# DEPARTMENT OF
# MODERN LANGUAGES & LITERATURES

# FACULTY GUIDE

# AY 2024-2025

Updated 08/20/2024.

# Table of Contents

Welcome to our new incoming faculty and to those returning from summer break. Best wishes for a successful academic year. This guide is designed to introduce you to the Department, enlighten faculty to important principles or procedures, answer questions you may have, and reacquaint returning faculty after a much-needed break.

## Department Contacts

| | | |
|---|---|---|
| Chair | Francie Cate | afcate@wm.edu |
| Associate Chair Educational Policy | Lena Prokhorova | evprok@wm.edu |
| Associate Chair Departmental Affairs | Tomo Sasaki | tsasaki@wm.edu |
| Fiscal & Administrative Coordinator | Laurie Trueblood | ltrueblood@wm.edu |
| Administrative Coordinator | Blanca Tyler | bmtyle@wm.edu |
| Office Assistant | TBD | TBD |

**<u>Program Directors</u>**

| | | |
|---|---|---|
| Arabic Studies | Driss Cherkaoui | dxcher@wm.edu |
| Chinese Studies | Calvin Hui | kchui@wm.edu |
| French & Francophone Studies | Giulia Pacini | gxpaci@wm.edu |
| German Studies | Jennifer Taylor | jltay1@wm.edu |
| Hispanic Studies | Rio Riofrio | jdriofrio@wm.edu |
| Italian Studies | Sergio Ferrarese | sferrasese@wm.edu |
| Japanese Studies | Tomo Sasaki | tsasaki@wm.edu |
| Russian Studies | Alexander Prokhorov | axprok@wm.edu |

# Department of Modern Languages & Literatures 2024-2025 Committees

**Standing**

## Executive Committee
Chair - Francie Cate
Associate Chair - Educational Policy:
Elena Prokhorova
Associate Chair - Departmental Affairs:
Tomo Sasaki

## Policy Committee
Associate Chair Educational Policy:
Elena Prokhorova
Arabic: Driss Cherkaoui
Chinese: Calvin Hui
French & Francophone: Giulia Pacini
German: Jennifer Taylor
Hispanic Studies: John Riofrio
Italian: Sergio Ferrarese
Japanese: Tomo Sasaki
Russian: Alexander Prokhorov

## Sr. Personnel Committee (Spring only)
Michael Hill
Regina Root
Stephen Sheehi

## Personnel Committee
Brett Brehm
Michael Cronin
Michael Leruth (Chair)
Regina Root

## Web Committee
Associate Chair Departmental Affairs:
Tomo Sasaki
Arabic: Mona Zaki
Chinese: Chunying Lin
French:  Giulia Pacini
German: Jennifer Gully
Hispanic Studies: Rachel Varra
Italian: Sergio Ferrarese
Japanese: Daniel Johnson
Russian: Alexander Prokhorov

## Awards Committee
Brett Brehm
Giulia Pacini
Stephen Sheehi

## Library Liaison
Daniel Johnson

## Honor Council Liaison
Alvaro Garrote Pascual

## Diversity & Inclusion Committee
Associate Chair Departmental Affairs:
Tomo Sasaki (Chair)
Carlos Rivera
Blanca Tyler (staff representative)
TBD (student representative)
TBD (student representative)

# Connectivity

**Authenticate Your Computer and Devices!**

- Beginning 2017, you are required to authenticate your wired or wireless computer and devices (iPad, cell phones that you check email on, etc.) before you can access the W&M network. Go to http://connect.wm.edu

- For more details see: http://www.wm.edu/offices/it/services/network/authentication/index.php

- If you do not authenticate your computer on campus, your computer or other mobile device will not work properly. Please authenticate immediately! Open an internet browser and type in http://connect.wm.edu

- Click the Faculty/Staff link and then type in your user ID and password. You will then see a Welcome screen. You are now authenticated for the next year.

- For help or questions, contact the IT Help Desk at support@wm.edu, 757-221-4357 or via Support Chat during normal business hours (M-F, 8am-5pm).


**Blackboard**

- Blackboard access is automatic once a faculty member is registered in Banner as teaching a course. Faculty will create their own course sites through the BB course generator: https://bbhelper.wm.edu/course create/menu

- Instructions and training resources are here: https://www.wm.edu/offices/it/services/blackboard/helpforfaculty/index.php

- Information and training on upgrading to Blackboard Ultra: https://www.wm.edu/offices/it/services/blackboard/blackboard-ultra/index.php

- Contact Technology Support Center: support@wm.edu or 757-221-4357, if you still need help with Blackboard after using these tutorials. In person assistance is available in the Technology Support Center (TSC) in Jones Hall, Room 201 M-F 8am-5pm.

### Calendar

- Outlook Calendar is **the tool** used to arrange meetings for faculty and staff.

- Please keep your Outlook Calendar updated with your class meeting times, office hours, meetings on and off campus, etc. so that Administrators on campus can arrange meetings for everyone more easily.

- Those arranging meetings will not see your personal business unless you grant certain access to those you approve of. They will only have access to your free vs. busy time.

- PLEASE do this ahead of classes and keep it up to date to make life easier for the admins, and others setting up meetings.

### Campus Wide Emergency Notification System

- During emergencies or closings due to inclement weather, the College uses the emergency notification system to alert the campus. The methods to notify students, faculty and staff are via voice, email, text messages and W&M social media sites such as the W&M News Facebook page, and the William & Mary Mobile app. In addition, a siren sounds if an event poses imminent danger. The College's homepage provides alerts and continuing information as the emergency develops. The College will test this emergency notification system at the beginning of each semester to make sure it's always functioning properly.
- For more see this web site at:
  http://www.wm.edu/about/administration/emergency/stayinformed/index.php
  To ensure your personal information is always kept up to date:
  - o Log in to Banner Self-Serve.
  - o There is a link for Campus Wide Emergency Notification, where you can enter your cell phone, home phone, and work phone to receive the alerts through text messages and email.

- You should also know that the College has an Emergency Response Plan for a full range of potential emergencies as well as a Continuity of Operations Plan, which guides the recovery of operations in the event of a college-wide emergency. Those plans are consistently updated and enhanced. For more information about the college's emergency response, please visit this site: https://www.wm.edu/about/administration/emergency/response/.

**Classroom Technology Support**

- For support with classroom technology, such as a PC or DVD player, etc. while in a classroom, call IT support 757-221-3011. You can also contact the Technology Support Center (TSR) at 757-221-4357 or support@wm.edu.

- There is also an instruction guide with pictures for technology located in each classroom located at: https://www.wm.edu/offices/it/services/classroomtech/classroomguides/

**Copying/Scanning/Printing**

- As part of our commitment to sustainability, please limit your printing to only that which is absolutely necessary! Double-side copies as much as possible. If you make short quizzes, put two to a page and cut the page in half, etc. **Do NOT print syllabi for students**.

- Scan and make available all documents or books for your students on Blackboard. Swem is available to put items on reserve for class usage.

- In AY 2024-2025, our work-study students, Elsa Hendrix, Elsa Ladenson, and Aditi Mishra, are available to help you with copying, scanning, Swem pick-ups/drop-offs, and other routine clerical staff. If possible, make a request for work-study assistance at least 24 hours in advance (email: mdll@wm.edu).

- Your access code for the copier is the last digits of your banner ID, starting after the last zero.

- Printers are located in the Copy Room - Washington 209 and on the east side of Washington Hall on the second and third floor as you walk through the glass doors. Printer and Copier problems can be reported to the front office.

- Please alert the front office if the paper runs out.

- **If you need help setting up a printer, please call IT at 757-221-4357, support@wm.edu or Support Chat.**

**E-mail/Passwords**

- At any time, if you need to change your password or have forgotten and need to change it go to this link: https://changepassword.wm.edu/wm/

- INFORMATION TECHNOLOGY will NEVER ask you for your WM User ID and password. If you receive any email requesting this information, forward it immediately to abuse@wm.edu.

- Outlook Exchange is W&M's e-mail portal. Information on accessing your account can be found here: https://www.wm.edu/offices/it/services/microsoftoffice365/email/index.php

  The link to access e-mail from any computer is located on the My WM page: https://my.wm.edu/

**Fax**

- Fax machine is located in the Copy Room, W209. It is the small Brother Multi-Function Color Printer. Fax number 757-221-3637.

- To fax to another campus department, insert the document face up in the auto document feeder (ADF), press the "Hook" key, dial the 5-digit number and press the "Black & White - Start" key.

- To fax locally, insert the document face up in the ADF, press the "Hook" key, DIAL "9" and the local number, and press the "Black & White - Start" key.

- To fax toll-free, insert the document face up in the ADF, press the "Hook" key, DIAL "9" and the 1-800 (or 1-888) number and press the "Black & White - Start" key.

- To fax long distance, insert the document face up in the ADF, press the "Hook" key, dial "9" then the area code and telephone number, you will then hear a beep, then you enter your long-distance authorization code.

- Sensitive faxes may be sent to the machine in the Main Office, Washington 211.

**IT Help**

- o  Technology Support Center: 757-221-4357
- o  Email: support@wm.edu
- o  IT Chat support
- o  If you have any questions regarding IT passwords and the network.

**<u>Telephone</u>**

- Campus telephones moved to **[Microsoft Teams](#)** in 2022. The phone service through Teams (named "Teams Calls") provides a modern telephone experience that offers enhanced usability, robust accessibility, and device flexibility. Calling through Teams means your phone service will be going through your computer, removing the need for a separate desk phone. Your phone number will remain the same and all calls will be routed into the Microsoft Teams software.

- Access Teams Instructions:
    - Go to **[https://office.wm.edu/](https://office.wm.edu/)**
    - Open Teams
    - Recommended: Download the Desktop App by clicking on the **three dots** in the top right-hand corner of the Teams site.
    - Choose **Download the desktop app.**
    - Open App

- Once you have downloaded Teams Calls you are ready to place and receive phone calls. You may need a headset if you don't have one already. Please contact the main office to talk about the available options.

- Your work number is listed under the Calls tab, under the number key.

# Departmental Information

## Managing Covid, Student Absences, W&M/CDC Guidelines

- All MLL monthly faculty meetings, as well as meetings for MLL standing committees, are held in person. Faculty with approved accommodations for remote attendance will have access to an alternative mode of participation.

- In an email sent to Faculty on September 6, 2023, Suzanne Raitt, W&M's Dean of Arts and Sciences, reminded W&M faculty to familiarize themselves with the "University COVID-19 guidelines for faculty & staff." Many MLL faculty decided not to record classes but use other means similar to handling routine absences (such as assigning classmate pairs or student groups of 3 to be responsible for communicating class info with one another during the Covid absence of a member of the group), and to be flexible about the course's missed absences maximum before grade penalty, when Covid illness s results in a student missing several consecutive class sessions.

## Guidelines for Faculty Responding to Student Illness

- W&M students who are sick with COVID-19 or another respiratory illness should not attend in-person classes until their symptoms have been improving for at least 24 hours and they are fever-free.

- Please accommodate students who need to miss class for a short period of time, as with any other illness. If you have a group of students who are out, you might consider recording lectures and/or using other means to provide instructional content. All public classrooms are equipped with lecture-recording technology, and the Studio for Teaching & Learning Innovation and W&M Information Technology can help optimize Blackboard.

- It is essential that faculty respect the medical privacy of students who have tested positive for COVID-19. Students are no longer required to visit ReportCOVID if they have tested positive with COVID-19 or believe they have been a close contact of someone who has tested positive.

- More on Guidelines for Faculty Responding to Student Illness can be found at wm.edu/coronavirus.

- Additional guidelines are available to provide faculty with options for facilitating student access to academic activities while they are sick at https://www.wm.edu/about/administration/emergency/current_issues/coronavirus/facstaff/

- Faculty must request and receive permission to teach remotely/online. Requests for exemptions allowing a faculty member to teach remotely for medical reasons must be made through Human Resources (mailto:askhr@wm.edu) Requests for personal/curricular reasons must be made through the faculty member's Program Director, the MLL Department Chair, and Vice Dean.

## Absences

- If you are ill and cannot hold class, please contact your Program Director and then try to see if colleagues with similar courses can substitute for you. If all possibilities for substitution have been exhausted, email your students that class is canceled.

- Email mdll@wm.edu copying Blanca Tyler to post a notice that the class is canceled. Please provide the location, time, and name of course.

## Course Schedule

- Blanca Tyler (Administrative Coordinator) is the scheduling coordinator for the department and works with the Registrar's office. Blanca also works with the Associate Chair of Educational Policy and Program Directors to get the required information to put the schedule together.

- If you need to make a change to your course, consult with your Program Director. The Program Director will email Blanca with the information that needs to be changed. Please include the CRN for the course you are referring to. **NEVER email the Registrar yourself**. They will not process scheduling requests submitted by faculty members. Faculty requests for course changes made through the PD and Blanca shall be forwarded to the Registrar in a timely manner and the faculty member shall be copied on all relevant email correspondence pertaining to the request.

- Each round of the schedule is made available to the faculty for viewing to check rooms and other information. Blanca will share this information (typically in the form of a Microsoft Excel spreadsheet) with the Program Directors, who will in turn let the faculty in their program know where to look at their proposed schedule of classes for the next semester to check on the following:
    - Inaccuracies
    - Back-to-back classrooms that are too far apart
    - Courses that need instructor permission or social class restrictions
    - Cross-lists
    - "PROJECTED enrollment" is big enough to fit the # of students you anticipate.
    - Classrooms that don't meet your instructional needs (NB: please understand that we do not always get our ideal classroom)
    - Course titles- topics courses and freshmen seminars tend to fill better if a course title is assigned.
    - Pre-requisites and attributes (e.g., EPC-approved COLL attributes)
    - Course descriptions- Those courses without descriptions tend not to fill--especially 150s

- No request for room changes will be accepted once registration has begun unless medically necessary!

## Course Evaluations

- The course evaluation system is online. While most courses will be evaluated, some will not for student anonymity or for other reasons determined in our department. These are independent studies, honor theses, and any class that only has one student enrolled.

- Information regarding the evaluation system is located here: https://www.wm.edu/offices/it/services/responsecollection/courseevaluations/

- Login to manage current semester course evaluations and see reports: http://evals.wm.edu/

- Course Evaluation reports prior to spring 2013 have been saved on the department SharePoint site for TE and longstanding NTE faculty. Please consult with the Main Office if you need access to these.

- The default window in Arts & Sciences for students to complete evaluations is currently the last two weeks of the semester. Subject View Management allows you to shorten the window of opportunity for your particular class and view overall response rates. The Dean of Undergraduate Studies will send an email right before the course evaluation window opens to allow you time to manage your window for each class. It is highly DISCOURAGED by the Dean to have evaluations on the very last day of class or to bring any sweets to class with you the day you hold evaluations. Choose the most neutral day when you will not be giving a test. Please make adequate time during a regularly scheduled class for students to complete evaluations.

- If you cannot find your class listed, it is most likely because:
  - It is an excluded class
  - It has not been released yet. Course evaluations are released at different times in the different academic areas giving them different windows. Ex: if you are teaching a joint class in Business or School of Ed, you will see that class load prior to the other A&S classes.
  - Logging in after the management window for A&S has closed. Please keep all emails from the Dean to remind you of the dates that your classes will be available to update.

- Make sure you do not change the window for the students to take your evaluation to BEFORE or AFTER the ALLOWABLE TIME! The Dean's office will email the department about this error, and it will have to be changed to the proper period. Please note some errors are made because it is in military time (i.e., 24-hour clock).

- Reports will be released after all grades are turned in for a class. In the Report Section, you must select the "**all**" option in the toggle box to see all reports that are current and previous.

- The Main Office can provide additional information as necessary.

- Faculty are strongly encouraged to download and save all course evaluation reports for their records and future reference/use.

## Course Syllabi

- Please upload all course syllabi on your Blackboard sites. As per Department of Modern Languages and Literatures Policy, **you may not print Syllabi for students**. Students are to download or print their own copy of syllabi from Blackboard.

- Please email your course syllabi, along with your office hours and current CV, to [mdll@wm.edu](mailto:mdll@wm.edu) copying [Blanca Tyler](#) so the main office can upload to the department's SharePoint site by **August 31, 2024.** This is a requirement of the Dean's office to keep a copy of all course syllabi.

## Doors

- Key 3FB8 locks and unlocks the main door outside. The glass doors on the 2nd and 3rd floor are to remain locked after 5:00pm during the week and all day on the weekends. Key 3FB2 locks and unlocks all of the glass doors. Please help us prevent unwanted tampering or theft in our office areas by keeping the doors locked. Be sure office doors are locked when leaving your office unattended. For those sharing offices, be sure you have your key with you when leaving. *We have had copy paper stolen and items stolen from purses in the offices, so please be vigilant about locking the doors!!*

- If you happen to lock yourself out, the front office staff can open the door for you during office hours or Campus Police 757-221-4596 after hours.

## MLL Faculty "Resources for Faculty" website page

- The MLL Faculty "Resources for Faculty" site is where most necessary department information is located. This site can be found at
  [https://www.wm.edu/as/modernlanguages/faculty/resources_for_faculty/index.php](https://www.wm.edu/as/modernlanguages/faculty/resources_for_faculty/index.php)
    - best practices
    - department directory
    - letterhead
    - policy manual
    - scheduling and catalog directions
    - tenure and promotion information
    - other things MLL

- Look at this resource page prior to inquiring in the Main Office; most questions are addressed there. If not, let us know and we can add the necessary information.

**<u>Faculty CVs</u>**

- Please begin updating your CV as this will be needed for merit review due for all faculty in January/February. You will be asked to send an electronic copy to upload on the department's SharePoint site and sent to the Dean's office.

- Please convert your CV to the approved standard format that is located here: https://www.wm.edu/offices/facultyaffairs/resources/

- **Make sure that a current date is located on your CV!**


**<u>Faculty Driver Authorization Form</u>**
- Faculty, employees, volunteers, and students must complete and submit to the appropriate official a Driver Authorization Form (Faculty/Staff Driver Authorization Form) prior to driving a personally owned vehicle in two situations:
  - driving (other) students or employees on university business or for a university-related activity or
  - trips for which approval is sought through submission of a Travel Authorization Form
  - Driver authorization for use of personal vehicles requires:
    - certification that the driver has a valid driver's license,
    - information about driving history,
    - confirmation that the driver has read and agrees to comply with this policy, and certification of vehicle insurance and condition of vehicle, including valid inspection.

- **Please submit the forms to the front office prior to the first travel of the year unless a form has already been submitted:**
  https://www.wm.edu/offices/publicsafety/riskmanagement/documents/FacStaffAuthorizationForm Nov2009.pdf

  Be sure to update the form if there are any moving violations to report.

  For more information on use of personal vehicles and faculty drivers, please review the W&M policies: https://www.wm.edu/offices/publicsafety/riskmanagement/vehiclepolicy/use_of_personal_vehicles/

## Final Exams

- Blanca Tyler will work with the Scheduling Coordinator in the Registrar's office to make any room requests for final exams prior to the final schedule being posted. **Please alert Blanca if exam rooms need to be combined for specific language classes.**

- Exams will meet according to the schedule published here at the beginning of each semester's registration period. Unless informed otherwise, classes will meet in the regular classroom.

- Exams are based on the START TIME of the class, no matter how many time periods it crosses, e.g., a class meeting from 8:00 - 9:50 MW would hold its exam in the 8:00 MWF time period.

- NO exams will be held on the reading days.

- Classes that begin on the quarter or half hour on MW will have their exam in the time block reflected by the whole hour, e.g., a class meeting at 10:30 MW will have its exam with 10:00 MWF block.

- Classes meeting at NON-STANDARD times on TR will have their exams with the time block immediately preceding, e.g., a class meeting at 2:30 pm on TR will have its exam in the 2:00 pm TR time block. A class that meets at 1:00 pm on TR will have its exam in the 12:30pm time block.

- Classes that meet only one or two days per week will have their exams with the time block represented by the traditional listing (MWF or TR). http://www.wm.edu/offices/registrar/calendarsandexams/examschedules/

- For information regarding Fall/Spring final exams, see this calendar and get clarification from Blanca: https://www.wm.edu/offices/registrar/calendarsandexams/ugcalendars/index.php

- Blanca will send an email asking you to look over the exam schedule for the department before it is posted. Please let Blanca know **immediately** if any changes need to be made.

## Grades

- New faculty should consult the MLL Departmental Best Practices for grading information in order to resist grade inflation.

- The Faculty Resources on the Registrar's Office provides information regarding how to submit grades. http://www.wm.edu/offices/registrar/facstaff/grading/index.php. Please ask your program director if you have any questions.

- An e-mail reminder will be sent later in the semester with the date when final grades are due.
  - Fall grades are due January 3 by 9am.
  - ** In May of each year, faculty members are not to leave town/leave the country until final grades are submitted, unless prior authorization from the Chair has been granted.

**Mailing and Address Information**

- All departmental business-related mailings should be brought to Washington 210 to be authorized and mailed. They cannot be taken to the WM post office by faculty for mailing unless they are being paid for personally.

- Please write your last name on the top of the return William and Mary address or on the back of the envelope.
- Appropriate business-related mailings are as follows:
    - Thank You letters to department donors
    - Reference letters for students
    - Book manuscripts
    - Personnel Committee mailings

- You may leave your personal letters to be mailed as long as they have stamps on them. Please note that they will not go to the Williamsburg Post Office until late in the afternoon and may miss being mailed until the next day. Please be vigilant about ensuring that you are not sending personal mail as "MLL Professional" mail. This funding takes away from travel funding and other funding that can be better spent.

- International shipments require a completed customs form.

    - You do not need a customs form for either First-Class Mail International items or Priority Mail International Flat Rate Envelopes if they weigh less than 16 oz., are no more than 3/4" thick, and contain only documents. As of March 1, 2023, packages sent to countries that follow European Union (EU) customs rules need more-detailed content descriptions for customs forms.

- All USPS packages come to this address:
    College of William & Mary
    Department of Modern Languages & Literatures
    PO Box 8795
    Williamsburg, VA 23187-8795
    Attn: _____

- All UPS, FedEx and DHL packages must come to the shipping address below:
    College of William & Mary
    Department of Modern Languages & Literatures
    241 Jamestown Rd.   Attn: _____
    Washington Hall Room 210
    Williamsburg, VA 23185

## Meeting Minutes

- If you are unable to make the Monthly Department Meeting, the minutes will be made available. All TE faculty, Lecturers and Senior Lecturers are required to attend (unless on leave, in class, or at another College Wide meeting). TE faculty class schedules are set to accommodate for this meeting.

- NTE faculty are encouraged to attend the department meeting as long as you do not have a class at the same time.

- You will receive an Outlook Calendar request alerting you to the meeting date and time.

## Procurement Policies

- **As of July 1, 2014, Faculty may not purchase any books, DVDs, supplies, IT equipment, etc. personally and expect to be reimbursed with research/professional development funds. This is not allowable.**

- Faculty with professional development funds must make arrangements with [Laurie Trueblood](), MLL's Fiscal and Administrative Coordinator to make the purchase through W&M's procurement system, or with the department credit card. A request needs to be sent via email with links to the items needed and funding source to be used. Purchasing with "your" own credit card is prohibited.

- Amazon is the recommended online store only for books and DVDs. Please send an Amazon wish list, rather than individual links to the items. Computer equipment, camera equipment and other certain supplies must be purchased through W&M Procurement's recommended vendor. Please send your request to Laurie via email.

- If you need specific supplies that are not kept in the supply closets, and are needed for your research, then provide an email with the link to where you found the item online to the main office. Laurie will work with you to find an accepted vendor to buy the item BuyW&M.

- IT equipment (computers & printers) and software/Apps must be approved by IT before orders are placed with faculty professional development funds. Please send information to Laurie to initiate the approval process. W&M issued computers remain property of the university and must be returned when leaving employment at W&M or a new computer is issued.

- **No one may enter into any contracts on behalf of the College/Department within the department.** Contracts must be reviewed and approved by Procurement in advance. Signature authority is based on the dollar threshold and may only be done by those delegated with Signature Authority within Procurement or Supply Chain.

**Program Planning/Guest Speakers**

- **Please notify Laurie Trueblood ltrueblood@wm.edu at least a couple of months in advance, prior to beginning the process of planning an event with a potential lecturer**, so that you understand all that is necessary to plan and pay for an event. Laurie will assist you with funding, hotel, and travel reservations. There are different payment policies depending on a speaker's country of residence.

- Deadlines for requesting speakers:
  - Fall semester (to ensure payment before December 31st)
    - September 30th - Last day to request speaker payments for foreign nationals
    - November 15th - Last day to request speaker payments for US citizens
  - Spring semester (to ensure payment for the current fiscal year)
    - March 1st - Last day to request speaker payments for foreign nationals
    - April 1st - Last day to request speaker payments for US citizens

- An honorarium or speaker fee is a one-time payment, made to an individual who is not an employee of William and Mary for a special and non-recurring activity or event. Honoraria are typically paid to persons of scholarly or professional standing with the intent of showing appreciation where there is no expectation of payment and may not exceed $1500.00. Speaker fees may exceed $1500.00 and require a Speaker's Agreement Contract. Payments to speakers may be issued as an inclusive amount that includes travel and other expenses.

- All reservations for room requests are made through the front office. Do not call the Registrar's Office or Scheduling Office directly. Blanca reserves rooms for Academic Activities through the Registrar's Office. If you need to reserve 304 or 315 for meetings, anyone in the main office can help you, please use the mdll@wm.edu address to do so.

- Room requests **must** be made at least 24 hours in advance. Requests for the weekend must be received by the previous Thursday. Please plan accordingly.

- Send an e-mail to mdll@wm.edu with the following information:
  - Subject: Room Request
  - Contact Phone #
  - Type of activity (review session, film, make-up test, etc.)
  - Course Number and Section
  - Day of the week, date, and time that you need a room, as well as the length of the event
  - Headcount
  - The room you are requesting
  - Alternate room possibilities

## Supplies

- Bluebooks are available for <u>Faculty</u> to pick up to use for exams. Please do not send students to pick them up and especially do not send students one at a time. This causes a disturbance to the main office. Faculty may email [mdll@wm.edu](mailto:mdll@wm.edu) or anyone in the main office at least 2-3 hours ahead of time to place these in your mailbox or office, whichever you prefer.

- General supplies are in the wooden cabinets in the main office, Washington 210. If you do not find what you need, please ask the front office staff.

## Swem Library Reserves

- Lists for reserve items to be pulled from the shelves at Swem Library should be submitted through their web form at https://[/swem.wm.edu/forms](https://swem.wm.edu/forms). If you have questions, contact the reserve coordinator at: [swresv@wm.edu](mailto:swresv@wm.edu). They will be processed on a first come first serve basis within 5-7 days. Submit your list of reserve items *7 business days in advance of the first day of classes*.

- During the rest of the year, the Circulation Desk needs 2 weeks' notice to reserve items for your classes. Questions or concerns, please contact [swresv@wm.edu](mailto:swresv@wm.edu).

- For more information about Faculty Services at Swem go to this link: [https://swem.wm.edu/services/services-faculty](https://swem.wm.edu/services/services-faculty).

- The Department Faculty Liaison with Swem is Alvaro Garrote Pascual. Please contact this colleague with any suggestions for Swem collection development. The department does have a budget to spend each year on the acquisition of books that will be used in your classes.

- If you have questions, our Faculty Liaison at Swem is Liz Bellamy [embellamy@wm.edu](mailto:embellamy@wm.edu) or make an appointment: [https://libcal.swem.wm.edu/appointment/45554](https://libcal.swem.wm.edu/appointment/45554)

## Travel Reminders

- Preapproval authorizations **must be completed <u>prior</u>** to travel in Chrome River and in accordance with [W&M Travel Policy](#).

- Complete the [Preapproval Request Form for Travel](#) to begin the travel authorization process. Please note that funding must be secured prior to submission of a preapproval request.

- Once the Chrome River Preapproval is approved, listed conference registrations, organization memberships and airfare may be purchased. These may be self-paid to be processed for reimbursement or paid directly by the university.
  - Airfare may be purchased through [Covington Travel](#). Domestic flights must be booked in economy or coach class accommodation.

- If the domestic airport of travel is not Richmond, Newport News, or Norfolk, a cost benefit analysis will have to be <u>conducted by you prior</u> to completing the Preapproval in Chrome River. The W&M Travel Department requires proof that this will save money and be the cheapest way to go including mileage, parking, tolls, etc. If in doubt, inquire with Laurie with details to see if this alternate applies to you.

- Please make arrangements in ADVANCE with Laurie Trueblood to use the department credit card to pay for approved conference registrations, organization memberships and airfare.

- Rental cars used for university travel must use Enterprise or National Car Rental and can be directly billed to W&M. Please discuss with Laurie prior to making any rental car reservations.

- Hotels or other accommodations cannot be paid in advance and must be processed as reimbursement on return from travel. The University prohibits the use of State Funds to pay for third party lodging (i.e. Airbnb, VRBO, Homeaway) for domestic travel.

- Teaching Faculty that have been here for at least 3 years qualify for the Kranbuehl Travel Award: $2500 is available for over a 3-year period. Information about this award will be provided to those who qualify. Faculty can submit requests for support to the Executive Committee on a rolling basis. Once your submission is approved, you will receive an email with instructions.

- The MLL faculty blog has a list of resources for faculty to locate funds for research and conference travel.

- All reimbursements are processed through Chrome River and are paid via direct deposit. The same checking account your payroll is sent to is the account the travel reimbursement will be sent.


## Van Safety Training

- If you would like to reserve a W&M van to use for student related activities you must complete Van Safety Training, which is hosted by Campus Police. Please contact Kristen Fagan kdfaga@wm.edu for details. She will email you the form to complete and let you know the schedule for classes. Sessions may be posted in the WM Digest, but you must have completed the form and provided your driving record at least 4 weeks ahead of class.

- Please consult the Main Office for more information about this and the Index to charge.

- If you would like to reserve a W&M Van, the form is here: https://docs.google.com/forms/d/184l0PAGg3jTCBSwa5Gpp-_LJiRPY7WvkLq8EJytDp_I/viewform

# Calendar of Events

**Academic Calendar Dates**

- https://www.wm.edu/offices/registrar/calendarsandexams/ugcalendars/index.php#fall

**MLL Faculty Meetings**
- **Fall 2024**
    - August 29th, 3:30 – 5:00pm (Thursday)
    - September 26th, 3:30 – 5:00pm (Thursday)
    - October 24th, 3:30 – 5:00pm (Tuesday)
    - November – no meeting
    - December 5th, 3:30 – 5:00pm (Thursday)
- **Spring 2024**
    - TBD

**Holidays Observed**

**2024**
- September 2nd:  Labor Day – No undergrad classes scheduled; W&M offices closed
- October 10th – October 13th: Fall Break - No undergrad classes scheduled; W&M offices open
- November 5th:  Election Day - No undergrad classes scheduled; W&M offices closed
- November 25th:  University Recognition Day – W&M offices closed, remote instruction
- November 26th:  University Recognition Day – W&M offices closed, remote instruction)
- November 27th – December 1st: Thanksgiving Break - No classes scheduled; W&M offices closed
- December 6th – January 22nd: Winter Break – No classes scheduled; W&M offices open
- December 23rd: University Recognition Day - W&M offices closed
- December 24th – January 1st: Winter Holiday – W&M offices closed

**2025**
- January 1st:  New Year's Day – W&M offices closed
- January 15:  Martin Luther King, Jr. Day - No undergrad classes scheduled; W&M offices closed
- March 8th – March 16th: Spring Break - No classes scheduled; W&M offices closed
- May 27: Memorial Day – W&M offices closed, classes may meet; check syllabus
- June 19:  Juneteenth - W&M offices closed, classes may meet; check syllabus
- July 4: Independence Day - W&M offices closed, classes may meet; check syllabus

**Modern Languages and Literatures Best Practices [\*last**

**updated: April 27, 2021]**

This document offers guidelines for teaching in the MLL department and provides recommendations for advising, grading, syllabi and teaching-related activities. Consult your Program Director for practices specific to your Program. Consult the "Resources for Teaching and Research in MLL" site on Blackboard and the "Teaching" tab on the MLL faculty blog for examples of syllabi, grading rubrics, writing practices, policies on TAs and graders, etc.

**<u>Practices for Teaching:</u>**

1) Aim to use the target language as much as possible in class, unless the nature of the course presupposes the use of English.
2) In order to resist grade inflation:
    a. aim for no more than 30-40% of the grades to be in the A & A- range. This is calculated as an average of all your classes over a 3-year period.
    b. aim to keep participation to 10% - 15% of the total class grade
    c. aim to keep ungraded assignments (graded done or not done) to a maximum of 5-10% of the total class grade
3) Participation: it may be helpful to keep in mind the following
    a. Have a rubric for grading participation
    b. Provide feedback to students
    c. Discuss the meaning of and expectations for participation in class
    d. Create assignments and opportunities for students to participate
    e. Provide more than one way for students to participate
    f. Participation can include activities outside class: film screenings, language house, etc.
4) Attendance policies. Have a clearly stated attendance policy on your syllabus. Failure to attend more than a specified number of classes can be factored into the final course grade, provided you state this on your syllabus.
5) Do not let students take or audit a course for which they do not have the required prerequisites. This practice serves the students in two ways: (a) by ensuring that they don't register for courses beyond their abilities, and (b) it respects the other students in class who have completed the approved course prerequisites.
6) Prepare in-class activities that encourage full participation.
7) Aim to return assignments within a two-week time frame.
8) Have a variety of methods of evaluating students.
9) Have grading rubrics for assignments (papers, presentations, etc).
10) Design your syllabus so you are able to return some graded assignments to students before the withdrawal deadline.
11) Do not use the same final exam year to year. Add in new material to discourage cheating.
12) Proctor your exams.

**Material for syllabi:**

**Model Language on the Honor Code:**

[N.B.: The Dean of Students periodically updates this language and will send out reminders in the Digest at the beginning of the AY.]

The W&M Honor Code is in effect for this class. You are expected to abide by its rules. You are required to do all work individually unless otherwise specified by the professor. Student work will be submitted through an antiplagiarism site called *SafeAssign*. If you have any questions regarding what constitutes plagiarism, see the instructor and also consult the Honor Code:
http://www.wm.edu/offices/deanofstudents/services/studentconduct/honorcode/index.php

**Translation Software:**
The use of translation software is not allowed in this class unless given prior approval of the instructor.

**For placement in 101-202 language classes:**
See https://www.wm.edu/as/modernlanguages/undergraduate/placement/index.php

**Student Accessibility Services:**

[N.B.: SAS periodically updates this language and will send out reminders in the Digest at the beginning of the AY.]

William & Mary accommodates students with disabilities in accordance with federal laws and university policy. Any student who feels they may need an accommodation based on the impact of a learning, psychiatric, physical, or chronic health diagnosis should contact Student Accessibility Services staff at 757-221-2512 or at sas@wm.edu to determine if accommodations are warranted and to obtain an official letter of accommodation. For more information, please see www.wm.edu/sas

**Statement on summer language classes:**

In summer sessions we necessarily condense one semester of more than sixty days into only twenty- four; this is nearly three times the rate of language courses in the regular fall/spring semesters. The schedule of this course cannot be altered, and flexible deadlines cannot be accommodated within this format, so some students may wish to consider taking this course in the usual course sequence rather than in the summer.

**Land and Slavery Acknowledgment:**

[Following the department's April 2020 meeting, faculty voted to include the following language in all our syllabi:]

William & Mary occupies the ancestral lands of the Powhatan people. In 1677, near our historic campus, the Pamunkey leader, Cockacoeske, negotiated Articles of Peace, with England, on behalf of several indigenous tribes. We acknowledge the Native youths who attended the Brafferton Indian School in the eighteenth century. At present we acknowledge and honor Virginia's seven federally recognized tribes and the Commonwealth's four state-recognized tribes. William & Mary acknowledges that it owned and exploited slave labor from its founding to the Civil War; and that it had failed to take a stand against segregation during the Jim Crow Era.[*]

**MLL Best Practices for Gender-neutral Language**

1. Do not read names from the Banner roster, but let students give their names and pronouns. Communicate to students that there are differences in the names listed between Banner, Blackboard, Outlook etc. and it can be confusing for all.
2. Consider asking students to fill out a questionnaire with information they think might be relevant for the instructor to know, including pronouns and their Banner name.
3. Faculty should strive to use the name and pronoun requested by the student, should apologize if a mistake occurs and should refrain from asking students to explain their choices.
4. Whenever possible, the faculty member should model gender-neutral language. E.g., when addressing the whole class, use gender-neutral terms: People, Folks, Everyone, … When out-of-date terms appear in assigned texts, faculty should recast and remodel appropriate language.
5. Addressing different gender ideologies and how they are reflected in different languages presents an opportunity for learning.
6. Each program, and every faculty member, should take it upon themselves to become familiar with current gender-neutral usage in their language.

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[*] The official institution-wide Acknowledgement of Indigenous Peoples as the Historical Custodians of the Land at William & Mary approved by William & Mary after consultation and input from VA Tribal may be found at https://www.wm.edu/as/anthropology/research/centers/airc/land-acknowledgement/index.php. For more context on land and slavery acknowledgements, see https://www.wm.edu/sites/dhp/.