

WLL FAQs September 2011

Absences

- If you need to miss a class because of illness or any other emergency, call the office (503-725-3522) as soon as possible and ask that the class be canceled.
- If you expect to miss a number of classes because of illness or any other emergency, ask the Department to make arrangements to cover your classes.
- If you plan to miss classes because of professional travel, let the office know in advance where you will be, how you can be reached, and what arrangements you have made to cover your class or classes.
- If you miss a class or any other professional duties because of illness, it is counted as a missed day of work and will be deducted from your sick time, if applicable. If you teach your class and/or perform your other professional duties, and then go home due to illness, it is not counted as a missed day of work.

Admission language requirement

- All students must take two years of one foreign language in high school in order to be admitted to any OUS institution.
- Students who have not completed two years of one foreign language in high school receive a conditional admission.
- A conditional admission may be satisfied by taking two *quarters* of a college-level foreign language.
- BS majors and their advisers often do not understand the distinction between the admission requirement and the BA requirement and become quite huffy when they learn that they will have to complete two quarters of a foreign language in order to graduate.
- It's not our fault. It's an *admissions* requirement for all OUS institutions.

Advising

- The CLAS adviser for WLL is Anthony (Tony) Lewis (e-mail: anthony.lewis@pdx.edu; tel: 5-2229). Each section has established its own policy regarding how he will advise its students.
- Faculty advisers within the sections are responsible for advising all undergraduate majors and minors on all requirements (UNST, BA, major).
- If you have questions about non-major requirements, call CLAS or UASC for clarification. UASC now advises only undeclared students. Please do not send your declared majors/minors to that office.

Annual review

- All untenured faculty members with appointments at .50 and higher are to be reviewed annually within their first six years of teaching.
- All fixed-term faculty will be reviewed by the fixed-term review committee.
- All annual faculty will be reviewed by the P & T committee.
- Tenured faculty is reviewed on a different schedule. (See "Peer review.")

ARC

- If a student has met the intent of a requirement for graduation but not the actual requirement, the student may submit a petition to the Academic Requirements Committee (ARC).
- ARC petitions may be submitted for university, BA and UNST requirements.
- Petitions for university and BA requirements require support from the student's faculty adviser. Petitions for UNST requirements require support from UNST.
- Exceptions to major requirements do *not* need to be petitioned. Faculty advisers can submit exceptions to departmental requirements at https://www.sa.pdx.edu/arr_req/.

Auditing

- At PSU, auditing is regarded as a grading option. (See “Grading options.”)
- Auditing is not less expensive than registering for a grade; it costs the same as other grading options.
- Senior citizens registered with the Senior Adult Learning Center may audit courses at no cost *with instructor permission*.
- Senior auditors’ names appear on the class roster as regularly enrolled auditing students. (There is no longer a form to collect from them.)

BA language requirement

- To receive a BA, a student must complete and pass level 203 or higher in a foreign language class. (See “Passing a class.”) Classes taught in English do not meet this requirement. ASL does meet this requirement.
- Students who have acquired language skills outside of the classroom may take a College Level Exam Program (CLEP) exam in French, German, or Spanish, or they may take a noncredit departmental exam administered by WLL in Italian, Latin, or Portuguese. The Graduate Student Foreign Language Test (in French, German, Russian, and Spanish) may not be used by undergraduate students to demonstrate proficiency at the BA level.
- Students who speak a language for which there is no exam may be tested by a member of the Department.
- Students who speak a language for which there is no exam and no faculty authority may demonstrate proficiency by taking a BYU exam or by taking an exam from an external examiner approved by the Department.
- Native speakers who graduate from high school (or higher) in their native country may satisfy the requirement by bringing a high school diploma, or college transcript. (See “Native speakers.”)
- Students who cannot demonstrate their proficiency in any of the above ways should consult with the Chair.
- There is no BS Language Requirement. (See “Admission language requirement.”)

By arrangement

- Faculty may choose to award credit to a student on a by-arrangement basis.
- By-arrangement credit may be awarded for omnibus numbers only. The eligible numbers are written on the by-arrangement form.
- When completing the Course Description section, indicate what the student will do and on what basis the grade will be awarded.
- The form needs to be signed by the student and faculty member before submitting to the Department Chair. The Dean’s signature is not required.

Catalog year

- A catalog is valid for seven years only.
- Normally, students graduate under the requirements that were valid the year they started classes at PSU as an admitted student.
- Sometimes when there has been a change in requirements, students choose to graduate under a more recent catalog.
- Students may not “mix and match” by choosing some requirements from one catalog and some from another.

Challenging a course

- Students with prior knowledge of a subject may “challenge” a class. This means that the student registers for the class but then enters into an agreement with the faculty member to do a specific portion of the work. Typically, a student might “challenge” an upper-division literature class, for example, by agreeing to read the works covered, write a paper, and take an exam.

Commencement

- All tenured faculty members are required to attend Commencement, and all other full-time faculty members are strongly encouraged to attend.
- Faculty marshals are always needed for Commencement. Please consider volunteering.
- Commencement is the University’s most visible public event. It is important to our students and their families and to the university that we attend.

Complaints

- Students should address their complaints first to the instructor, then to the Program Coordinator, then to the Section Head, and then to the Chair.
- Students whose problems cannot be resolved at the Departmental level may go to the office of the Dean of Student Affairs (SMSU 433). (There is no longer an Ombuds Office.)

Contracts and Agreements

- No faculty member has the authority to sign contracts or enter into any type of agreement on behalf of the University.
- All international agreements and Memoranda of Understandings (MOUs) must go to Ron Witzcak in the Office of International Affairs for review and signature.
- The timeline for approval for most agreements is four weeks to four months.
- The more complex the agreement, the longer the approval time.
- Contact the Department Manager for assistance.

Copyright

- See <http://library.pdx.edu/copyright/>
- In sticky situations, you may also consult with the Library Director.

Credit by exam

- Credit by exam is awarded for first- and second-year language classes only.
- Credit by exam is graded P/NP only.
- Credit by exam is awarded to nonnative speakers only. (See “Native speakers.”)
- A student may earn a maximum of 12–15 credits by exam—the equivalent of one year of study. The number of credits the student receives depends on the language tested.
- Each course in a first- or second-year sequence must be registered for and paid for separately.
- The Credit by exam form needs to be completed and sent to the Department’s office for the Department Chair’s signature PRIOR TO the exam.

Curriculum

- Omnibus courses (199, 299, 399, and 410) may be taught three times only before being submitted for curricular review.
- Courses being considered for inclusion in the PSU Bulletin are reviewed first by the Department Curriculum Committee, then by CLAS, then by the University Curriculum Committee, and then approved by the Faculty Senate.
- Courses reviewed by CLAS in the fall will appear in the coming year’s Bulletin; courses reviewed by CLAS in the spring will appear in the Bulletin the following year.
- Courses being reviewed for inclusion in an UD Cluster undergo a separate review process. (See “UNST.”)

DARS

- Faculty advisers may check an undergraduate student's progress toward graduation by generating an electronic Degree Audit Report.
- The DARS report is for advising purposes only; it is not a contract.
- When students apply for graduation, the faculty adviser signs off on a DARS report showing that all requirements have been met.
- Faculty advisers may instruct Degree Requirements to move credits from one category to another. (Common scenario: Apply HST 3XXU to UNST requirement; apply HST 4XX to major requirement.) DARS exceptions for departmental requirements may be entered by faculty advisers at https://www.sa.pdx.edu/arr_req/. Please allow sufficient time for processing.
- Electronic degree audits are not yet available for graduate programs.

Disability Resource Center

- We are required to make reasonable accommodations for students with disabilities.
- Students requesting accommodations must be registered with DRC.
- If you have questions, confusions, or concerns, consult with DRC.

Double dipping

- Students *may* double dip on anything except their first major.
- Students may *not* use the same course to meet both UNST and first major requirements.
- Student may *not* use *any* courses approved for their first major to meet UNST requirements.

Duplicating

- Duplicating has a significant impact on the environment and is one of the Department's largest expenses. Try to keep duplicating to a minimum by using overhead projectors, double-sided copies and half-sheets when possible.
- Each member of the teaching staff has a monthly allotment of photocopies. The counter is reset at the beginning of each month.
- Do not make overheads of illustrations that are in the student's textbooks. In general, try to use document camera or computer graphics rather than overheads.
- Do not use colored paper for syllabi, exams, quizzes, or daily homework. This will save our department budget tremendously.
- There are also legal restrictions to the kinds and amounts of things that we may duplicate. Refer to PSU's copyright policy at library.pdx.edu/copyright/.

Equipment

- Departmental equipment is purchased with student tech fees.
- Equipment may be borrowed, reserved, and used by any faculty member.
- At present, we own boom boxes, VHS and DVD players (both standards), monitors, laptop computers, projectors, document cameras, digital cameras, and a digital video camera.
- Faculty who use FLL equipment off campus are required to complete an Equipment Loan Agreement.

Evaluations

- Evaluations must be administered in all classes taught by WLL during the regular academic year. The quantitative data that we get from the evaluations become part of our Departmental profile.
- Evaluations do not have to be administered during the first two terms of a three-term intensive summer sequence. They should be administered during the third.

Faculty Development

- See the Faculty Development Funding Opportunities web page (<http://www.pdx.edu/oaa/faculty-development-funding-opportunities#B>) for a listing of faculty development awards and deadlines. Note that funds are also available for part-time faculty.

Finals

- During summer term, finals are given at the last class meeting. Time for the final is factored into the faculty member's teaching load.
- During fall, winter, and spring terms, finals are given according to the schedule published in the schedule of classes.
- Shifting final exams to the last week of courses causes hardship for students and is against university policy.
- Faculty members who do not administer final exams still need to be available during the scheduled exam time for activities related to the class.

Grade changes

- Instructors may change an I, X, M or IP grade online through Banner.
- For letter grade changes, see "Supplemental Grade Reports."

Grading options

- Students select a grading option (Audit, P/NP, or A-F) at the time of registration.
- Students who have missed the deadline for changing grading options may petition to change.
- Instructors may *not* change a student's grading option. (See "Supplemental Grade Reports.")

Grants

- All grant activity must be coordinated through the Department, the College, and the University. Contact the Department Manager for assistance with preparing the grant.
- External grants must be routed through the Office of Research and Sponsored Projects. (See PIAF.)
- Before you submit a grant proposal to a private foundation, your PIAF must be signed by the Director of Corporate and Foundation Relations.
- In some instances (individual donors, for example), grant-seekers should also coordinate with CLAS Development.

Heritage speakers

- Speakers of languages other than English who have *not* graduated from high school (or higher) in the target language are regarded as heritage speakers. Heritage speakers may earn credit by exam and take or challenge language courses at any level. (See Credit by exam.)
- For a list of language courses specifically designed for heritage speakers, visit the PSU Heritage Language Initiative at <http://www.pdx.edu/wll/heritage-languages>.

Incompletes

- Incompletes should be awarded only when a finite amount of work is missing (a term paper for example) and when exceptional circumstances (such as a medical emergency) warrant.
- The student must be doing at least C-minus quality work in order to qualify for a mark of I.
- Although not required, it is usually a good idea to conclude a written agreement with the student specifying what work needs to be completed.
- If the written agreement includes a due date, specify what will happen if the due date is not met. One might, for example, award a grade of F to the missing assignment, and then compute the final grade accordingly.
- Incompletes that are not removed within a year convert to a grade of F.

Language requirements

- See Admission Requirement, BA Language Requirement, and MA Language Requirement, and Verification of Language Proficiency.

Library

- The WLL budget for library acquisitions is divided among the languages with degree programs. Each language section has a library liaison.

- Most language sections acquire books through an approval plan. Requests for purchases outside of the approval plan are submitted via the section's liaison.
- A portion of the WLL budget is set aside for special purchases in any language. Requests for special purchases should be forwarded via the Chair.

MA language requirement

- To receive an MA, a student must complete and pass 203 or higher in a foreign language class. (See "Passing a class.") Classes taught in English do not meet this requirement. Students who have passed a PSU foreign language class at the 203 level or a course equivalent to PSU level 203 or higher in a second language at any time will be deemed to have met the language requirement. (See "Passing a class.")
- Students who have acquired language skills outside of the classroom may take a noncredit exam administered by WLL in French, German, Italian, Latin, Portuguese, Russian, or Spanish. MA TESOL students are also required to pass an oral proficiency exam, normally administered by a member of the Department.
- Students who speak a language for which there is no exam may be tested by a member of the Department. MA TESOL students must pass both written and oral exams.
- Students who speak a language for which there is no exam and no faculty authority may demonstrate proficiency by taking a BYU exam or by taking an exam from an external examiner approved by the Department.
- Native speakers who graduate from high school (or higher) in their native country may satisfy the requirement by bringing a high school diploma or college transcript. (See "Native speakers.")
- At PSU, students may also use ASL to meet the language requirement. ASL verification is the responsibility of WLL.
- Students who cannot demonstrate their proficiency in any of the ways noted above should consult with the Chair.

Native speakers

- For purposes of language credit, a native speaker is defined as a person who has graduated from high school (or higher) in the target language.
- Native speakers may not receive credit for language acquisition courses (first- through fourth year). They may receive credit for content courses (literature, linguistics) taught in the target language.
- An individual who has *not* graduated from high school (or higher) in the target language is regarded as a heritage speaker. Heritage speakers may earn credit by exam and take or challenge language courses at any level. (See "Heritage speakers.")

Omnibus Numbers

- The omnibus numbers are 199, 299, 399, 4/501, 4/504, 4/507, 4/508, 4/510, and 503. These course numbers are not attached to a specific curriculum.
- Omnibus numbers (especially 199, 299, 399 and 410) should be used to pilot new courses. They also may be used for courses taught by visiting professors.
- A course may not be taught more than three times under an omnibus number. (See "Curriculum.")

Outside employment

- There are all sorts of rules and regulations governing employment outside of the Department. Please discuss with the Department Manager before accepting another paying position and/or lectureship at PSU, another OUS institution, or anywhere else for that matter.

Passing a class

- If a student is taking a class for a letter grade, a D- or higher is considered a passing grade.
- If a student is taking a class P/NP, a C or higher is considered a passing grade.
- GTAs cannot receive lower than a B- in a course and maintain their TAsip. They must maintain an overall 3.0 GPA.
- A student must receive a C or higher in a course for it to count towards the major or minor.

Peer Review

- All tenured faculty are to be reviewed every three years by members of the PT committee. Faculty may at this time request funds for faculty development.

PIAF

- A Proposal Internal Approval Form (PIAF) must be on file with ORSP before *any* external grant proposals are submitted. (See “Grants.”)

Plagiarism

- The Bulletin defines plagiarism as “[t]he appropriation of language, ideas, and products of another author or artist and representation of them as one’s own original work.”
- In language classes, student writing assignments may not be corrected or translated by an outside source such as a tutor, a friend, or a computer. Tutors at UASC guide students towards the correct answer and are discouraged from correcting errors directly as this violates the plagiarism policy.
- If a student plagiarizes, he or she receives a “0” for that assignment. The faculty member must explain this to the student.
- In the case of undocumented inclusions of material from the Internet (“cut and paste” plagiarism), document the plagiarism and report it to Student Affairs.
- For details on these and other infringements, see the PSU Code of Student Conduct (<http://www.pdx.edu/dos/codeofconduct#AcademicDishonesty>)

Prerequisites

- If the PSU Catalog says that a course has a *recommended* prerequisite, the computer will not block registration. (This expression will soon change to “Expected Preparation.”)
- If the PSU Catalog says that a course has a prerequisite, the computer will block students who do not have that prerequisite from registering. This means that if the PSU Catalog says that SPAN 203 is a prerequisite for SPAN 301, students who took second-year Spanish at a different institution with a different numbering system will not be able to register.
- Students who are blocked from registering may override the block with instructor permission. (See “Special registration forms.”) Courses approved as UNST UD Cluster courses have no prerequisite other than SING. Some courses taught in languages other than English have been approved as UD Cluster courses. These courses, which are often taken by heritage speakers, assume a workable knowledge of the target language but do not require prior completion of a language class.
- All 400-level classes are required to have some kind of prerequisite.

Privacy

- We can be fined for using a student’s Social Security Number. Use the assigned PSU ID number instead. Both numbers are strictly protected under the Family Educational Rights and Privacy Act (FERPA) and cannot be shared with others, which includes sending around a sign-in sheet in your class on which they appear.
- No information may be released for students whose records are marked “confidential.” The standard reply is, “There is no information available on that person.”
- Only directory information may be released for students whose records are not marked “confidential.”
- Refer all other requests to the Office of Admission, Registration, and Records.

- For more information see <http://www.pdx.edu/registration/student-records-privacy>
- Do not leave graded classroom materials of any type for students to pick up outside of your office. Return these materials in class or during your office hours.

Special registration forms

- Special registration forms permit students to register for scheduled classes. They are typically used when a student has missed an add/drop deadline or when a student is being moved from a wait list.
- Special registration forms are not used to register students for unscheduled classes. (See “By-arrangement.”)

Student Code of Conduct

- Students who are disruptive in class or violate the Student Code of Conduct in any way should be reported to Student Affairs. (See “Plagiarism.”)

Supplemental Grade Reports (SGR)

- Supplemental grade reports are used to change a student’s letter grade and for reporting credit by exam.
- Supplemental grade reports must be countersigned by the Chair *only* when the instructor is changing one recorded grade to a different grade. This should happen only in the case of a genuine error on the part of the instructor.
- Do *not* change a student’s grade on the basis of extra work submitted. That’s what Incompletes are for.
- Supplemental grade reports may *not* be used to change a student’s grading option. (See “Grading option.”)
- Grades of I, X, M, and IP may be changed online and do not require SGRs. (See “Grade changes”.)
- The Department staff will not give the SGR forms to any students. The faculty member will need to pick up these forms in person. This is the University’s policy.

Tech Fee

- All first- and second-year students of languages pay \$10 per term in tech fees.
- The tech fee is *not* a lab fee. It supports the acquisition and maintenance of equipment (boom boxes, players, computers, etc.), media, and software, all of which are more highly used in language instruction than in other kinds of teaching. (See Equipment.)
- Any instructor in any language may use tech funds to support activities directly related to student learning.

Travel

- You *must* submit a travel authorization request *prior to* travel. Unauthorized travel will not be reimbursed.
- Travel funding is provided on a competitive basis by the Faculty Professional Travel Committee (<http://www.pdx.edu/oaa/faculty-development-funding-opportunities#B>).
- As a rule, one should use the *per diem* allowance when requesting reimbursement for professional travel expenses rather than submitting receipts.
- Travel receipts must be submitted within 60 days of travel for reimbursement.
- Please let Dzuan assist you in booking your travel. Travel must be booked through certain agencies in order to assure the lowest fare. If you make your own arrangements, there is a possibility that you will not be reimbursed.

UNST

- Courses being considered for inclusion in an UD Cluster must be submitted to UNST in the fall. This process has nothing to do with inclusion in the PSU Bulletin. (See “Curriculum.”). Courses reviewed in the fall will not be available to students until fall term of the following year.

Verification of Language Proficiency

- Admitted PSU students requiring language proficiency verification can be evaluated by a full-time faculty member if there is an available faculty member who specializes in the language. There is no charge and students receive no credit for this evaluation. Students may request verification in order to meet the admission requirement (2 terms), the BA or MA requirement (2 years), the INTL major requirement (3 years), or the MA TOESL (includes oral). Results are reported by the Department to appropriate units. It is the responsibility of each Section to ensure that procedures are in place for meeting this obligation.
- If there is no full-time faculty member available for the language, a PSU student, in collaboration with the department, may arrange for a part-time faculty member or an outside contractor to evaluate his or her language proficiency. There is a charge of \$125 for testing for this service.
- People who have not been admitted as students to PSU may ask a full- or part-time faculty member to verify their language proficiency. There is a charge of \$125 for this service. PSU faculty are not obliged to verify proficiency for a non-PSU student.

Web

- Only one person at a time is authorized to alter the WLL Web site.
- Announcements should be forwarded to the WLL Web master via the Chair.
- Individual faculty members may author their own Web pages and have them linked to the WLL page.

X

- A grade of X means “no basis for a grade.” Award it only to students who never attended a class at all. Do not use X as a gentle substitute for F. In fact, doing so is likely to hinder a student’s chances for financial aid and Veteran’s benefits.