



World Languages and Cultures

DEPARTMENT HANDBOOK - 2016-2017

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Schaal, Michèle Ph.D. 2012

Adjunct Assistant Professors:

Reed, Ann Ph.D. 2006
Manz, Carly Ph.D. 2015
Teshome, Yalem Ph.D. 2010
Zhang, Shenglan Ph.D. 2007

Senior Lecturers:

Cai, Ling M.A. 2007 2016
Looney, Mark Ph.D. 2010 2013
Martin, Beth M.A. 1985 2005
Taoutel, Jean-Pierre M.A. 1993, 1999 2005
Waldemer, Thomas Ph.D. 1991 2004
Wilhelm, Julie M.A. 1999 2011

Lecturers:

Alameen, Ghinwa Ph.D. 2014
Ballard, Michael M.A. 2014
Buchholz, Sandra M.A. 2015
Bombiella, Hector Ph.D. 2016
González Chaves, Celeste M.A. 2006
Goodman, Neysa M.A. 2001
Hall, Alexander Ph.D. 2012
Holthaus, Mitchell M.A. 2014
Ladner, Erik Ph.D. 2006
Lindshield, Stacy Ph.D. 2015
Moore, Jessica Ph.D. 2014
Rhodes, Nancy M.S. 1981
Skrynnikova, Lidia M.A. 1995, M.S. 1998
Strohman, James M.P.A 1985
Vessoni de Lence, Marta M.A. 2010
Vorozhbit, Maria M.S. 2012
Webb, Jonathan Ph.D. 2010

Graduate Assistants:

Aguado, William M.A. student, Anthropology
Boyer-Ontl, Kelly Ph. D. student, Anthropology
Cardenas Oleas, Sumac Elisa Ph. D. student, Sustainable Agriculture
Dobson, Kaelyn M.A. student, Anthropology
Fan, Yibo M.A. student, Anthropology
Folks, Karri Ph. D. student, Anthropology
Laurito, Nicole M.A. student, Anthropology
Micheletti, Kristine M.A. student, Anthropology
Morgan, Moriah M.A. student, Anthropology
Musgrove, Jennifer M.A. student, Applied Linguistics/TESOL
Narvaez, Giselle M.A. student, Anthropology
Rabinowitz, Andrea Ph. D. student, Anthropology

Scheuring, Brandon
Williams, Alicia
Wilson, Kurt

M.A. student, Anthropology
M.A. student Anthropology
M.A. student, Anthropology

Retired Faculty:

Bernard, Robert
Courteau, Joanna
Dow, James R.
Gradwohl, David Mayer
Henry, Madeleine
Huang, Shu-Min
Johnson, Margaret
Kottman, Nelle

Leonard, Kathy
Nabrotzky, Ronald
Rosenbusch, Marcia
Smith, Ursula
Thogmartin, Clyde
Van Iten, Helga
Whiteford, Michael B.
Wolff, Norma

II. NAVIGATING THE BUREAUCRACY

NOTE: The *University Faculty Handbook* outlines policies and procedures. This resource is available online at the Provost’s Office homepage: <http://www.provost.iastate.edu/faculty-and-staff-resources/faculty-handbook>

A. WLC PERSONNEL

1. Support Staff

The Department has an array of support staff as indicated above. The department chair reviews them all (with the exception of the systems support specialist) with input from faculty and staff. Comments or suggestions relative to staff performance should be made in writing to the department chair for consideration during the annual performance evaluation.

Taylor Cluff (Admin Specialist III) works closely with the department chair to handle the department’s budgetary, personnel, and administrative matters. Taylor coordinates searches and hiring, travel arrangements and reimbursements, purchases, and other budget issues. He is responsible for grant coordination, assisting with grant writing and providing information on grant opportunities. He is also charged with special department projects and is the direct supervisor of the other main office staff.

Amanda Runyan (Admin Specialist I) is chiefly responsible for purchasing, travel reimbursements, catalog copy and department course scheduling, and also acts as the graduate secretary. For much of 2016-2017, Amanda will split time between the department offices in Pearson and in Curtiss. She will be permanently located in 3102 Pearson after the two departments merge space and facilities in early 2017.

Carly Johansen works full-time as the main department secretary who reserves rooms for classes and meetings, oversees mail collection and distribution, coordinates Copy Center orders, and takes care of ordering supplies. Carly also helps coordinate the department communications such as webpage and the *WLC Monday Memo*, the *WLC Newsletter* and she works student and alumni relations. Carly coordinates telecommunications, textbook orders, classroom assignments, posting semester course offerings, keeping section bulletin boards up-to-date, collection of syllabi, end-of-term evaluations, and mid-term reports. She is also involved

in projects tied to social media marketing, outreach, and event administration.

Stephanie Korslund (Program Coordinator III) is director of the Language Studies Resource Center (LSRC) and Instructional Technology leader for the department. She oversees operation of the LSRC and other IT spaces and initiatives in the department. She consults with faculty to improve the integration of technology and world language pedagogy. She also serves as ex-officio member of the IT Committee.

Chris Farley (Systems Support Specialist IV) manages the daily operations of the LSRC. All computer and technology purchases must be routed through Chris. He also assists faculty and staff with technology-related problems as time permits.

Ruxandra (Sandra) Looft is an Academic Adviser for WLC. She has an 11-month position, full-time August 1 through June 30 (with July off). Sandra coordinates the advising staff and is in charge of advising for language section majors and minors by alphabet.

Ginger Nally is also an Academic Adviser for WLC. She has a 12-month position, but is half-time in WLC and half-time in LAS Study Abroad. Ginger is responsible for advising the language majors by alphabet.

Stacy Lindshield is an Academic Adviser and Lecturer for the Anthropology section of WLC. She has a 9-month position, full-time August 16 through May 16. Stacy is responsible for advising all anthropology majors and minors.

Sandra, Ginger, and Stacy assist students with course registration, curriculum requirements, study abroad program applications, minor and major forms, and university resources. They also advise students in the LCP (Languages and Cultures for Professions) program. Sandra works as the department SAAR liaison and the WLC Advising Coordinator.

2. Address Information

All faculty and staff must provide the office with emergency contact information. When a faculty member plans to be away from the office for any length of time, they must provide the department with addresses and phone numbers of person(s) to contact in case of emergency.

The same information is needed during summer break.

3. Faculty Absence Policy

When a faculty member goes out of town for professional reasons, during the semester, he/she is expected to:

- complete a Departmental Travel Record (available as a PDF on the WLC Website)
- indicate in writing how classes will be covered; make every effort to secure a substitute for the class missed.

When a faculty member is ill and must miss class, he/she is expected to:

- call and email the main office and let the secretaries know that he/she will not be in. The secretaries will post the information on the classroom door.

- if ill for more than one day, contact a colleague or the section convener to find a substitute. The department chair should also be contacted. NO CLASSES SHOULD BE CANCELED FOR MORE THAN TWO DAYS. A substitute instructor should be found. The department chair and secretaries should be notified of the substitute instructor.
- complete a sick leave card after returning from the sick leave

The University policies on Vacations and Holidays (4.5.1.) and Sick Leave (4.5.2.) can be found in the ISU Faculty Handbook. <http://www.provost.iastate.edu/faculty-and-staff-resources/faculty-handbook>

4. Human Resource Services

Faculty and staff should update their name, campus address/phone, home address/phone for the University Directory via AccessPlus on a regular basis or as needed.

5. Salary

The department chair determines salary increases for faculty. The Faculty Evaluation Committee (FEC) provides the department chair with its evaluations of faculty based on the WLC Guidelines for Faculty Evaluation, Appointment, and Promotion and Tenure. The FEC evaluation and the department chair's evaluation are used to determine merit salary increases. The college dean ultimately accepts or declines the department chair's recommendations for salary increments.

Merit and P&S staff are given annual salary raises based on collective bargaining. Performance evaluations of merit and P&S staff are conducted annually by the department chair. Faculty can provide comments to the WLC Chair relative to the performance of P&S and Merit employees.

B. WLC OFFICE POLICIES

1. Office Space and Services

a. Faculty Work Room, 3102D Pearson:

This room is available to faculty and staff as a work area. There is a copy machine, computer, printer, scanner, fax, shredder, coffee machine, refrigerator and microwave, as well as various office supplies. Faculty should kindly clean up after themselves and endeavor to keep the room orderly and clean.

b. Conference Room, 3112 Pearson:

This room is available for the use of all faculty and staff. The Conference Room is not used for student testing or student meetings. Faculty who require space for student testing should contact the departmental secretary to reserve an appropriate space. (A small conference room is available in the LSRC for student testing and may be reserved through the LSRC staff). The primary purpose of 3112 is to hold scheduled committee meetings. Internet access is available in 3112 as is a wireless LCD Projector. To connect to the projector wirelessly, talk with Chris Farley.

To reserve the room, contact Carly via email and indicate the meeting day, time, and committee name. She will post this information on both the electronic calendars and on the hard copy calendar at the front desk in the main office. She will also add this

information to the Monday Memo. You may browse, relax, and have lunch in 3112 as well. The room is supplied with kitchen-type items for department use; these must be washed and returned to their proper place after use. In 3112 we also have publications by faculty; instructional and other materials arranged by language, MLA publications, general reference items, and some journal volumes. The door must remain locked when the room is not in use.

c. Coffee and Tea

Coffee and tea are available in 3102D Pearson to faculty, staff, and visitors for 25¢ per cup. This money is collected and used for the purchase of coffee and tea supplies. Coffee supplies are located in the storage cabinet near the coffee machine table. If the coffee carafe is empty (or nearly empty) faculty and staff are asked to make a fresh pot (filters are on the tray next to the coffee can) or to ask for assistance. To the extent possible, the office staff will attempt to have coffee ready to brew each morning, although this is not strictly their responsibility.

d. Custodial Staff and Services

Custodial Team #2, Benjamin Walter and Jackie Rounds, staff Pearson Hall. They sweep and wax floors, empty trash, and clean classrooms and restrooms. If there is something that needs attention, e.g., broken light fixture, spills, problems with windows, etc., report the problem to one of the WLC secretaries. They will contact the appropriate custodial or maintenance team.

Custodial staff can only provide basic cleaning services to faculty offices. Faculty who wish to paint their offices are responsible for cleaning floors, windows, doors, etc. during and after painting and ensuring that surfaces are not damaged. Permanent fixtures should not be removed, nor should bulletin boards etc. be affixed to office doors.

Blue plastic recycling containers are provided for the disposal of white office paper. Full containers should be emptied into the larger blue recycling receptacles on the first or third floor hallways. NOTE: *Any paper with social security numbers or any other confidential information should be shredded.*

2. Supplies

General office supplies are in the cabinets in the main office. If something is out-of-stock, please let one of the secretaries know. Toner and some other expensive items are locked and must be requested. Faculty are asked to not help themselves to the supplies in the locked cabinet but rather to please see Carly or Amanda.

3. Communications

a. Online and Social Media Presence

The WLC strives to keep an active and open communication with its both employees and its students. Our website (www.language.iastate.edu) is maintained by Stephanie Korslund and Mark Looney with technical assistance from Chris Farley. The WLC Chair, Associate Chairs, and Academic Advisers often provide content. Design and content

questions can be directed to Mark and Stephanie, and content updates and requests to post information can be directed to Carly Johansen.

Our social media is maintained by Carly - if you have something that you think would represent our department and its goals, please let her know. Often, depending on the nature of the content posting, she will seek guidance from the WLC Chair. The following social media outlets are utilized for outreach by the department and faculty should encourage their students to subscribe and use these outlets:

Facebook - facebook.com/wlc.isu

Twitter - [@wlc_isu](https://twitter.com/wlc_isu)

Instagram - [@wlc.isu](https://www.instagram.com/wlc.isu)

Tumblr - wlcisu.tumblr.com

Snapchat - [@wlc.isu](https://www.snapchat.com/add/wlc.isu)

LinkedIn - World Languages and Cultures,
Iowa State University

Pinterest - [@wlcisu](https://www.pinterest.com/wlcisu)

b. Telephone and Voice Mail

All WLC phones are equipped with voice mail called AUDIX. All faculty members have the opportunity to attend a training session in its use at the beginning of the semester. Telephone-related queries should be directed to Carly or Amanda.

c. Long Distance Telephone

For the academic year, each faculty member in the department may make a total of \$25.00 in business-related long distance calls from their office phone. The person responsible for the calls must pay charges in excess of \$25.00 to the department by May 15, 2016.

Personal long distance phone calls must be made using a pre-paid calling card you have purchased or charged to your home telephone number.

Charges incurred for searches for new faculty by an authorized caller will not count against the \$25.00 limit. The department chair should authorize all such calls.

d. Faxes

OUTGOING: The Ricoh copier/scanner in room 3102D Pearson is also a fax machine for sending faxes. Push the facsimile button on the left, load your document face up in the feed tray, and dial the fax number just as you would for an office/campus telephone call. To get an outside line, you will need to dial 8 prior to the rest of the phone number. On-campus faxes can be sent by dialing 4-XXXX.

INCOMING: Please use 515-294-9914 to have faxes sent to you. This number is to the fax machine in Taylor's office. Faxes received there will remain confidential.

e. Mail

The University Postal & Parcel Service will collect and deliver mail to Pearson once a day

at 10:40 am. Outgoing mail (USPS and campus) should be placed in the “Outgoing Mail” tray under the mailboxes in 3102. Mail in the tray will be taken downstairs at 10:00 am daily. Personal mail is not accepted in the campus mailboxes. There are USPS drop boxes for personal mail located around campus in addition to the Post Office located in the lobby area of the Union Drive Community Center (UDCC) and the Memorial Union.

Two types of large brown paper envelopes are available in the 3102D supply cabinet: First Class for U.S. addresses, and plain with return address for sending air mail. Mail and/or packages that are being sent international via air mail by FedEx (UPS or DHL) must have a note stating the contents for U.S. Customs information. The University Postal & Parcel Service needs to know the contents and estimated value of any large brown envelope with an overseas destination. This information should be indicated with a Post-It note on the item when left in the mail cart. Overnight or Express Mail items must be pre-approved by the department chair.

Mail sent to campus offices or student addresses should be routed via campus mail. There is a supply of recycled campus mail envelopes in 3102 in the tan cabinet next to the mailboxes

f. Copying – Ricoh Copier in 3102D

Given that nearly all materials can be distributed via Blackboard and/or email, faculty should endeavor whenever possible to use as little paper and toner as possible. To that end, all faculty have an allowance this year of 1,500 copies that can be made on the office copier and charged to the WLC budget. To further reduce costs, faculty and student assistants should attempt to use both sides of paper (when possible and necessary) and reduce margins to fit the maximum text on each side.

Please use a designated form for copies for classes (see item b. below), but keep in mind that making copies on the Ricoh copier tends to be significantly cheaper. For most copying tasks, the department copier should be used as much as possible. The copy center (see below) should be used for big or complex tasks.

Student assistants who have a large volume of copies to make for faculty should be advised to limit the volume of copies (e.g., books or manuscripts) made at any one time in order to permit other users access to the copier.

Faculty and student assistants should be aware of copyright restrictions when making copies of materials under copyright.

g. Printing

Faculty are allowed 1 toner/print cartridge for their office computer each year. Since toner cartridges are very expensive, faculty should try to use the department Ricoh copier as much as possible.

h. ISU Copy Center

Copy Center requests are picked up by the UDCC Copy Center twice each day – early to mid-morning [~9:00 am] and early to mid-afternoon. Plan ahead for Copy Center pick-up and allow at least a **24-hour turn-around time** for the Copy Center to complete a job.

Copy work with a half-day turn-around cannot be guaranteed.

When placing a Copy Center order, the following procedure should be followed:

1. Fill in the correct form available in the main office (purple for coursework related copy requests, blue for non-coursework related copy requests).
2. Paper clip the form to the copy job.
3. Place the copy job and request form into the Copy Center folder in the pick-up file tray on the reception desk (exams must be in an envelope).

When filling in the Copy Center Work Request form, it is best to request the job be returned a half-day earlier than you actually need it.

Copying of reading material for class distribution is permitted with department funds within the limits of the copyright law and approval of the department chair. In an effort to be kind to the environment, consider options other than paper copies for your classroom, such as putting materials on your website or placing a copy (or more) of your materials on Reserve at Parks Library.

4. Student Assistant

At times, faculty hire student assistants to help with research, teaching, or outreach related activities. Student assistants may use the department copier with a faculty member's permission. Student assistants may be given access to a faculty office when a faculty member is not present **ONLY** if the faculty member has provided the main office staff with a written statement of permission. For security reasons, we cannot assign office keys to individual student assistants.

5. Key Policy

For security reasons, we cannot assign office keys to individual student assistants for access to the office workroom after hours. Students who require access to 3102D after hours can check out a key from Taylor Cluff with written faculty permission. Checkout will require that the student leave his/her ID card with Taylor until the key is returned the following day.

C. TRAVEL

1. General policies

University policies on in-state, out-of-state, and foreign travel are clearly detailed in the *ISU Faculty Handbook* and the *Office Procedures Guide*. In WLC, regardless of personal or professional, faculty travel is initiated by filling out a Departmental Travel Authorization form (available online). This enables the department chair to keep track of money promised as well as the travel plans of teaching faculty. Be sure to put an itemized (estimated) expense budget, with as possible figures for registration, room, meals, travel etc. Travel requests must be submitted to Amanda who will confirm with the department chair the funds to be paid out. This form must be received, approved, and signed by the department chair before the traveler departs. Remember to give "justification" of your trip on the travel record when submitted and state how your classes will be covered, including the name of the faculty member covering your classes. The justification and signatures are required whether or not your trip is reimbursed in

whole or in part.

Particularly if you have received grants or cross-program support from outside WLC, please note on your travel authorization form.

For Reimbursements for professional travel, please see below.

2. Personal travel

When a faculty member travels away from campus for personal reasons during regular work hours – and even if no funds are requested — s/he must submit, in advance, a Department Travel Authorization Form to Taylor who will obtain the signature of the department chair. The Dean's signature is also required for personal travel away from campus for more than 14 days. Remember to state how classes will be covered, including the name of the faculty member covering your classes.

3. Professional travel

Faculty members are responsible for knowing and adhering to University and departmental policies and procedures. Please consult the appropriate sources of information well in advance, and check with Amanda for any questions. Faculty seeking reimbursement for professional travel that has been authorized previously must complete the Travel Reimbursement Form (see below).

4. Professional Development and Travel Funds in WLC

For 2016-2017 the department will contribute up to \$1,500 per tenured faculty, \$1,500 per tenure-stream faculty member, \$700 per senior lecturer, \$450 per lecturer and P&S staff for professional development funds **until funds are exhausted**. In general, professional development funds are to be used for expenses directly related to research and/or teaching. All requests to use professional development funds are subject to approval by the Department Chair. These funds may be combined with other sources of support.

Reimbursements of travel expenses are subject to availability of funds. The exception will be to help faculty on search committee travel to conduct interviews. Registration costs and airline tickets can be paid before travel is initiated by the department. Some costs, however, e.g., meals, hotel, taxi, must be reimbursed after the travel is completed. As noted in "Airline Tickets" below, if tickets are purchased with a personal credit card instead of through a contracted ISU provider, according to University policy you **cannot** be reimbursed until your trip has concluded. Professional Development and travel funds **will not be carried over** from one fiscal year to the next, so we cannot guarantee travel funds. Requests for additional funding over the allotted amount for each faculty member should be submitted to the department chair and will be reviewed on a case-by-case basis.

Departmental funds to support travel are limited. The department will not reimburse your travel for personal business. In general, the department prioritizes the reimbursement for travel costs for professional meetings at which you formally present a scholarly product. (Exceptions to the requirement for formal presentation may be made for untenured faculty.) Formal presentations of scholarly products may take various forms. There should be evidence that you are presenting the fruits of your scholarship and contributing to your professional growth, the reputation of the

University, and the discipline itself. When in doubt, consult the department chair ahead of time.

5. Reimbursements

In order to be reimbursed for travel expenses, you must submit receipts and a completed Travel Reimbursement Form (available online) for these expenses: registration, hotels, parking, taxis, shuttles, and some misc. expenses. While we are often able to use per diem rates for meals, we recommend that you keep all meal receipts and submit them. When in doubt, submit a receipt! Amanda can assist any faculty member with questions regarding reimbursements. In all cases, reimbursements MUST be submitted within 90-days of travel completion.

6. Airline Tickets

ISU uses only one contracted travel agency, Travel & Transport (T&T), to purchase airline tickets. To order an airline ticket being purchased with ISU funds, contact T&T (292-8182) to schedule a trip itinerary and obtain a price quote. They will provide a complete itinerary by email for you to verify. The yellow Departmental Travel Record form must be filled out with ticket price and other travel expenses information and submitted to Amanda. Ask T&T to email the itinerary and price to Amanda. She will finalize the purchase of the ticket. Most tickets are electronic and will be emailed to you from the travel agency, but paper tickets will be delivered to 3102 Pearson Hall.

No airline tickets may be purchased with FY2017 funds after May 1, 2017. If you have not purchased your tickets by that date you will need to use your FY2018 funds.

Travelers are allowed to purchase air tickets from Internet sites if approved by their department chair. Since lower fares are sometimes available through Internet sites, this change in policy is in recognition of the changing environment of the travel industry.

Travelers who choose to use Internet sites instead of our contracted travel agency can use either their personal credit cards or their American Express corporate cards. However, **reimbursement will not be made until after the conclusion of the trip**, and travel advances will not be issued to facilitate purchases of air tickets. Documentation of the ticket cost should be attached to the travel reimbursement form. Acceptable documentation includes the Passenger Receipt coupon AND a copy of the e-ticket confirmation showing your name, dates/times of travel, and the amount paid. International air tickets require an additional proof of payment (e.g., a copy of the credit card statement), as the amount printed on the ticket often is higher than the amount paid.

When purchasing tickets, please keep in mind the following criteria and restrictions:

- All air ticket purchases must be made with respect to cost efficiency and all applicable laws and funding restrictions.
- Purchases from local non-contracted travel agencies are not allowed.
- Travelers may not select an airline for the purpose of obtaining frequent flier miles or other premiums that benefit the traveler personally.
- It will be the traveler's responsibility to obtain refunds and exchanges when using Internet sites. Neither our contracted agency nor Iowa State University staff will be able to assist travelers with problems associated with Internet air ticket purchases.
- Travelers purchasing air tickets with federal funds must comply with the Fly America Act

by using U.S. air carriers.

D. PURCHASING PROCEDURES

1. General Department Funds

All purchases for computers, office equipment, teaching materials, professional expenses, etc. made with department funds must be approved by the department chair. Once approved, these purchases will be processed through Taylor, Amanda and/or Chris Farley. Never charge anything to the department without the pre-authorization of the department chair. Charges will not be approved after the fact and the purchaser will not be reimbursed. Do not purchase items and seek reimbursement after the fact without prior consent by the WLC Chair.

2. Professional Development Funds and Internal Grants

Development funds granted to an individual by the department, as well as any other ISU grant or development funds, may be spent at the discretion of the recipient. Taylor will assign each grant a project/section number that he and the faculty member may use to electronically monitor the account balance. If a faculty member receives development or grant money from multiple sources (e.g., money for an honors seminar, an LAS grant, a grant from the CEAH, travel funds from the dept. chair, etc.), Taylor will attempt to set up one account containing all funds unless the money is managed outside of the department. This should allow faculty to keep tabs on their own funding. The department chair does not need to approve expenses and purchases made with grant funding; however, all university regulations regarding these funds must be followed. For any questions related to allowable expenses, please contact Taylor.

PLEASE NOTE: *Equipment purchased with development funds and internal grants of any kind remain the property of ISU.*

If you have questions about this policy, please contact the Purchasing Department.

3. External Grants

If a faculty member receives an NEH stipend, a Dept. of Education grant, or any other external grant that is handled through Iowa State, that faculty member must work closely with Taylor to determine how the funds may be received and/or spent.

4. Reimbursement

The department prefers to pay for things up front with our University purchasing card (credit card) and using the approved or appropriate vendors rather than processing a reimbursement. Amanda and Taylor are the only people authorized to use this purchasing card. Faculty and staff should contact them to determine the best and most cost-effective way to process a purchase or reimbursement. In all instances, faculty and staff are urged to **save itemized receipts for any professional expenses** until they receive their reimbursement.

III. TEACHING-RELATED POLICIES

A. CLASSES

1. Office Hours

Each semester faculty will be asked to complete and turn in schedule cards during the first week of classes to Carly – one copy for your door and one for the office staff. Information such as office hours, committee schedules (if known), email address, and office telephone number must be included. Faculty should designate at least two hours per week as office hours. When a student comes to the main office looking for an instructor, the main office staff will: 1) refer them to the instructor's office; or 2) if the instructor is not in, the student will be encouraged to leave a written or email message for them. The secretaries do not keep track of individual faculty schedules.

2. Class Meetings

Classes must meet at the place and time scheduled. Changes in meeting time or place, if necessary, are requested formally with 1) an initial request to the main office secretary; 2) a follow-up with the main office secretary and, if necessary, with the department chair or associate chair; 3) approval or refusal by the Registrar.

During the first week of classes, Carly should be informed of meeting days and times of "arranged" classes, so that the information can be posted and a room secured, if necessary.

If you must miss a class unexpectedly, please make sure that your students are informed as to when you will be back and what their responsibilities are, and that the secretaries have the proper instructions for answering inquiries.

3. Missed Classes

When an instructor must miss a class, s/he must contact the main office staff or department chair and let him/her know how the missed class is to be handled, i.e., via rescheduling, canceling the class, assigning an outside activity, or arranging for a substitute instructor. Office staff is not permitted to meet with the class, give quizzes or tests, or proctor the hour of class. They can, however, post a sign in the classroom announcing the instructor's absence and communicating an assignment.

- a. When a faculty member goes out of town for professional reasons, he or she is expected to:**
 1. Complete a *Departmental Travel Authorization Form*.
 2. Indicate in writing how classes will be covered.
- b. When a faculty member is ill and must miss class, he or she is expected to:**
 1. Call and email the main office and let the main office staff know that s/he will not be in. The staff will post the information on the classroom door.
 2. If ill for more than one day, contact a colleague or the section convener to find a substitute. **NO CLASSES SHOULD BE CANCELED FOR MORE THAN TWO DAYS** — a substitute should be found. The department chair and secretaries should be notified of the substitute.

3. **Complete a Sick Leave card.** Sick leave usage cannot be reliably and accurately reported by the Department without this card.

4. Off-Campus Classes

Off-campus classes can be scheduled ONLY if there is a strong academic reason for doing so, but you should be aware of these concerns:

- a. Formal classes must be provided in a setting that offers "equal access to all". Off-campus situations may prohibit access to underage or handicapped persons, or (if the location offers alcoholic beverages) to students with moral objections to these locations. In these cases, you might be vulnerable to grievances.
- b. Questions of insurance and liability are less clear for classes off campus. On campus, you are protected by ISU's liability insurance. Off campus, you might be **personally liable** for injuries sustained by a student traveling to or from the class, or while in the class itself. Special care should be exercised to avoid placing women in situations at night where they might be in danger traveling to or from a class. The problem is already present on campus, of course, but is aggravated when classes are off-campus.
- c. Use of commercial establishments should be avoided. There is uncertainty and potential risk in scheduling classes in such a way as to favor one commercial establishment over another.
- d. At this time, the university does not support a faculty member teaching only online classes during a given semester.

In short, there should be strong reasons that show that the off-campus situation will promote the learning experience and that a location on campus would be less desirable.

5. Syllabi

On the first class meeting of the semester students should receive written standard course information in the form of a syllabus in English. Faculty are expected to post syllabi online on Blackboard or their course website and not make copies (to conserve paper). The syllabus can be projected on the classroom screen and important course policies and procedures should be reviewed and discussed with students during the first class meeting. In order to ensure that all students are aware of departmental and university policies in the syllabus, instructors are encouraged to review some or all of the syllabus in English. The syllabus should announce the course title, credits, required texts, attendance policy, grading policies and procedures, anticipated testing schedule, whether or not there will be a common final exam, university policies on plagiarism, materials fees for LSRC, etc. Faculty should include a statement in the syllabus on accommodation of students with disabilities.

The LAS College requires all departments to keep a file of syllabi. An electric copy of each syllabus should be emailed to Carly for our records and to meet the requirements of the Continuous Improvement policy. No hard copy is needed.

6. Book Orders

Textbook orders are due to Carly and the University Book Store by the following deadlines:

- Fall deadline is March 1;

- Spring deadline is October 1;
- Summer deadline is March 1.

Carly will email a Textbook Order Form to the faculty a week or ten days before the deadline. The University Book Store (UBS) requests that you use one order form for each class. Return the order form via email to Carly, who will process the order with the University Book Store. If you need a desk copy, please try to obtain a free copy from the publisher. If one needs to be purchased, contact Carly. Faculty should retain a hard copy of the book order for their record. [Note: With so many editions available, it is important that you fill out each form carefully, making sure the ISBN is correct for each order. DO NOT simply use book order forms from previous years expecting that the information contained therein is accurate.]

Those teaching a continuation course from the previous semester (Spanish 102, French 202, etc.) must fill out an order form for the next semester. The University Book Store orders textbook titles to make sure there are enough textbooks for the number of students enrolled in your classes.

If there is a problem getting the book, UBS will contact the secretary. The UBS staff is very willing to work with faculty to find creative solutions to any problems. If you know of a publisher that is most likely to have the book in stock, please indicate the suggested source on the book order template.

If you plan to use a Course Packet, check the University Book Store's web page for the latest information on how to submit your project. Ordering early is always a good idea. Faculty should inform Carly if you are using a Course Packet.

7. Multi-Section Courses

With the exception of Spanish, sections may establish their own rules regarding the coordination of multi-section courses. Section conveners should work with a designated coordinator or director for the purpose of textbook ordering.

8. Audio-Visual Materials and Electronic Equipment

The LSRC has electronic and audio-visual equipment available for faculty use in WLC classes. Contact the LSRC for assistance.

9. Independent Study Courses (490 and 590)

For those students with special academic interests, WLC offers the opportunity for Independent Study (e.g., French 490, Chinese 490, or at the graduate level, French 590, Chinese 590, etc.). These courses require written approval of the department chair. A study plan and reading list is to be filled out by the student in advance of registration. Once the course proposal is approved, the student must add the correct section of 490 via a pink add slip (590 requires a yellow graduate add slip). *A 490 is not to be used as a substitute for another course normally required of a language major or normally offered under another number. 490s are always taught on overload, and thus they are discouraged unless absolutely necessary.* After approval, Carly will scan the 490 request form will be scanned and kept electronically as part of the Department records.

10. Internships for Academic Credit (499)

For qualified students, internships are available in many areas and curricula, e.g., those in the Languages and Cultures for Professions program. Internships must be supervised by a faculty member. Internship contracts must be approved by the supervising faculty member and the WLC internship coordinator(s) for the areas prior to commencing the internship.

11. Summer Courses

Summer session is budgeted separately from the academic year. Summer is a good time to offer high-demand courses to students, and online courses are especially of interest. Therefore, such courses are the ones most likely to be proposed successfully. The chair or associate chair will send a memo each fall to conveners and faculty regarding their summer teaching requests. In putting together course and teaching assignments for summer, programmatic considerations will have first priority, teaching qualifications second, and equity of opportunity for the entire department last priority. All summer courses must at least break-even; courses with low enrollments will be canceled prior to the first week of class. Summer school appointments and salary will be made by the chair.

Staffing for grant-funded programs that involve summer teaching will be determined by the Program Director named in the grant proposal. This policy is intended to give incentives to grant application.

B. GRADING

1. Adds and Drops

Students are responsible for processing and finalizing adds and drops. When a student asks an instructor to sign an add/drop slip (pink for undergraduates, yellow for graduate students), the student **must** make sure the drop is processed through Student Scheduling in Room 10 of the Enrollment Services Center (formerly Alumni Hall). The instructor signature only gives permission to add/drop; it does not complete the process.

Add/drop forms are available in 3102 Pearson and in 3220 and 3230 Pearson (advising offices). Instructors may only sign add/drop forms for students **after** the first Friday of the semester.

2. Mid-Term Grades

Notification is sent out by the Registrar mid-semester (October and March). Students who are doing C- work or below must be notified at that time that their performance is less than satisfactory. Students with below-average grades (C- to F) will be notified along with their adviser. This grade is a warning only and does NOT commit an instructor to any grade.

If a student is not performing satisfactorily at this time and an instructor does NOT notify the student through the mid-term grade option, the instructor could be liable to a grievance. Mid-term grades submitted late will not be processed by the Registrar's office and it is the responsibility of the instructor to notify students with below-average grades (C- to F).

All students listed on AccessPlus class sheets are still officially registered for your class. If a student has not appeared, the student should be given an "F" and the phrase "NOT ATTENDING" should be typed in the appropriate place on the AccessPlus form, so that they will be warned to complete the official drop process for the class. Please consult the University Calendar for fall and spring drop deadlines.

3. Student Evaluations through Class Climate

Approximately two to three weeks before the end of the semester, Carly will make the necessary arrangements for course evaluations to be released to students through the Class Climate evaluation system. Student/course evaluations need to be completed by Friday of Dead Week at the latest. Class Climate automatically will encourage students to complete student evaluations prior to "dead week" in order to facilitate the processing of all WLC evaluations in a timely fashion. **No evaluations will be administered during finals week or after.** Faculty may not administer other formal student evaluations to their classes as all evaluations are now processed through the Class Climate system.

In order to ensure the integrity of the evaluation process and the accuracy of the statistical evaluations, the department does NOT permit access to these evaluations until they have been processed by Class Climate. When courses are completed, Carly will use Class Climate to process evaluations and send the results to both the Chair and to the faculty member.

4. "Dead Week" at ISU

"Dead Week" at ISU is the last week of regular classes prior to final exam week. Faculty cannot schedule final exams during this week, nor will student organizations schedule social activities during that time. Normal class assignments, including quizzes and other graded materials, that have been announced in the syllabus at the beginning of the semester are permitted. WLC faculty may conduct oral portions of the final exams during dead week. This permission has been regularized as standard college policy for the "lab" component of any course.

5. Oral Component to Final Exams

The oral component to a final exam should be no more than 15-20 minutes in length. The relative value of that part of the exam should be determined by the section staff to ensure uniformity across multi-section courses.

6. Final Grades

Every student who appears on the AccessPlus final class list is still officially registered for your class and must be given a grade. Students who did not attend class or stopped attending (without officially dropping a course) must receive an "F" and the phrase "NEVER ATTENDED" or "STOPPED ATTENDING" should be typed in the appropriate place on the AccessPlus form.

If a student has been attending class but does not appear on the list, his/her name should be added to the list and a grade given to establish a record of the student's participation in the course.

Main office staff are unable to give students their final grade. Faculty may post grades on the BlackBoard course management system or communicate with students individually via email.

Faculty are discouraged from posting final grades on their office doors. Any posting on a faculty member's door should only use the student's partial ISU identification number.

7. Incompletes (I)

An "Incomplete" is a grade given at the discretion of the instructor if s/he believes that the remainder of the work for the course can be completed successfully within a year. In general, an Incomplete is not given unless a student specifically requests one and the instructor and student agree on what will be necessary to complete the course for a grade. **The student must have a passing grade at the time the incomplete is granted.** To submit an "I", a "Report of Incomplete" form (available from the secretary) must be submitted. The student, instructor and department chair must sign the form and forward it to the Registrar's office. To resolve or remove the "I", a "Grade Report" form must be filed (available from the secretary). Consult the Incomplete policy in the current catalog for further information.

8. Grade Books and Spreadsheets

When an instructor leaves ISU for any extended period, grade books, spreadsheets of grades, or the copies thereof must be left with the department. One-year contract faculty should hand in their grade books or copies of their spreadsheets at the end of the academic year. This allows the department chair to handle any questions or grade appeals in an instructor's prolonged absence or after an instructor's permanent departure. Spreadsheets or grade books should be organized in such a way that the department chair can determine how grades were determined and what factors were taken into account. If the information is unclear or if records are not accessible, the student's appeal may be granted regardless of whether or not the grade is correct. Most ISU appeal procedures currently require a response within five class days.

C. UNIVERSITY POLICY ON FINAL EXAMS

- 1. FINAL EXAMS IN COURSES OF TWO OR MORE CREDITS MAY NOT BE GIVEN AT A TIME OTHER THAN THAT FOR WHICH THE EXAM IS SCHEDULED BY THE REGISTRAR.** An instructor may not give a final exam prior to final exam week nor change the time of offering of the final examination as it appears in the final exam schedule. Permission to change the time for which an exam is scheduled may be given only by the Dean of the College. If the instructor elects not to give a final exam, the class is required to meet at the scheduled final exam period for other educational activities such as a review of the course, feedback on previous exams, etc.
- 2. CHANGING THE TIME OF A STUDENT'S EXAMINATION.** If unusual circumstances necessitate changing the time of a student's final examination, the student must obtain the approval of the instructor of the course.
- 3. EXAMINATIONS IN COURSES EXCEPT THOSE IN SPECIAL GROUPS.** Time for examinations is determined by the student's first contact of the week in each course. A schedule will be given to you, one will be posted, and one is also published in the *ISU Daily*.
- 4. FOR COURSES WHICH ARE ALL RECITATION OR LECTURE, OR WHICH HAVE ONE OR MORE RECITATIONS WITH ONE OR MORE LABORATORIES.** The first recitation or lecture of the week is considered to be the first contact of the week. In courses having both recitations and lectures, the department head may determine whether the first lecture or the first recitation is to be considered the first contact.
- 5. PLACE OF EXAMINATIONS.** Examinations will be held in the meeting place of the first contact of

the week, except those in Special Groups. For the Special Groups, the place will be determined by the Room Scheduling office and should be announced by the instructor.

6. **COURSES HAVING A FIRST CONTACT ON THE HALF HOUR.** The first full hour following the half hour should be used. For example: 8:30 am to 10:00 am would have a 9:00 am contact, 12:30 pm to 2:00 pm would have a 1:00 pm contact, etc.
7. **CONFLICTS OF COURSES WITHIN SPECIAL GROUPS.** In case of conflicting examinations, the student will report to the instructor in charge of the first listed of the two conflicting courses within the Special Group in question. This instructor will arrange for a special examination or make other adjustments.
8. **STUDENTS HAVING THREE EXAMINATIONS IN ONE DAY.** If a student has three examinations within one day and wishes to change the time of one of them, he or she should contact the instructor of the course that has the smallest number of students. This instructor is ultimately responsible for the make-up exam. Before arrangements are made with this instructor, the student should investigate whether conflicting examinations are being held at another time for either of the other two courses.

IV. LANGUAGE STUDIES RESOURCE CENTER (LSRC)

Language Studies Resource Center (LSRC) is a primary resource for students enrolled in foreign language classes who seek access to audio, video, textual, and electronic materials in support of their language studies at Iowa State University. The LSRC also serves as the instructional technology hub of the Department of World Languages and Cultures and technology liaison with technology units on campus. The LSRC provides specialized media resources and support for language and culture classes throughout Pearson Hall.

A. LOCATION AND HOURS

3142 Pearson Hall

(515) 294-9761

LSRC@iastate.edu

<http://www.language.iastate.edu/lsrc/>

Fall and Spring Hours

Monday-Thursday	8am to 8pm
Friday	8am to 5pm
Sunday	12pm to 5pm

Summer Hours

Monday-Friday	8am to 4pm
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B. LSRC PERSONNEL

Stephanie Korslund, Ph.D. (Program Coordinator III) is director of the Language Studies Resource Center (LSRC) and Instructional Technology leader for the department. She oversees operation of the LSRC and other IT spaces and initiatives in the department. She consults with faculty, campus units, and other Resource Center directors to improve the integration of technology and world language pedagogy.

Chris Farley (Systems Support Specialist IV) manages the daily operation of the LSRC. All computer and technology purchases must be routed through Chris. He also assists faculty and staff with technology-related problems as time permits.

1. Undergraduate Student Assistants

The LSRC employs undergraduate student assistants during the Fall, Spring and Summer semesters to work on LSRC and grant-funded course development initiatives.

Per LASCAC funding conditions, the primary duty of LSRC assistants is to help Iowa State University students gain access to LSRC resources by assisting students in locating resources, demonstrating the use of equipment or software to students or faculty, and setting up equipment for students to access specific resources (e.g., a particular resource in reserve). LSRC assistants are additionally involved in such daily LSRC activities as setting up and maintaining computer and audio-visual equipment, preparing materials for circulation, circulating resources, helping maintain departmental and LSRC web pages, updating a holdings database, etc.

The LSRC provides technical assistance within its main areas: 3142, 3113, and 3158 Pearson. Assistance beyond these areas is provided by the Solutions Center. For immediate help with classroom technologies in any university building, the first point of contact is the Solutions Center (294-4000, solution@iastate.edu). ITS Classroom Services provides support for issues such as laptop-to-projector connections, data projector malfunction, DVD and VHS video playback, wireless networking, and audio systems as well as general problems with desks, seating, whiteboards, etc.

2. Graduate Student Assistants

The LSRC will employ a graduate student assistant during the Fall and Spring semesters to assist instructors with course development in hybrid and fully online classes. The graduate student serves as an assistant to the director in helping instructors with course development needs, including building and designing courses online, researching technologies for implementation in language classes, and collaborating with faculty and staff on relevant instructional projects. All instructors in the department may request assistance from the graduate student assistant however priority will be given to instructors teaching hybrid and/or online courses at the 100 and 200 levels.

C. FACILITIES

A description of LSRC facilities can also be found online at <http://www.language.iastate.edu/lsrc/>

1. 3142 Pearson Hall - LSRC - Main Facility

The main facility has 21 dual-boot Mac computer stations equipped with scanners, headsets with microphones, and the software most often used in WLC instruction. It provides access to

reference materials (dictionaries, grammars, etc.), satellite tv (full listing available in the LSRC), videoconferencing, and a variety of instructional media and software.

2. 3142B Pearson Hall - LSRC - Conference Room

The conference room seats 4 people comfortably. The conference room is open to all WLC students and faculty and may be reserved online through the reserve form under the reserves tab at <http://www.language.iastate.edu/lsrc/> Faculty who use the space for testing purposes have top priority in reserving the space. Please give 24 hr notice when possible.

3. 3113 Pearson Hall - Lab - 31 stations

In 2012, the LSRC was awarded an LASCAC grant to update this facility, which was originally established with Cargill Corporation funding. LSRC student assistants help maintain this lab by installing software, updates and may occasionally help students or faculty with its operation. This room is equipped with 30 student stations and 1 dual-monitor instructor station. All stations have headsets with microphones and video cameras. Besides the computer hardware, this room also has a SmartBoard, document camera (Elmo), multi-system VCR, and a multi-region DVD player.

4. 3158 Pearson Hall - Seminar Room

This room can be configured in several different ways; a configuration chart is located by the media tower. The equipment in this room is maintained by the LSRC and includes a computer, projector, and document camera (Elmo). Scheduling requests for this room should be submitted to Carly Johansen in the main office or LSRC@iastate.edu.

D. TECHNOLOGY SUPPORT

The Systems Support Specialist IV, Chris Farley, supports LSRC, WLC staff and faculty computers and servers. He can help with needs that go beyond regular university support. Please contact Chris (4-1551, cfarley@iastate.edu) for questions regarding department (e.g., faculty work room computer) or faculty computer systems.

1. Faculty Work Room Station (3102D Pearson)

The faculty work room station consists of a dual-boot Mac (Mac and Windows) to enable quick printing or other tasks not available on other computers. To log on to this station please use your ISU NetID and password.

2. Printing (3142)

Two laser printers (color and black & white) are available for faculty, students, and staff use through ISU's PaperCut system. ISU students receive a printing quota at the beginning of the semester. Once that quota is exceeded, PaperCut charges to Ubill accounts.

To check your print balance:

1. Open <http://www.asw.iastate.edu/>
2. Click "Manage User".
3. Click "Check Your Disk Quota" to see how much of your quota is in use or "Check Print Balance" to see how much of your print quota has been used.
4. To see recent charges to your account, click "View Charges."

E. INSTRUCTIONAL TECHNOLOGY SUPPORT

1. LSRC

One of the LSRC's main functions is to provide support for instructional development and technologies specific to the content areas of the WLC curriculum. In the last few years, the LSRC has directly or indirectly helped secure funding for a variety of projects that have a significant instructional technology component. Faculty are welcome to consult with the LSRC director regarding instructional technology assistance and/or opportunities for LSRC involvement in securing funding for instructional technology projects.

The LSRC is the first point of contact for the following:

- AV equipment, hardware and most software in 3113 (Lab), 3142 (LSRC), and 3158 (Seminar Room)
- LSRC Laptop Cart
- LSRC iPad Cart
- LSRC Computers for Classroom Use (Tablet PCs and Macbook Airls)
- LSRC videocameras, still cameras, iPods, etc.
- WLC and LSRC websites
- LSRC online catalogue

For questions or issues about this equipment, please contact LSRC@iastate.edu.

2. Campus Instructional Technology Services

Most instructional technologies licensed for campus use are now supported by the Solutions Center (4-4000), which is the first point of contact for the following:

- Blackboard (ISU's Content Management System)
- Classroom Technical Support
- Collaborative Learning Spaces (<http://www.it.iastate.edu/services/cls>)

A comprehensive list of available classroom technologies supported by ISU can be found on this website: <http://www.it.iastate.edu/services/classrooms>

F. LSRC RESOURCES

The LSRC focuses on giving WLC students and faculty access to resources that are specific to WLC curriculum and difficult to access elsewhere on campus. The LSRC keeps an updated database of available media on its website.

1. Resource Purchases

LSRC resources are acquired through two different channels: student materials fee and competitive funding requests. Resources acquired through the former channel must be in compliance with fee guidelines. A full description of the fee is available on the WLC website,

under departmental documents and forms. Resources acquired through the latter channel must be acquired and used in accordance to what was proposed in the request for funding.

All LSRC resources are acquired with input from faculty or students. To suggest specific resources to purchase or subscribe to, use the electronic form available through the LSRC website: <http://www.language.iastate.edu/lsrc/>

2. Circulation

A. Faculty

Faculty can check out any materials or equipment. Standard checkout is 1 day for technology and a week for materials (books, cds, films). Faculty may request to check out technology equipment for a semester, however these requests must be approved by the LSRC director in advance. In general, books and films may not be checked to faculty for longer than a week without prior approval from the LSRC director. Any items checked out for an extended period of time may be recalled by the LSRC at any time if another faculty member has requested the item. Faculty agree by checking out an item that the item will be returned on time and in working condition. Failure to return items on time will result in a warning. Multiple warnings can result in loss of checkout privileges. Items not returned in working condition or lost items will be replaced at the faculty member's expense.

Faculty who have placed items on reserve may request to borrow the item for use in class without having to check out the item. Items on reserve may only be removed from the LSRC during the time they will be used in class and must be returned to reserve at the end of the class period unless approved in advance by the LSRC director.

B. Students

Students can check out materials (books, films, cds) and limited technology equipment. Standard checkout for students is 24 hours for technology and 7 days for books, films, or CDs. Because of the potential demand for technology equipment checkout, checkout periods for more than 24 hours must be approved by the LSRC director.

When students check out an item they will be required to fill out a checkout form, which requires students to provide their name and ISU ID and a signature. The form is an agreement between the student and the LSRC that the student will return the borrowed item back to the LSRC on the date listed on the form. Failure to return items on time will result in a late fee charged to the student's university bill. In addition, if the item or items are not returned in working condition or are not returned at all the student authorizes the LSRC to charge the estimated value of the item as listed on the agreement form to the student's university bill. Currently the LSRC does not allow students to check out laptops or iPads for use outside the LSRC. In addition, items placed on reserve by faculty cannot be checked out for use outside of the LSRC. Students can request to use these items or any other item within the LSRC in exchange for their ISU ID card. Items used within the LSRC (3142 Pearson) do not require students to sign a checkout form. When the student is done using the item in the LSRC, they can return the item to the front desk in exchange for their ID card.

C. Reservations

Room (3113, 3158 Pearson) reservations can be made by contacting the LSRC desk directly in person or by phone at 294-9761. For laptop cart, iPad cart, or LSRC conference room (3142B Pearson) reservations, please send your request directly through the LSRC site under the reserves tab:

<http://language.iastate.edu/lsrc/>

Please note: laptop cart requests are processed during LSRC business hours. We can ensure an assistant will be available if the reservation is processed 24 hours before the cart is needed.

D. Reserve Shelf

Instructors may request that specific LSRC resources be put on reserve. A simple reserve form is available online through the LSRC's website. **Personal items (e.g., a personal copy of a DVD) may only be placed on reserve with permission from the LSRC Director.** The LSRC asks that instructors wait for a confirmation email from the LSRC director before dropping off personal items in the LSRC. Student assistants reserve the right to not accept personal items until they have been approved in the system by the LSRC director. Materials for reserve should be requested for purchase first (see 1 for purchase requests).

E. Copyright Issues

All media used in and distributed by the LSRC **must be either owned or licensed** by the LSRC. Media or equipment that is not currently available can be suggested for purchase by using the "Resource Suggestions" link on the LSRC website. More information on copyright issues (academic copyright, fair-use guidelines, copyright clearance center, creative commons licensing structure, etc.) can be found on the WLC website by selecting "Resources for Faculty" in the sidebar menu.

F. Privacy Issues

LSRC assistants are instructed not to share patron information (e.g., what items have been checked out by whom) with any other patron. Checkout records are considered personal information. To see what items are available in the LSRC, please check the LSRC's online catalogue. To locate a specific resource that is not available at the time of your request, please place a recall request through the LSRC's online catalogue.

V. ACADEMIC ADVISING

Ruxandra (Sandra) Looft, PhD (Academic Adviser III), Ginger Nally, PhD (Academic Adviser II) and Stacy Lindshield, PhD (Lecturer) serve as the department's Academic Advisers and LAS liaisons. They have access to student files, student records, and other confidential materials. Because of many changes in the university's electronic registration system, as well as the college's commitment to funding permanent advising positions in the department, the Academic Advisers will do all official department advising. Sandra's position is a full-time, 11 month position with July off each year (unless otherwise negotiated with the WLC Chair), Ginger's position is half-time in WLC and half-time in LAS Study Abroad (12 month appointment), and Stacy is a 9-month part-time lecturer for Anthropology. The advisers work together and have devised the appropriate means to manage advising for students in the major programs including

Anthropology as well as students pursuing a second major in the Languages and Cultures for Professions (LCP) program.

Faculty members are asked to serve as mentors to WLC majors and minors. Students need, and seek out, faculty in their discipline for course and career recommendations. Faculty members, although not the advisers of records in most instances, are encouraged to be involved with majors in their discipline. Mentoring students is both a privilege and a responsibility for faculty in guiding students in making important decisions for their future. Being a good mentor can be one of the more rewarding aspects of our occupation as teachers. Faculty are also in a position to counsel students when problems arise, if a student feels free to discuss a problem with them. Although many problems can be resolved through simple discourse, some problems require the attention of trained personnel at Counseling Services (294-5056).

- a. Please note: The Academic Advisers keep a master list of advisees. You should contact them if you need a copy.
- b. No student should register for classes without reviewing their degree audit in consultation with their Academic Adviser.
- c. All advisees' files for this department are kept in a locked file cabinet in the Advisers' offices (3220 and 3230 Pearson Hall) or in the main office. This allows the Advisers to add materials to student files, to maintain records, and to better advise the students. Due to the confidential contents of student files, access to advisee files is restricted to the department advisers and to the chair.
- d. The Academic Advisers, and in their absence the department chair or associate chair, are the only individuals with permission to sign student advising papers "for the department," including major and minor forms.

VI. OPPORTUNITIES

A. GENERAL

Be alert for memos and announcements regarding internal funding opportunities including: LAS Small Grants, Center for Excellence in the Arts and Humanities (CEAH) Grants, Faculty Professional Development Assignments, Regents and Big Twelve Exchange Programs, and CELT grants. Some of this information is available on ISU's website, particularly on the Provost's Homepage. Notices of upcoming grant opportunities are distributed in the departmental Monday Memo.

B. TRANSLATING, INTERPRETING, AND CONSULTING

Scholarly translations of works of literature or reference for publication can be considered scholarship and be evaluated as such. Translating books, articles, letters, transcripts, contracts, or documents as a service to businesses or other university units, or serving as an interpreter, however, is not part of the academic mission of the Department. Faculty members are not encouraged to make a gift of their professional skills. If you negotiate such work with outside contacts, you are free to charge whatever fees you wish. Faculty who wish to be considered or contacted with regard to translations or interpretation, should contact Carly who will add their name to a list.

See the ISU *Faculty Handbook* for guidelines on consulting.

C. REPLACEMENT TEACHING

This policy is to be employed for replacement teaching in the case of extended family and/or medical absences. (From March 1999 FLL Business Meeting Minutes.)

If possible, the faculty member who will be absent should find a willing substitute. The original instructor provides the substitute with a detailed syllabus. Students are to be informed as soon as possible of the substitution and should be informed that the substitute is, for the duration of the absence, and the professor in charge of the class. Instructors and their substitutes are to be in close contact and will devise a system of communication that they can use with one another consistently regarding the management of the course. The schedule of assignments ideally should not be altered from that in the original class schedule; students should receive the instruction that they registered for on the schedule that they planned for. The faculty member, their substitute, and the department chair will determine the mechanism by which the course will be evaluated.

In the event of extended absence, the Department will compensate faculty members who do substitute teaching for their colleagues in a manner that will be negotiated by the substitute faculty member with the department chair.