



***DEPARTMENT OF
MODERN LANGUAGES & LITERATURES***

***FACULTY GUIDE
AY 2022-23***

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-Arries	afcate@wm.edu
Associate Chair Educational Policy	Jorge Terukina	jterukina@wm.edu
Associate Chair Departmental Affairs	Tomoyuki Sasaki	tsaki@wm.edu
Fiscal & Administrative Coordinator	Laurie Trueblood	ltrueblood@wm.edu
Administrative Coordinator	Blanca Tyler	bmtyle@wm.edu

Program Directors

Arabic Studies	Driss Cherkaoui	dxcher@wm.edu
Chinese Studies	Emily Wilcox	eewilcox@wm.edu
French & Francophone Studies	Magali Compan	mxcomp@wm.edu
German Studies	Jennifer Taylor	jltay1@wm.edu
Hispanic Studies	John Riofrio	jdriofrio@wm.edu
Italian Studies	Sergio Ferrarese	sferrarese@wm.edu
Japanese Studies	Michael Cronin	mpcronin@wm.edu
Russian Studies	Francie Cate-Arries Elena Prokhorova (Spring 23)	afcate@wm.edu evprok@wm.edu

Department of Modern Languages & Literatures 2022-2023 Committees

Standing

Executive Committee

Chair - Francie Cate-Arries
Associate Chair - Educational Policy:
Jorge Terukina
Associate Chair - Departmental Affairs:
Tomoyuki Sasaki

Policy Committee

Associate Chair Educational Policy:
Jorge Terukina
Arabic: Driss Cherkaoui
Chinese: Emily Wilcox
French & Francophone: Magali Compan
German: Jennifer Taylor
Hispanic Studies: John
Riofrio
Italian: Sergio Ferrarese
Japanese: Michael Cronin
Russian: Francie Cate-Arries (Fall 2022),
Elena Prokhorova (Spring 2023)

Sr. Personnel Committee

Michael Leruth
Giulia Pacini
Regina Root

Personnel Committee

Carla Buck
John Eisele
Michael Hill (Fall);
Calvin Hui (Spring)
Monica Seger
Stephen Sheehi

Web Committee

Associate Chair Departmental Affairs:
Tomoyuki Sasaki
Arabic: Mona Zaki
Chinese: Paul Vierthaler
French: Giulia Pacini
German: Jennifer Gully
Hispanic Studies: Rachel Varra
Italian: Sergio Ferrarese
Japanese: Tomoko Kato
Russian: Francie Cate-Arries (Fall 22),
Elena Prokhorova (Spring 23)

Awards Committee

Emily Wilcox
Michael Cronin
Rachel Varra

Library Liaison

TBA

Honor Council Liaison

TBA

Diversity & Inclusion Committee

Associate Chair Departmental Affairs:
Tomoyuki Sasaki (Chair)
Michael Hill
Blanca Tyler (staff representative)
Sophia Caldarone (student
representative)
Joey Upadhyay (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 757-221-4357 (1-HELP).

Blackboard

- Blackboard access is automatic once a faculty member is registered in Banner as teaching a course. Faculty will create his or her own course sites through the BB course generator: <https://bbhelper.wm.edu/courses/>
- Instructions are here and on YouTube:
- <https://www.wm.edu/offices/it/services/blackboard/helpforfaculty/index.php>
- Contact Kristy Walker (kkwalker@wm.edu) if you still need help with Blackboard after using these tutorials.

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.
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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 social media sites such as the W&M News Facebook page and W&M News Twitter Page. 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:
 - Log in to Banner Self-Serve.
 - 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.

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:

<http://www.wm.edu/about/administration/emergency/>

Classroom Technology Support

- For support with a PC or DVD player, etc. while in a classroom, call IT support 757-221-4357 (1-HELP) or email at support@wm.edu.
- There is also an instruction guide with pictures for technology located in each classroom located at:
<http://www.wm.edu/offices/it/services/academicsupport/classrooms/index.php>

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 2022-23, our work-study students, Kathryn Webb and Abby Clark, 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 table as you walk in the glass doors. Printer and Copier problems can be reported to the front office. Another printer is available on the third floor.
- Please alert the front office if the paper runs out.
- **If you need help setting up a printer, please call IT at 14357 or use the IT 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://owa.wm.edu>

Fax

- W209: 757-221-3637- Located in Copy Room. It is the small Brother Multi-Function Color Printer.
- 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 office 211.

IT Help

- Technology Support Center: 221-4357 or 1-HELP
 - email: support@wm.edu
 - [IT Chat support](#)
 - If you have any questions regarding IT passwords and the network.

Telephone

Campus telephones are moving to [Microsoft Teams](#)! 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 now 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/>
- 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.

Departmental Information

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

- Beginning in Fall 2022, all MLL monthly faculty meetings, as well as meetings for MLL standing committees, will be held in person. Faculty with approved accommodations for remote attendance, of course, will have access to an alternative mode of participation.
- Amy Sebring, W&M's Chief Operating Officer, provided W&M faculty with the following guidelines in a July 28, 2022 email. Please note that "how to handle student absences due to Covid" cited below (ie, recording class sessions) are simply suggestions. Many MLL faculty will decide 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 results in a student missing several consecutive class sessions.

Guidelines for Faculty Responding to Student Illness

- W&M students who test positive for COVID-19 need to isolate and not attend in-person classes for at least five days. Unvaccinated or unboosted students also quarantine if they are identified as close contacts. Visit the CDC's [Quarantine & Isolation Guide and Calculator](#) for information.
- 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 or have been identified as a close contact. Please do not share with the class that a student is in quarantine or isolation, nor make testing or other recommendations based on that information.
- More options for facilitating student access to academic activities when ill are available at wm.edu/coronavirus.
- 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 (Deborah Howe, dmhowe@wm.edu). Requests for personal/curricular reasons must be made through the faculty member's Program Director, the MLL Department Chair, and Vice Dean Suzanne Raitt.
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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 to post a notice that the class is canceled. Please provide the location, time, and name of course.

Course Schedule

- Blanca (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. **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/academicsupport/onlineevaluations/index.php>
- 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 G drive for TE and longstanding NTE faculty. Please consult with front 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 front 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 copying Blanca so the main office can upload to the G Drive folder by **August 31, 2022**. 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 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
 - 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 front office; most questions are addressed there. If not, let us know and we can add the necessary information.

Faculty CVs

- 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 G drive and send to the Dean’s office.
- Please convert your CV to the approved standard format that is located here: <https://www.wm.edu/about/administration/provost/forfacstaff/>
(A link to a Microsoft Word document of the standard CV template is the second item under the “Administrative” heading on this web page.)
- **Make sure that a current date is located on your CV!**

Faculty Driver Authorization Form

- 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/about/administration/senioradmin/financeadministration/documents/FacStaffAuthorizationFormNov2009.pdf>

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

https://www.wm.edu/about/administration/senioradmin/financeadministration/riskmanagement/vehiclepolicy/use_of_personal_vehicles/index.php

Final Exams

- Blanca 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 on the glass doors right outside of Washington 210. 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. This tip sheet is located on the department faculty blog site.
- Under the Faculty Resources web page of the Registrar's Office there is information provided regarding how to submit grades. Please look at this and ask your program director if you have any questions. <http://www.wm.edu/offices/registrar/facstaff/grading/index.php>
- 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 PS Form 2976 or PS Form 2976-A. The form can be found here: https://cns.usps.com/cfo/ShippingInformationAction_input
 - 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.

- 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 the front office to make the purchase with the department credit card or W&M procurement channels. A request needs to be sent via email with links to the items needed. 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 procurement recommended vendor. Please send your request to Fiscal & Administrative Coordinator 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. We may 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 front office to the Fiscal Coordinator to initiate the approval process. There are certain vendors that faculty must use now, like Dell and Apple. See the IT web site for more info.
- **No one may enter into any contracts on behalf of the College/Department except for the Chair.** The Department Chair is the only person with Signature Authority in MLL able to sign a contract on behalf of MLL. Any contract also must have the correct language so it needs to be reviewed by the Procurement office before we can sign it.

Program Planning

- **Please notify the front office 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. The front office will assist you with funding, hotel and travel reservations.
- An honorarium agreement and or contract will need to be completed if payment will be made to the guest lecturer.
- An **honorarium** 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 – no other expenses are covered.
- A **contract** typically includes special terms and conditions. The speaker addendum addresses these issues. This addendum contains standard contract terms and conditions that the university requires as an entity of the Commonwealth of Virginia.
- 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 Faculty 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 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>. If you have questions, contact the reserve coordinator at: 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.
- For more information about Faculty Services at Swem go to this link: <https://swem.wm.edu/services/services-faculty>.
- The Department Faculty Liaison with Swem is TBA. Please contact this colleague with any suggestions for Swem collection development. The department does have a budget to spend each year for 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.

Travel Reminders

- University-related travel (incl. conferences) is no longer suspended. Effective 06/21/21, William & Mary returned to its pre-pandemic travel policy for official university travel with key caveats, including a number of rules that apply to unvaccinated employees who travel overnight on official university business. Please refer to the following web page for additional details: <https://www.wm.edu/offices/financialoperations/travel/announcements/travel-reinstated-to-pre-pandemic-travel-policy.php>.
- TE faculty- Travel authorizations (TA) **must be completed prior** to travel in Chrome River.
- TE faculty- Once the Chrome River TA is submitted, please make arrangements in ADVANCE with the Fiscal Coordinator to use the department credit card (using your individual professional development funds) to pay for approved conference registrations, organization memberships and airfare.
- TE Faculty- When arranging for approved airfare and the airport that you leave and come back to is

not Richmond, Newport News or Norfolk; a cost benefit analysis will have to be conducted by you prior to seeing office staff. The Travel Manager in Accounts Payable requires proof that this will save money and be the cheapest way to go including mileage, parking, tolls, etc. If in doubt, inquire at front office with details to see if this alternate applies to you.

- NTE 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 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 front 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/184lOPAGg3jTCBSwa5Gpp-LjRPY7WvkLq8EJytDp_I/viewform

Calendar of Events

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

MLL Faculty meetings Fall 2022, in person:

September 1, 3:30-5:00 PM (Thursday)

September 29, 3:30-5:00PM (Thursday)

October 6-8 HOMECOMING

October 13-15 FALL BREAK

November 10, 3:30-5:00 PM (Thursday)

December 1, 3:30-5:00 PM (Thursday)

Holidays Observed:

Monday, September 5: W&M offices closed – Labor Day (no undergrad classes scheduled)

Tuesday, November 8: W&M offices closed – Election Day (no undergrad classes scheduled)

Monday, November 21: university Recognition Day (offices closed, remote instruction)

Tuesday, November 22: university Recognition Day (offices closed, remote instruction)

Wednesday, November 23: university Recognition Day (4 recognition hours added to state additional time off)
(offices closed, no classes scheduled)

Thursday, November 24: university closed – Thanksgiving

Friday, November 25: university closed – Day after Thanksgiving

Friday, December 23: university closed – state additional time off

Monday, December 26: university closed – Christmas holiday observed

Tuesday, December 27: university closed – deferred holiday in lieu of George Washington/President's Day

Wednesday, December 28: university closed – deferred holiday in lieu of Columbus/Yorktown Victory Day

Thursday, December 29: university closed – deferred holiday in lieu of Veteran's Day

Friday, December 30: university Recognition Day

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.

Practices for Teaching:

- 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.

* 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/>.