Classroom Policies

Attendance: Since composition classes are active learning classes in which students write and participate in collaborative activities, attendance is required. Ideally, students should attend 80% of class meetings. Your syllabus should indicate that absences affect students' class participation and homework/class work grades. They should be aware that they risk failing the class for excessive absences. When a student has missed four or five classes, the instructor should email the student to remind her/him of the absence policy and to suggest a drop.

Late Papers: Students must turn in all major assignments to pass the class. Remember there is a difference between an "F" and a zero. To tie attendance to student responsibility and learning, instructors may choose not to accept late homework or class work. If doing this, it's a good idea to drop one class work grade at the end of the semester to allow for unavoidable absences.

Gordon Rule: To fulfill Gordon Rule requirements for ENC classes, students must demonstrate college-level writing skills through multiple assignments. To meet this requirement, students should complete four major writing projects for a variety of audiences and purposes. In 1101, three of these projects (800-1,800 words in length) will be written in a multi-draft writing process, while a fourth project will offer students practice in timed writing contexts. In 1102, course work consists of four major assignments (1,000-2,000 words in length), also written in a multi-draft writing process. For each major assignment, students should receive peer and/or instructor feedback on at least one draft before the final assignment is due. A student must receive a "C" or higher to pass the class. Refer to the program website for more information on individual courses: <http://english.fiu.edu/writing-and-rhetoric/>

Assignment Sheets: It is program policy that instructors provide students with written assignment sheets for all major writing projects. Clear, meaningful assignments often lead to insightful responses and student investment. Vague or confusing assignments may frustrate students and distract them from the course's objectives. Assignment sheets may be posted to Blackboard or given to the student as a hard copy.

Blackboard

The Writing & Rhetoric Program encourages faculty to use a class management system to post syllabi, assignments, unit plans, resources, etc. FIU is in the process of transitioning from Moodle to Blackboard. As of Fall 2013 all fully online and web supported classes will use Blackboard. To request a Blackboard (or Moodle) course click here: <https://ecampus.fiu.edu/>

Class Cancellation

It should go without saying that a teacher must meet every scheduled class and should meet it for the entire scheduled time. On those rare occasions when professional obligations, an emergency, or illness require that you miss a class, notify the office staff and make provisions with an FIU faculty member for covering your class. If there is no one available to cover your class, make sure that the office staff is notified so they can post a cancellation notice outside your classroom. Never hire anyone else to teach a course to which you have been assigned.

Panthersoft

In order to access your class roster, schedule information, and final exam information, you will need to sign on to Panthersoft. Navigate to <http://panthersoft.fiu.edu> and click on Faculty & Staff and follow the directions for logging on. Please note that before you can log on to the Panthersoft System, you must get a Panthersoft ID and an FIU email address. Getting this ID may take a little bit of time. The department secretaries (Marta or Terese at BBC/Gretter or Ana Maria at MMC) can help you.

Overrides

We do not grant overrides in our Writing & Rhetoric courses. We need to keep classes at teachable numbers. The caps on our classes are too high already. Please explain the reasoning for the policy to your students.

Components of a Course Syllabus

These components are university policy. Ideally, you should acquire a Blackboard or Moodle account and post your syllabus online. Otherwise, you should arrange copies (double-sided, if necessary) to pass out to your students on the first day of class.

1. Identifying Information. Include basic information, such as your name, year and term, office address, course and section number, classroom location, class time, course prerequisites, your email, your office phone number and office hours. (Instructors should hold 1.5 hours for each three hour class).
2. Course Description/Rationale. (Numbers 3 and 4 below may be a part of your description/rationale.)

3. Course Objectives. What should the student learn in your course? Explain the basic skills that will be required of the students at the end of the semester.
4. Course Methods/Strategy. What will you do to help students meet course objectives (lecture? conference? workshops? Discussion?)
5. Course Materials. Include the author, title, edition, and publication information for each text; including information about supplementary materials and where the course materials are available (e.g., book store or on reserve in the library).
6. Course Policies. Include information on the following:
 - a. Attendance. Be sure to clearly identify the attendance policy on the syllabus. See Attendance, under Classroom Policies.
 - b. Tardiness.
 - c. Late papers: What is your policy on make-up exams? on late work? It's a good idea to accommodate legitimate, verifiable cases of illness and emergencies and you must accommodate religious holy days. See Policies section of the Faculty Handbook.
 - d. Paper Format and guidelines for citation (MLA recommended).
 - e. Academic Honesty: Make sure you define cheating and plagiarism for your classes. Do it on the syllabus if possible. Plagiarism is a special problem, since it sometimes occurs through an unintentional misuse of outside sources. The widespread availability of material on the Internet has added a new dimension to the problem of plagiarism. Make sure that your students understand that plagiarism and cheating are serious offenses punishable by expulsion from the University. It is a good idea to have them sign an Academic Misconduct Agreement at the beginning of the semester. This agreement can be found in The Everyday Writer Handbook. The section on "Academic Misconduct" in the annual Student Handbook also defines plagiarism and cheating. It is imperative that you read this section of the Student Handbook since it explains in detail the procedures for disciplining a student who is caught cheating. The handbook is available in the Student Affairs Office (305-348-2797). Academic misconduct is discussed in more detail in the Policies section.
 - f. Other Course Policies—Do you require that students revise all essays? Do you require students to edit their graded essays and then return the edited copy to you before recording the grade?
7. Course Requirements and Grading. Provide brief descriptions of the work required in the course; include information on formal writing assignments, revision assignments, informal writing assignments, homework/class work, and participation. Indicate the percentage weight of each assignment for the final grade. It's inadvisable to change your grading policies after the syllabus is

distributed, but if for some reason you need to do so, inform your students of the change.

8. Schedule. Provide a schedule of major course activities so that students will be able to plan their semesters and budget time appropriately.
9. Grievance Procedures. Please note on your syllabi that if students have concerns/questions about their ENC classes that they are not able to resolve with you, they should contact Kimberly or one of the associate directors (Robert Saba at MMC; Cindy Chinelly at BBC)..

You are required to provide your students with a syllabus at the beginning of the term. Students want to have some idea of what is expected of them in a course; a syllabus provides that information. Most student grievances against faculty members are a result of misunderstanding over faculty expectations.

Textbooks

All ENC courses use a common handbook, Andrea Lunsford's *Everyday Writer, Customized for FIU*. ENC 1101 and ENC 1102 use a standardized text, *The Allyn and Bacon Guide to Writing, Customized for FIU*. Desk copies are available in the English department. Textbook orders for the *Everyday Writer* and *The Allyn and Bacon Guide to Writing* are done in bulk. Instructors will not need to make individual bookstore orders for ENC 1101 and ENC 1102.

For all other ENC courses, instructors are required by Florida state law to place textbook orders through the bookstore. Book order forms can be accessed online at <http://fiu.bncollege.com>. Please note that if you teach at the MMC Campus, you should submit your order online. At BBC, you can give your order form to Terese.

Photocopies

The Dean's Office has asked us to preserve photocopying expenses. Only exams and syllabi can be photocopied. Copy jobs should be submitted to the department secretaries. Due to the high volume of copy jobs at the start of each semester, please allow at least three business days for the completion of your job.

Other Options:

- Place your syllabi and other course materials on the web or in BlackBoard.
- Use library reserve. Guidelines for course reserves can be found here: <http://library.fiu.edu/AboutUs/LibraryPolicies/CourseReserves.aspx>

Final Examinations

To avoid exam conflicts for students, final examinations must be given during the week following the last day of classes during Fall and Spring semesters. Do not give final exams during the last week of class. Schedule your exams according to the official final exam schedule, which can be found in each semester's Schedule of Classes. Summer semesters do not have final examination periods and course examinations may be given at the discretion of the faculty member teaching the course.

If there is no required final exam in your ENC class, use the final exam week to conference with students, collect portfolios, or give an extemporaneous essay that counts towards the final course grade.

Grades

New F0 Grade: The Faculty Senate approved the addition of a course grade of F0 (F zero). An F0 will be given to students who both earn a failing grade based on course standards and who fail to complete at least 60% of the course requirements or fail to attend at least 60% of class sessions. An F0 equals zero grade points per credit hour and is a permanent grade. Each instructor will adopt standards appropriate to his or her course in determining the assignment of this grade.

"This is very important to students who are on Financial Aid. A student who stopped attending at a point after completing 60% of the course should NOT be given an F0 and therefore risk losing their financial aid for that course. They should be given an "earned" F. Put another way, a student who completes at least 60% of the course or attends at least 60% of the class should NOT be given an F0."--Dr. Joyce Peterson, Associate Dean

Be sure that you understand the University grading system. The definition of each grade and the number of points it earns is explained in the University Catalog. Most courses use a conventional letter grading system (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F), but some courses are taught on a pass/fail basis. In some cases, students can elect to take a course for letter grade or pass/fail. You should review the grading options of students on your grade roll and ask students to verify the option selected the first week of classes.

If a student's name does not appear on your grade roll, notify the student, so that he/she can contact the Office of Registration and Records to obtain a Course Registration Correction form. If the name of a student who has not been in your class appears on your grade roll, the Registrar recommends assigning that student an F. If there is a registration error, the F will prompt the student to contact the Registrar; if the student enrolled but never attended, the student has (unfortunately) earned the F. Non-attendance and non-payment do not constitute a drop. Sometimes students fail to pay for a course thinking this will automatically delete them from the course roll. This works only if the student is taking just that one course.

Make sure students understand that a C- is not a C. Students are required to earn a C or

better in major courses and must earn a C or better in Gordon Rule courses; a C- will not give students Gordon Rule credit.

If you are an adjunct instructor or if you are leaving the University, photocopy your grade book and your syllabi and leave the copies with the director of composition or one of the associate directors at the end of the semester.

Incompletes: An Incomplete should be given only to a student who has completed the bulk of the work (i.e, 60% or more) in the course. A student can drop a class through the eighth week of the semester; a student with medical, personal, or other problems may withdraw from the University altogether through the eighth week of the semester. Check the academic calendar in the current Catalog or the Student Handbook for the actual deadlines for drops and withdrawals. It is possible for a student to drop or withdraw after the eighth week when circumstances beyond his/her control make it impossible to continue. Under such circumstances the student must submit an Appeal for Late Drop or an Appeal for Late Withdrawal form to the Office of Registration and Records. If the student's appeal is approved, Registration and Records will request that you indicate on a special form whether the student was passing or failing at the time of the drop/withdrawal. The grades WI (withdrew), DR (drop), and AU (audit) are administratively assigned. You will never give these grades.

In the undergraduate writing program, an "incomplete" grade is given only in extreme circumstances. If you are considering giving an incomplete, we ask that you do the following:

- First contact the writing director or one of the associate directors to discuss the situation.
- If it is decided that an incomplete is warranted, please submit a memo to the program director before the end of the semester in which you fully explain the terms of the incomplete.
- Include in the memo a list of all assignments the student has completed and the grades he/she has earned. List the work still to be completed and the weight of each assignment toward the total grade.
- Also, please provide a "default grade." In other words, if the work is not completed, what grade would the student earn?
- Attach assignment sheets for work outstanding to the memo.

In short, please provide us with all of the information that we would need to resolve the incomplete if we could not get in touch with you.

Changing Grades: Once submitted, end-of-semester grades (apart from incompletes) are final and can be changed only to correct an error or in cases where some part of the student's work was unintentionally overlooked. A change-of-grade form must be submitted within one calendar year of the term in which the grade was earned. You must indicate the reason for the change of grade on the front of the form.

If a student files a grievance against an adjunct (or former regular faculty member) who cannot be reached by the University, the department chair has the right to change a disputed grade.

Making Grades Available: Students often want to know what grade they have earned before grades are available via the web, phone or kiosk. At the same time Federal law (i.e. the Buckley Amendment/FERPA) makes it illegal to violate a student's right to privacy; this means that you can't post grades using a student's name or social security number and that you shouldn't leave graded exams and papers outside your office door. In addition, grades cannot be posted on the class web site in a manner that students can be identified. Furthermore, grades should not be given out over the phone by or to anyone. Instruct your students NOT to ask secretaries or other staff members about grades. If students are going to need their grades before they receive the official reports, have them leave you stamped, self-addressed envelopes. Students can, of course, come to your office and ask you about grades or request them by e-mail.

Forgiveness Policy: A student is allowed to retake a course in an attempt to raise his/her grade point average. Both grades will appear on the transcript but only the last grade will be calculated into the GPA. Undergraduates may use the forgiveness policy a maximum of three times. They can retake the same course three times or retake different courses for a total of three "retakes". Graduate students are allowed to repeat no more than two courses under the forgiveness policy with no single course being repeated more than once. Only the last grade earned in a repeated course will count in calculating the GPA. There is then some risk in a student retaking a course for the purpose of turning a passing grade into a better grade.

In order for a repeated course to lead to the adjustment of the grade point average, the course must be the same as the earlier course; the grading option must be the same, and the course must be repeated at the same university. If a course number has changed since the student's previous enrollment, a memo to Registration and Records will enable the student to repeat the course.

The forgiveness policy is not automatic. Within twelve months of completing a repeated course, the student must submit a Repeated Course form to the Office of Registration and Records. The transcript will then be adjusted so that all courses taken by the student (with the grades earned) will be reflected, but only the last grade earned in a repeated course will be calculated into the GPA. Credit hours for a repeated course can count only once.

Office Hours and Mailbox

ENC instructors must set aside a reasonable amount of time to see students. It is university policy that all teaching faculty must be available to meet with students outside of class time. Adjunct faculty should reserve at least 1.5 hours per week for office hours, regardless of the number of classes taught. Full-time faculty should reserve at least 1.5 hours per class.

An available office for TA's and adjuncts at BBC is AC1 372. See the office staff at MMC for available office space. Be sure to let your students and office staff know your office hours. Students should be able to see you by appointment as well; those who work might not be able to come during your posted office hours. It's a good idea to put your

office hours, your office room number, and your office telephone number on your syllabus.

All faculty are assigned a mailbox in the English Department. Please make it a practice of checking your mailbox regularly.

Library Visit

To schedule an information literacy session at the MMC, contact Cynthia Dottin, the library coordinator for lower division undergraduate instruction. She can be reached at dottinc@fiu.edu or 305-348-2414. At the BBC, contact George Pearson, at 305-919-5272, Lauren Christos 305-919-5721, or email infolit@fiu.edu.

For more information you can also visit the instruction section of the library website at: <http://library.fiu.edu/Assistance/InformationLiteracy/tabid/201/Default.aspx>.

Center for Excellence in Writing

The CEW offers individual consultations about any student and faculty writing while at FIU. Writing consultants can assist students and faculty with projects such as

- Papers, reports, and projects for any course in any department
- Honors theses, master's theses, dissertations
- Proposals
- Resumes and applications for fellowships and employment
- Personal Statements
- Group projects
- PowerPoint presentations and other non-print projects

For more information, see: <http://writingcenter.fiu.edu>.

Turnitin.com

FIU now offers plagiarism detection service through Turnitin.com. This is an internet-based service for screening student papers for verbatim text and identifying the sources. Turnitin provides students and faculty with "originality reports" that can help teach students proper use of sources. We encourage teachers to use this service primarily as a teaching tool—not as a policing tool. Turnitin provides extra services beyond the plagiarism detection, including grade book and peer-review services.

Please be advised that you should indicate in your syllabus or in a written handout that the services of Turnitin will be used for your course. Students should be aware that papers will be submitted and that they will reside in Turnitin's database

Please contact the director or one of the associate directors for Turnitin account ID and password.

Academic Misconduct

Address the issue of plagiarism in class to ensure that all students are aware of and understand the definition of plagiarism as well as its consequences. Many times, students plagiarize unknowingly, as they do not fully understand how to summarize or paraphrase.

The university has clear procedures to follow if a student is suspected of plagiarizing. Please familiarize yourself with handling academic misconduct.

1. The faculty should contact Ellie Woodbury in Undergraduate Studies (305-348-2800) to determine whether the student has a prior record of misconduct. If the student has a prior record, then an Informal Resolution cannot take place and the faculty must file a Formal Complaint. See the link below to get a copy of the Informal Resolution Form and the Formal Complaint Form. Bring copies of these forms to the student meeting.

2. Meet with the student in order to inform him/her of the allegation, provide evidence, and allow the student to respond prior to either entering into an Informal Resolution or filing the Formal Complaint Form Alleging Academic Misconduct with the Vice Provost for Academic Affairs. If you are a TA, please notify your mentor to discuss the situation prior to meeting with your student. An informal resolution outside of the formal hearing procedures should normally occur within fourteen (14) calendar days following the date which the faculty became aware of the act. The purpose of this meeting is for the faculty to determine whether there is sufficient evidence to file formal charges of misconduct, reach an informal resolution, or take no further action.

3. The faculty's immediate supervisor should be present at this meeting: contact Cindy Chinelly at BBC, Robert Saba at MMC, or your faculty mentor. If an Informal Resolution is reached, both the student and faculty will sign a Consent Agreement Form which must

be filed with the Vice Provost for Academic Affairs no later than 7 calendar days following the informal meeting. The student has 3 business days to cancel the agreement in writing or it becomes binding. If an informal agreement is not reached, the faculty must file the Formal Complaint Form Alleging Academic Misconduct with the Office of Academic Affairs no later than 7 calendar days following the meeting.

4. Academic Affairs will review the Complaint Form and determine whether there is sufficient evidence to conduct a formal hearing. Academic Affairs will notify the student (s) of its determination. The student then has 6 calendar days to respond in writing indicating whether he or she chooses to have the case resolved by Administrative Disposition or by a hearing of the University Academic Conduct Review Board. If the student does not respond in a timely fashion, he or she will be considered to have waived his or her rights to a Board hearing, and an Administrative Disposition meeting will be arranged (within 30 calendar days). In an Administrative Disposition meeting, the administrator may question both parties. Witnesses may be brought in and the meeting is tape recorded. The administrator determines the decision which may be appealed by the student.

REFER TO THIS LINK FOR THE MOST UP-TO-DATE FORMS AND INFORMATION: http://undergrad.fiu.edu/academic_misconduct/index.html

Instructor Responsibilities

1. Check email and campus mail box regularly. (Notify the office if your email address or phone number changes.) Consider telling students your policy on replying to emails (perhaps you don't reply after 5:00 pm or on Sundays or perhaps you will respond within 48 hours).
2. Return graded essays (major assignments) to students within two weeks. Also, the graded papers should be returned before the next major assignment is due.
3. Hold office hours 1.5 hours a week. Notify students when and where you will meet them during office hours.
4. Provide students a syllabus during the first week of class. The syllabus must reflect university and program guidelines and be submitted a composition director before the semester begins.
5. Provide students with clearly written assignment sheets for all major essays. The assignment sheets can be posted on your website or through electronic reserve in the library. See the composition program site for tips on creating writing assignments.
6. Each semester, attend a minimum of one professional development workshop offered by the composition program.
7. Attend class. Notify the office if an emergency prevents you from meeting a class.

8. Design courses to reflect accepted practices in teaching writing: classes are based on active learning and not lecture; attention is paid to process writing and to rhetorical contexts.

Sexual Harassment Policy

The University takes allegations of sexual harassment very seriously, and in an effort to provide a safe environment and reduce incidents of sexual harassment, FIU requires that all employees - faculty and staff - participate in the training workshops on sexual harassment awareness and prevention, provided by the Office of Equal Opportunity Programs. FIU's policy defines sexual harassment as:

. . . any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which 1) makes submission to or rejection of such conduct either an explicit or implicit basis for employment and/or academic decisions affecting the individual; or 2) unreasonably interferes with the individual's employment or academic performance by creating an intimidating, hostile or offensive environment.

Faculty have a great deal of power over students, junior faculty members, and staff members. We must interact with students, staff and each other with utmost sensitivity. All faculty members, male and female, must monitor their own behavior carefully.

If you observe someone behaving in a harassing way (examples of such behavior are included in the policy), remind that individual of the kinds of behavior that constitute sexual harassment and let him/her know that the University has a strong policy against such behavior. If a student, staff member, or faculty member comes to you with allegations of sexual harassment, see that he/she receives a copy of the University Sexual Harassment Policy.

This policy includes both an informal and a formal procedure for handling sexual harassment complaints; the choice of procedure will depend on the nature of the complaint and the wishes of the complainant. Sexual Harassment complaints are filed with the Office of Equal Opportunity Programs. There are strict time lines in both the informal and formal procedures, so be sure to read the entire policy carefully before initiating a complaint. In the event that a claim of sexual harassment is found to be frivolous or malicious, appropriate University sanctions will be taken against the complainant.

It is risky to date students, especially students in your own classes. When faculty members and their students date, an inevitable conflict of interest develops on both sides. Allegations of sexual harassment sometimes result from such relationships.

Copies of the Sexual Harassment Policy can be obtained from the Office of Equal Opportunity Programs (305-348-2785) or the Women's Studies Center (305-348-2408).

Student Rights and Responsibilities

For more information, please visit: <http://www.fiu.edu/~sccr/>

Rights to Due Process

Students have the right to due process in all disciplinary situations. This includes written notices of the hearing, information concerning the evidence against them, the opportunity to present evidence on their own behalf, and written notice of the decision.

Statement of Responsibilities

All students enrolled in the University and all student residents, regardless of institutional or program affiliation, are expected to know and adhere to the Rules and regulations of the University, as well as civil laws. Those charged with and found responsible for the violations will be subject to disciplinary action as provided for in this document. For the purpose of this document, students are required to appear as witness in disciplinary proceedings when requested to do so by a Judicial Official.

Students' Rights

The charged student has the right to:

- Clear and complete notice of the Student Conduct Code charge and the allegations upon which the charge is based;
- An opportunity to review all information in her/his judicial file prior to a hearing;
- An opportunity to present relevant evidence and information on her/his behalf, including presenting witnesses and/or signed, written statements. Witnesses must be able to speak to the incident in question only; character witnesses or witnesses to other incidents outside the specific incident in question will not be allowed to testify at a hearing but may provide a written statement.

Professional Development

A schedule for workshops will be sent out each semester and posted on the program website. You will also receive emailed reminders of the workshops. Workshops cover all aspects of teaching, from grading and peer review to plagiarism detection. We ask that every ENC instructor attend at least one session each semester.

Helpful workshops are also offered through the Center for Advancement of Teaching: <https://ugrad.fiu.edu/cat/index.html>