

## Department of English Reminders

### Submission of Class Papers

The staff will not accept papers from students who are unable to locate their instructor.

### Change of Grade

If you need to submit a change of grade, login to OneStop and select Banner Self Service. From the faculty tab, select Submit a Grade Change.

### Final Examination Scheduling

Meetings must be held for all classes at the times scheduled for final examinations; final examinations may **not** be scheduled for other times.

### **Reminders:**

1. Graduate students teaching composition courses are expected to have a *minimum* of five office hours if teaching two sections and a minimum of three office hours per week if teaching one section; those hours should be scheduled at times when students might reasonably be expected to be out and about.
2. You are asked to use your judgment in determining the amount of material to be duplicated for class. While it is reasonable to expect the department to finance the duplication of syllabi, tests, and essential in-class handouts, it is not reasonable to expect the department to finance the students' texts. You are encouraged to submit classroom materials electronically to englishworker@ecu.edu. Allow at least 16 working hours if you submit material electronically; allow at least eight working hours if you submit hard copy directly to the "work box."
3. There are a select number of funds for MA and PhD student travel. To request travel funds, please contact the Graduate Administrative Assistant.
4. The GTA office telephone may be used for limited local personal business, but may not be used for personal long-distance calls.
5. The departmental fax machine is to be used for university-related business only. Because of the costs involved in sending and receiving faxes, please inform students that they may not fax papers to you; incoming student papers will be delivered to the department chair, not the instructor.
6. The Media and Computer Service Lab can be used to checkout Audio-Visual Equipment. Because expensive AV equipment has disappeared previously, it is an absolute requirement that those using AV equipment *must* sign out any equipment that they take. For their own protection, they should ensure that it is properly checked back in when it is returned. Those who reserve equipment in advance will receive it before those who want equipment, but have not made a reservation.