

Bastian, Sheila

From: Bennett, Sue
Sent: Thursday, January 29, 2009 4:02 PM
To: Bastian, Sheila
Subject: RE: Academic Council

Dear Sheila,

1. I would like to receive some guidance on the freshman orientation classes for fall. I am putting the final touches on my fall schedule and need to know how to handle the orientation classes for English. How many sections should I offer, when should I offer them, how many hours of credit are they worth, what is the workload for the instructor, are we using a campus-wide textbook, are there common elements in the orientation class, etc. I know a committee has been working on this for about 2 years, but perhaps someone should make a decision for fall and then let the committee continue to refine the details for spring.

2. I would like some clarification on the "required elements for all syllabi." I thought we had agreed to post a link on our syllabi to direct students to the web page. Some people are arguing, though, that we still need to list all of that stuff on the syllabus itself. Couldn't we use this statement and be covered:

Other Important College-Wide Information:

- Interested in getting help from the College Writing Center, or from the OWL (Online Writing Lab)?
- Are you required to read your D-mail e-mail account?
- Wondering when the drop date is for a class?
- If decide you no longer want to attend class, will your teacher drop you from a class? Or is that your responsibility?
- Do you think you might have a disability or impairment that will hinder your ability to learn?
- What happens if you cheat on an exam or plagiarize on an essay?

Regarding these issue - and more - please go to the following DSC web site:

<http://new.dixie.edu/reg/faculty/index.php?page=Syllabus>

At this site, you will receive important, helpful information that can help you in all of your classes. You are required to know this information, so be sure to go to the above link. Ask your professor or advisor for clarification if you do not understand the information.

Thanks,
Sue Bennett