WLL FAQs for GTAs
(December 4, 2012)

Absences
- Only illness, a true emergency or professional travel are valid reasons for missing class.
- If you need to miss a class because of illness or any other emergency, you must contact three people as soon as possible: your language coordinator, one of your peer-colleagues to replace you and a staff member in the department.
- If you expect to miss a number of classes because of illness or any other emergency, please contact your language coordinator to make arrangements to cover your classes and inform a staff member in the department.
- If you plan to miss classes because of professional travel, let your language coordinator know well in advance and make arrangements to cover your class or classes.

Auditing
- All students attending a WLL course must be enrolled either as an auditor or a regular student in the course. Their name will appear on the class list.
- At PSU, auditing is regarded as a grading option (see “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.

BA language requirement
- Refer students asking about the requirement to the Language Requirements tab at: pdx.edu/wll.
- There is no Language Requirement for a BS degree.
- To receive a BA, a student must complete and pass level 203 or higher in a world 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 make take a noncredit departmental exam administered by WLL in Italian, Latin, or Portuguese.
- 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 transcripts. (See “native speakers”.)
- Students who cannot demonstrate their proficiency in any of the above ways should consult with the Chair.

By arrangement
All students requesting “By arrangement” courses should be directed to the corresponding Section Head or to the department chair if the section consists only of adjunct faculty.

Class lists
- Class lists can be accessed via banweb.pdx.edu; an Odin login is required. (See Dzuan for help if you do not yet have an Odin account.)
• Once you have logged in, follow the Faculty Services link. The Summary Class List will generally provide all the information you need.
• It is essential that you verify that all students attending the course have registered. (See Auditing above.)

Contracts and Agreements
• No GTA has the authority to sign contracts or enter into any type of agreement on behalf of the University.
• Contact the Department Manager for assistance.

Complaints
• Students should address their complaints first to the instructor, then to the language coordinator, then to the Section Head and then to the Department Chair.
• Students whose problems cannot be resolved at the departmental level may contact the office of the Dean of Student Life at http://www.pdx.edu/dos/student-conduct-at-psu.

Copyright
• We are all bound by the doctrine of Fair Use and Federal Copyright Law. See library.pdx.edu/copyright
• It is the responsibility of faculty members to ensure that course packs are prepared in a manner that conforms to copyright law.
• Any GTA who violates copyright law will be personally responsible for their legal defense costs and any liability arising from the alleged copyright infringement.

Disability Resource Center (DRC)
• 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 your coordinator and the DRC.

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 students’ 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 also legal restrictions to the kinds and amounts of things that we may duplicate. Refer to PSU’s copyright policy at library.pdx.du/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 (region-free and American), monitors, laptop computers, In-Focus projectors, document cameras, digital cameras, and a digital video camera.
• GTAs who use WLL equipment off campus are required to complete an Equipment Loan Agreement. Please contact the Department Manager for the form.
Evaluations

- Evaluations must be administered in all classes taught by WLL each term of the regular academic year. The quantitative data that we get from the evaluations become part of our departmental profile.
- Evaluations should not be conducted by GTAs themselves but after the GTA has absented him or herself from the classroom and by a student designated by the GTA. The student will return the completed evaluations to the departmental office directly.
- 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.

Final Exams

- 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 is against university policy and causes hardship for students.
- During final term, finals are given at the last class meeting. Time for the final is factored into the faculty member’s teaching load.
- 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

- Consult with your language coordinator prior to making any grade changes.
- Instructors may change an I, X, M or IP grade online at banweb.pdx.edu.
- Changes in letter grades are done with a “Supplemental Grade Report, SGR” and require the signature of the language coordinator before submission to the Department Chair or Associate Chair.
- GTAs can pick up SGR forms from the department main office.
- The department staff will not give the SGR forms to your student. The GTA will need to pick up these forms in person. This is the university’s policy.

Grade requirements for GTAs

- GTAs must maintain Regular Status with the university to be eligible to be a graduate assistant.
- GTAs must maintain a B average or higher (3.00 GPA) in order to keep their assistantship.
- GTAs cannot earn lower than a B- in any graduate course and maintain Regular Status.
- GTAs cannot have an Incomplete in a course and maintain their assistantship.

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.
- An instructor may not change a student’s grading option.

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**
- Only in exceptional circumstances does WLL grant an Incomplete grade.
- Consult with your language coordinator prior to granting any Incomplete grade.
- Incompletes can be awarded only when a finite amount of work is missing (a term paper for example) and when exceptional circumstances (such as a documented medical emergency) warrant. The instructor and coordinator have the right to determine if the request for an Incomplete is legitimate and justified and are not required to award Incompletes.
- Although not required, it is usually a good idea to conclude a written agreement with the student specifying what work needs to be completed and by what 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.
- The student must be doing at least C- minus quality work in order to qualify for a mark of I.
- Incompletes that not removed within a year convert to a grade of F.

**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”).

**Outside employment**
Given the demands of graduate studies and teaching, WLL expects that GTAs will *not* work outside the department.

**Passing a class**
- If an undergraduate 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.

**Plagiarism**
- The PSU Bulletin defines plagiarism as “the appropriation of language, ideas, and products of another author or artist and representation of them as one’s original work”.
- In language classes, student writing assignments may not be corrected or translated by an outside source such as a tutor or a friend. Tutors at the Learning Center guide students towards the correct answer and are discourage 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. The Bulletin details other possible action under the heading “Academic Honesty.” For further information see the Office of the Dean of Student Life at http://www.pdx.edu/dos/faculty-and-staff-resources.
• In the case of undocumented inclusions of material from the Internet (“cut” and “paste” plagiarism), document the plagiarism and report it to the office of Dean of Student Life.

• For details of these and other infringements, see the PSU Code of Student Conduct in Procedures for Complaints of Academic Dishonesty at: http://www.pdx.edu/dos/pu-student-code-conduct

Privacy

• The names, email addresses, ID numbers and grades (including assignment grades) of ALL students (not matter what their age) are private information under the Family Education Rights and Privacy Act (FERPA). You may not disclose personally identifiable information from a student’s education records to a third party unless the eligible student has provided written consent. See a complete description of FERPA at http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html

• Never leave graded papers outside your office for students to pick up. This is a violation of FERPA.

• Refer all requests for student information to your coordinator.

• 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”.

• For more information see http://www.pdx.edu/registration/guidelines_rec_rel.html

• Student grades must never be publicly posted, discussed in class or shown to other students.

• We can be fined for using students’ social security numbers. Use the assigned PSU ID number instead.

Room and Class Scheduling

• Class times are determined by the Section Heads and will not be changed without approval.

• Requests to change the room assigned for your class should be directed to: WLLscheduling@pdx.edu. Requests should be based on necessity such as:
  o The room is not large enough to accommodate the students
  o Back-to-back classes are scheduled across campus from each other
  o To accommodate a student(s) with disability.

Student Code of Conduct

Students who are disruptive in class or violate the Student Code of Conduct in any way should be reported to the office of the Dean of Student Life at http://www.pdx.edu/dos/faculty-tips-dealing-disruptive-students

Technology and Language Learning Fee

• All first- and second-year students of languages pay $10 per term in technology and language learning fees.

• The technology and language learning fee is not a lab fee. It supports the acquisition and maintenance of equipment (boom boxes, players, computers, etc.), media, 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.
Please contact the Department Manager for assistance prior to any purchases.

**X and M grades**

- A grade of X means “no basis for grade.” Award it only to students who never attended a class at all or who made a brief cameo appearance during the first week of classes. Do not use X as a gentle substitute for F.
- An M grade will appear on the transcript for any student not receiving a grade.
- Students will occasionally ask for an X or M grade in lieu of a poor grade. These grades should never be given at the request of a student. See [http://www.pdx.edu/registration/online-grading](http://www.pdx.edu/registration/online-grading)