

General Policy Statement for ENGL 2323, 3302, 3372, 3381, 4301, 4321, 5301, 5303, 5334
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I adhere to all mandatory TTU policies. Please visit the Texas Tech University Required Syllabus Statements webpage (<https://www.depts.ttu.edu/tlpdc/RequiredSyllabusStatements.php>) for TTU mandatory policies on ADA accommodations, religious holiday absence requests, academic integrity, and aid to pregnant students, most of which are already integrated into the policies below or the syllabus document.

1) Remember that it is a student's job to take responsibility for their own education. Many students want to think that they are customers of education, since the customer is always right and should always get what they pay for. This is a university, not a department store, and I am a professor, not a customer service representative. Your tuition does not pay my salary; I work for the state, not any individual in it. A better analogy would be that of a patient and doctor; if you don't follow the doctor's recommendations, you are going to stay sick, and you have to pay the doctor whether or not you get better. The best analogy is the stock market - the more you invest in your education, the more you gain in the long term, but that doesn't mean there won't be times when your grade and your ego will have to take a short-term hit if you aren't keeping up on things.

I must give you both an opportunity to take this class and an honest teaching effort; a good grade, however, you must earn. I will gladly explain my grading to you and offer suggestions for improvement, but unless it becomes clear TO ME that I have made a major error, I will not change grades without a directive from the department chair or other appropriate university authority. I do not give pluses or minuses for final grades in undergrad courses, and I do not round up; 89.9% is a B, for example. Your GPA is your responsibility - if you want to get into professional/graduate school, stay in your extracurriculars, or keep a scholarship, you have to make the effort to raise your grade, not me.

2) Civility is expected in all discussions. In my classes we deal with some issues about which people disagree, sometimes vehemently, and while I do not expect to be agreed with or to agree with you at all times, I expect to be treated with respect, and in turn I will treat you with respect. Note that disagreement is not equal to disrespect - it IS possible to have spirited but respectful disagreement, despite what you see all too often online and in the media. I also expect students to have this same attitude towards each other; you may not agree with what someone else thinks, but if you can articulate your position politely and back it up with sufficient evidence, the class will benefit by having a choice of opinions, and you and your classmate both get something new to think about. This applies to office hours, online interaction, and other out-of-class contact as well. See the TTU statement on Civility in the Classroom: <https://www.depts.ttu.edu/tlpdc/CivilityInTheClassroomStatement.pdf>

3) Personal attacks of any kind have no place in the classroom; keep your disagreements about the subject matter and not about the personal traits of your classmates. A severe enough infraction may result in dismissal from my classroom, and it may also carry departmental or university penalties; at all costs, avoid discriminatory or harassing comments (see the Title IX notification which has started appearing on University syllabi). See above about mutual respect and about disagreement not being equal to disrespect. This applies to office hours, online interaction, and other out-of-class contact as well.

4) You should have the day's assignment done when you attend class, and you should only be doing work for my class when you are in my classroom; this requires that you have the text, paper and pen(cil), bluebooks, handouts, and any other materials necessary for this class. In online classes, be tuned in and ready to go at the appropriate time. If your equipment is capable of video, I would prefer you have the video enabled. You are in my classroom to participate in my class, not to do your homework for another class, check your mail or Facebook, chat with your classmates, make calls, text your friends, play 'Angry Birds' or 'Candy Crush', etc. When class starts, everything else should go on hold for its duration, and I expect you to participate fully. Sleeping or other blatant inattention in class is an extreme form of disrespect. If I ask three consecutive questions and get no serious answers, I reserve the right to throw an impromptu quiz that cannot be made up.

5) I presume that most people will stay in this class. However, remember that if you decide to drop or withdraw, you can't just stop showing up and expect to get a W. The Registrar's Office will give a W to anyone who formally withdraws from the class, but University regulations do not allow them to give you a W unless you have formally withdrawn from the class. If you just stop coming to class without withdrawing, the Banner system will not let me do anything other than fail you at the end of the semester. Be aware of the drop deadline date for each semester. If you do decide to drop, a courtesy email message to inform me would be greatly appreciated so that I can update my records; fear not, I will not send you a nasty reply, but I will thank you for your courtesy. Remember the university's withdrawal policy – students may only withdraw from a limited number of classes over their university career, so think carefully about doing so! Also, if you attempt to withdraw in order to avoid a failure due to academic dishonesty, TTU operating procedures will reinstate you to the class until any investigative actions are complete.

6) Raise your hand if you have a comment – I will try to get everyone's comments in order and to give everyone their say. Don't dominate the discussion – I like to hear lots of opinions, and I'm sure your classmates do too, including their

own. If I say "Let's hear from someone else," don't be offended; everyone needs to participate, since there is a participation grade in this class. Take it instead as a sign that I acknowledge and appreciate the quantity of your participation. In online classes, be sure to have your mike muted to save bandwidth, but if you have something to say, be aware if someone else is talking, and remember that you can use the chat window instead of the "raise hand" function.

7) MWF classes run from the hour to fifty minutes after the hour; TTh or MW classes run for eighty minutes, seminars last for two hours and fifty minutes, and summer classes run for an hour and fifty minutes. Do not start getting ready to go until I indicate that class is over; it's a pet peeve of mine, and besides, if I make an announcement or someone asks an important question, you won't hear it if you are shuffling papers, digging through a backpack, etc. Alexander Pope famously said, " 'Tis with our judgments as our watches; none / Goes just alike, but each believes his own." To remedy this situation, my watch is the final authority on time in my classroom; I'll try to keep it on my cell phone time, which is generally in sync with the U.S. atomic clock in Colorado. If you have a long trip to your next class, let me know early in the semester so I can be sure to end on time (I occasionally get carried away.)

8) Don't distract your classmates' attention by excessive motion or noise.

- Most classrooms in the Humanities building have the door in the front, so a person walking in late is very conspicuous. A late arrival distracts your classmates and annoys your instructor; avoid tardiness (I count three tardies as an absence). Also, I collect the attendance sheet from the class ten to fifteen minutes into class; if you come in late, see me at the end of class to sign in tardy. Failure to sign the attendance sheet counts as an absence, whether you were there or not!
- Entering and leaving the room is very distracting. If you have to use the bathroom, get a drink, etc., do it before or after class; do not leave the room without my permission, and do not ask permission to leave unless it is an emergency (what constitutes an emergency is at my discretion).
- Turn off or silence cell phones, watch alarms, or anything else that makes noise. If you must have one (you are on call for a job, there is an urgent situation such as pregnancy or family emergency, etc.), set it for silent mode or vibration, and let me know beforehand why you must have it on. What constitutes necessity is at my discretion and I reserve the right to refuse permission. I will keep my phone on for the campus emergency notification system.
- In an online class, keep your microphone muted unless you are talking; you can still hear me and your classmates, but it will cut down on any background noise.

9) The State of Texas has permitted concealed carry of firearms on campus except in sensitive areas designated by the University. TTU Operating Procedure 10.22 gives the relevant points of the law and lists areas excluded from concealed carry; the Humanities building is not excluded. In accordance with the law, I will not ask anyone about concealed carry status. If you choose to exercise your legal rights, remember the accompanying responsibilities, both to the TTU community and the State of Texas; obey the law and the OP in both spirit and letter. Make sure you have all necessary certifications and permits, and always keep your firearm completely concealed.

10) It is not my responsibility to contact you to find out why you were absent; it is your responsibility to let me know what happened and to provide appropriate documentation for your absence. Falsifying the attendance sheet or submitting false documentation is considered academic dishonesty (OP 34.12). It is also your responsibility to be aware of your attendance status; my attendance sheet comes around every class period and you are more than welcome to check it. I check the sheet every couple of weeks and will not hesitate to send out a dean's letter if you exceed the allowable unexcused absences; if you have a large number of absences and a good reason, make an appointment to see me (we can usually work things out). I give a lecture, lead a discussion, run a Powerpoint show, etc., once and only once; you are responsible for getting any announcements and notes from your classmates or the website should you miss class. Absences for the observance of religious holidays (a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20) will be automatically excused, but I should be notified in writing (I would prefer a week's notice) and students are responsible for any assignments or quizzes to be made up appropriately. Also, if you have a reason for an extended absence (Covid, pregnancy, military service, etc.), let me and your dean know as soon as possible so that we can make arrangements; if you miss four consecutive class days without informing me of your situation, I reserve the right to fail you for the course. (Just think of what your boss would do if you stopped showing up for work without calling in!) In graduate courses, attendance is expected barring major emergencies, and contacting me beforehand or as soon afterward as possible should go without saying. I will generally excuse absences for academic conferences or other professional development with sufficient advance notice. All students are expected to make every effort to contact me in a timely fashion, by multiple means if necessary - "I couldn't get through" is not a valid excuse.

11) You are responsible for knowing what's in this statement, the plagiarism statement, the syllabus, any email I send out, and any other information that I hand out or post on the website, so "I didn't know about it" or "It wasn't on the syllabus" will not be accepted as excuses or defenses. The English Department no longer makes hard copies of syllabi, so they will be placed on

Blackboard. The class schedule on my syllabus is necessarily general, while the website usually has the more specific daily assignments.

12) I am more than willing to see you, but unless it is an emergency, it is a bad idea to try to talk to me before or between classes; there may be last-minute preparations or technical issues that I am working on, and someone may need the classroom next. If my office hours do not match your schedule, make an appointment; I'll work with you as best I can. Also, unless I explicitly give you permission to call me at home or on my cell phone, do not do so. Email is the best way to get in touch with me - I check frequently; failing that, call my campus voicemail at 806-834-8033. My Skype address is mcfaddenttu.

13) Technological literacy is expected in this class.

- I sometimes use email to send out class-wide messages, so check your email frequently; it is your responsibility to know what is going on in your academic life. Every student is automatically assigned an eRaider mail account (your.name@ttu.edu). Banner automatically composes a class mailing list that uses ONLY E-RAIDER ADDRESSES. Due to a situation several years back that resulted in ttu.edu accidentally being labeled a spam domain, it is no longer possible to redirect mail from a TTU account to another ISP's account. If you use an address from another ISP, make sure your email program can access your TTU account too.
- If I allow your class to submit work via email, you may expect me to confirm its receipt within 24 hours. Remember that I am not a machine and occasionally want to do things like sleeping and eating; if you send me email at 6:00 PM or 3:00 AM, you probably will not get an immediate answer, so please give me time to respond. A mailbox full of "did you get my paper?" messages is a real pain! If you don't get a confirmation email within 24 hours, THEN you should contact me to make sure that I received your submission; I recommend that you submit any work early enough that you leave yourself a bit of time in case you have to resend it. "It got lost in the network" is not an excuse for late or missing work.
- Many assignments or messages will be delivered via Blackboard or OneDrive or the website - I will not accept "I couldn't download it" as an excuse. If you do have download problems, I will try to have my PDF's set early in the semester - bring me a blank CD-R or flash drive and I will give you the assignments that way, or I can email them to you in an emergency (be forewarned, some files are big). Also, if you live off-campus, be aware of how to use the TTU VPN system to access TTU resources from your own computer.
- I have no objections to you using electronic resources in my classroom via a laptop or tablet or smartphone, but you had better be doing class work on those devices. My practical concern is that people start to visit Facebook, send texts, play PvZ or Angry Birds or Candy Crush, read email, etc., and stop paying attention to class; in turn, that also distracts the students around the offender, and before you know it, no one is paying attention. Some students need devices for SDS accommodation, so I can't ethically ban anyone from using them in class, but I reserve the right to mark you absent if I catch you on a non-class-related electronic resource. Electronic devices are banned from examinations unless you are given explicit permission to use them (e.g. for a takehome examination or at the PASS Center). In an online section, devices are obviously necessary for conducting the course, but just because I cannot see everything on your screen does not mean you can have distracting programs up.
- I do not permit the use of ChatGPT or other related AI for the writing elements of this class and will regard any such use as academic dishonesty.
- I know about course content and some technical issues related to the network, but I am not an IT professional. If you have computer problems, contact Help Central or an IT specialist first and then, if the problem persists, contact me to let me know something is up. Only contact me first if there is a problem with course content (I forgot to put a PDF in OneDrive, I have a dead link on the website, etc.)

14) My general participation grade calculation will be based on the points earned for homework, unannounced quizzes, and in-class assignments - the percentage of points you earn divided by the total possible points will be your participation base grade. I may add 1-10 points at my discretion for frequent participators, but your participation grade will not go over 100%. I may assess any penalty for absences with a separate attendance grade - check your syllabus for my calculation method for your particular class. I will use the Grade Center in Blackboard for score tallying in hybrid/online classes.

15) Several times I have had a student in my class get an F for not turning in an essay or skipping the final. All major assignments must be completed to pass the course. I define major assignments as essays of any length, response papers, projects, and examinations - see your syllabus for specifics, as I usually indicate them with an asterisk (*). Don't let all your work for the course (and your course fee!) go to waste. Also, the Registrar prohibits faculty from giving incompletes to undergraduates without permission of the dean (we are not even able to enter an I on Banner). I do not grant incompletes unless there is a compelling situation beyond your control that is hindering the completion of your coursework; because poor planning on your part is avoidable, I do not consider it a compelling reason for an incomplete.

Revised January 2024