Department of Communication
Policies and Procedures for the 22/23 ACADEMIC YEAR

**Department name and college structure**
The department’s official name is the Department of Communication. The department is housed in the College of Fine, Performing and Communication Arts. For organizational purposes, a Chairperson heads the department, the Academic Services Officer supports the Undergraduate Program, and an Office Supervisor and Budget Analyst provide administrative support. The department includes three academic areas:

- Communication Studies
- Journalism
- Media Arts and Studies

Each program is coordinated by an Area Head. There are five undergraduate degrees (BA) offered in the three areas. The Academic Services Officer serves as the Director of Undergraduate Studies. The department’s Graduate Program offers the MA and PhD degrees and is headed by the Director of Graduate Studies. Information about degrees is available online, in the Undergraduate Bulletin (Communication < Wayne State) and Graduate Bulletin (Communication < Wayne State), and from advising sheets, which are available in the department Main Office. Information for MA and PhD students is available from the Masters and PhD Handbooks, available on the department website [http://www.comm.wayne.edu](http://www.comm.wayne.edu) under the “Programs” link.

The department sponsors many programs and activities for students. The Journalism Institute for Media Diversity (JIM) is an undergraduate program housed in the department and is headed by an Institute Director. The department sponsors a debate and forensics program headed by the Directors of Forensics and Debate and the department provides a faculty sponsor for the campus chapter of the Public Relations Student Society of America (PRSSA) and the Society for Professional Journalists. An internet student radio station, WAYN, is also affiliated with the department. The student newspaper, The South End, is not formally affiliated with the department, although we do provide support. The department also sponsors an annual Summer Doctoral Seminar.

**The department academic faculty and staff infrastructure is as follows:**

<table>
<thead>
<tr>
<th>Department information</th>
<th>585 Manoogian Hall, 313-577-2943</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:communication@wayne.edu">communication@wayne.edu</a></td>
<td></td>
</tr>
<tr>
<td>Chairperson</td>
<td>Katheryn Maguire, <a href="mailto:kmaguire@wayne.edu">kmaguire@wayne.edu</a>, 313-577-9610</td>
</tr>
<tr>
<td>Office Supervisor</td>
<td>Anna Stileski, <a href="mailto:gg1339@wayne.edu">gg1339@wayne.edu</a>, 313-577-4163</td>
</tr>
<tr>
<td>Budget Analyst</td>
<td>Laura Emerson, <a href="mailto:ak4454@wayne.edu">ak4454@wayne.edu</a>, 313-577-6299</td>
</tr>
<tr>
<td>MAER Equipment Room Coordinator</td>
<td>Kenneth (Julius) Davenport, <a href="mailto:Kenneth.Davenport@wayne.edu">Kenneth.Davenport@wayne.edu</a></td>
</tr>
<tr>
<td>Academic Services Officer/Director of Undergraduate Studies</td>
<td>Jessica Greenwald, <a href="mailto:fq3743@wayne.edu">fq3743@wayne.edu</a>, 313-577-1997</td>
</tr>
<tr>
<td>Academic Advisors (Journalism)</td>
<td>Jessica Greenwald, <a href="mailto:fq3743@wayne.edu">fq3743@wayne.edu</a>, 313-577-1997</td>
</tr>
<tr>
<td>(Communication Studies)</td>
<td>Mary Grenfell (formerly Stanko), <a href="mailto:gy6110@wayne.edu">gy6110@wayne.edu</a>, 313-577-3221 (Communication Studies, Public Relations)</td>
</tr>
<tr>
<td>(Journalism)</td>
<td>Cleo Moody, <a href="mailto:ac3055@wayne.edu">ac3055@wayne.edu</a>, 313-577-2959 (Media Arts and Studies, Film &amp; Graduate Program)</td>
</tr>
<tr>
<td>Area Head of Communication Studies</td>
<td>Pradeep Sopory, <a href="mailto:dz3594@wayne.edu">dz3594@wayne.edu</a></td>
</tr>
<tr>
<td>Area Head of Journalism</td>
<td>Kim Piper-Aiken, <a href="mailto:kpiperaiken@wayne.edu">kpiperaiken@wayne.edu</a></td>
</tr>
<tr>
<td>Area Head of Media Arts &amp; Studies</td>
<td>Juanita Anderson, <a href="mailto:jbanderson@wayne.edu">jbanderson@wayne.edu</a></td>
</tr>
</tbody>
</table>
Director of Graduate Studies
Kelly Young, Kelly.young@wayne.edu, 313-577-2953
Director of Journalism Institute
for Media Diversity
Alicia Nails, anails@wayne.edu
Director of Forensics
Ronald Stevenson rstevenson@wayne.edu
Director of Debate
Sydney Pasquinelli, aw0957@wayne.edu
COM 1010 Course Director
Anita Mixon, gj1184@wayne.edu
Internship Coordinator
Perry Farrell, perry.farrell@wayne.edu
PRSSA Advisor
Michele Najor, m.a.najor@wayne.edu
COM 3300 Course Director
Jane Fitzgibbon, aa5782@wayne.edu

General Department Policies

Resource Specialists

Jessica Greenwald  
Academic Services Officer III
fq3743@wayne.edu
577-1997
594 Manoogian
Working remotely Mondays and Tuesdays
• Assessment Coordinator
• Course schedules through Banner
• Instructor evaluations

Anna Stileski  
Department Office Supervisor
Gg1339@wayne.edu
577-4163
592 Manoogian
Working remotely Mondays and Tuesdays
• Department office policies and procedures
• Payroll problems and timesheet review/approval
• Key request process
• Student Assistant supervision
• Support to Department Chair, including calendar maintenance and room scheduling of department rooms
• Event planning
• Personnel forms, process new assignments, renewals, and course pool review
• Assists with hiring, tenure and promotion, and university-level award packets; merit/annual review processes
• Support of the assessment process
• Process override requests
• Faculty meeting minutes for the Department
• Provide office coverage as needed
• Maintain the department website including faculty profile updates, calendar, and general information
• Supervise and assist with Word on the Street
• Assist with aspects of WayneBuy

Laura Emerson  
Budget Analyst II
ak4454@wayne.edu
577-6299
585 Manoogian
Working remotely Thursdays and Fridays
- Grant and budget support for the Department and all programs
- Event Planning Support
- Department Budget policies and procedures
- Review and authorize large dollar volume expenditures and revenue collection to ensure budgetary appropriateness and fund availability.
- Prepare annual budget requests
- Budget transfers
- Serve as resource person and liaison to departmental administrators, principal investigators, outside vendors and other officials.
- EPR approval and tracking
- Assist with WayneBuy
- Assist with TravelWayne
- Train in appropriate bookkeeping and accounting principles and methods

Kenneth (Julius) Davenport  **MAER Equipment Room Coordinator**
[Kenneth.Davenport@wayne.edu](mailto:Kenneth.Davenport@wayne.edu)
4130 Old Main
In office Monday-Friday
- Provides supplementary instructional support to students in all levels of classes for editing and use of equipment
- Purchases equipment for all Media Arts and Studies production courses
- Develops and maintains booking and scheduling systems
- Coordinates hiring of staff including temporary employees, student assistants, and college work study students.
- Supervises and trains teaching/production assistants for all production-related courses
- Establishes and prepares the academic-year lab schedule for open-edit and check in/outs based upon courses and staff availability
- Maintains Nexis shared media server
- Responsible for research equipment (computers, recording devices, cameras)

Student Assistants  **Linnea Harazem and Dillon Haynes**
In office Monday-Friday (times vary)
- In person coverage of basic office functions, including answering phones, responding to email questions, mail distribution
- Work on special projects for office support
- Work on special faculty projects
- Help to maintain Word on the Street
- Assist with website content

**Faculty Meeting Times**
Generally the 3rd Wednesday of the month (link available on agenda when virtual), 11:30 – 1:00 PM.

**Department Office Hours**
The Main Office is open M-TH 8:30-5:00 and F 8:30-3:00. Full time office and academic staff will be on campus three days a week and virtual two days a week. The Student Assistant will be in person during core business hours as much as possible. Doors will be locked when there is only one person in the main office suite.
for safety reasons. If you do not have a key, please call the main office number if you need entry to the office during regular business hours and it is locked.

**Department Profiles on the website**

All full-time faculty, staff, graduate assistants and fellows (i.e., Dean’s Diversity Fellows, Rumble Fellows) are strongly encouraged to develop and maintain a profile on the department website; part time faculty are encouraged to also develop and maintain a profile on the website (particularly those at the PTF2 or PTF3 rank). This information allows visitors to the site to get to know our department and learn about our interests/background. For help in setting up your profile, please contact Anna Stileski or communication@wayne.edu.

**Photocopying Policy**

The department has a “paperless classroom” rule. For the 22/23 ACADEMIC YEAR, all syllabi, handouts and readings should be distributed electronically, through Canvas. The department copy machine has scanning capabilities and you can scan and have your documents saved to a flash drive or emailed to you. If you need to make hard copies, please understand that we do not have funds to permit unrestricted photocopying. Please help decrease photocopying costs. The photocopy machine in the department office is to be used only in connection with your teaching duties (teaching, research and service roles for full-time faculty). The copier will be shut down 15 minutes prior to the end of the Department Office hours and is ONLY available when the office is open. Note that this is self-service. If you need assistance with the copier, please plan ahead when the Office Supervisor or Student Assistants are in the office.

**Copyright for Course Readings**

“Fair use” has become a gray area. The safest course is always to get permission from the copyright owner before using copyrighted material. Student assistants cannot scan or make copies of books or articles (or materials that have been copied from a book) without written permission from the author of the text. Copyrighted works should not be copied for distribution. Some materials can be provided for students through a secured site such as Canvas for a limited period of time. See: Digital Media Copyright Guidelines for Faculty and Staff and Copyright Guidelines for Posting Documents to Canvas through the library website. A persistent link to your materials can be requested electronically and provided through the library as well.

**Purchasing/Reimbursement Policies**

The university will not reimburse for unauthorized purchases. Please check with your budget analyst, program director, area head, or the chair before purchasing anything on behalf of the university. We cannot reimburse you on purchases after the fact. Do not sign any contracts on behalf of the university. Only University Purchasing can sign contracts with vendors. You must seek prior approval for all purchases utilizing the Essential Purchase Request Form (EPR); with included departmental Budget Analyst/Chair, BAO and Dean’s approval (when necessary). The university requires all Procard holders to perform monthly reconciliation utilizing the portal located within Academica. All support documentation and approvals must be attached to the request: 1) EPR completed (see appendix), emailed to Laura Emerson and cc the Chairperson; 2) Approvals given with or without adjustments; 3) EPR returned to requestor or given to Office Supervisor for processing. Please direct questions to Laura Emerson.

**Travel Policy and TravelWayne**

The Department may help subsidize travel and/or virtual conference registration fees for full-time faculty and graduate students (pending available funds). Typically, funding requests for travel are submitted in the fall. An electronic travel request must also be submitted electronically at least two weeks in advance of a trip/virtual conference. This should be done through the TravelWayne site (under Employee Tab on Academica) by the traveler (see https://travel.wayne.edu/training for assistance). Once approved, you will be able to book your own flights, hotels, and rental cars with Concur travel through this site. Your expense report must be reconciled within 10 days of returning/end of the virtual conference. Faculty are responsible for their own TravelWayne submissions. See https://travel.wayne.edu/training for training videos and resources.
Advising
(NOTE: For the 22/23 academic year, all academic staff will be working a combination of in-person and remote hours)

There are two sets of requirements students must complete for an undergraduate degree. There are the major requirements, which students complete in the department, and there are the general education requirements, which are made up of the competency requirements and the group requirements. The competency requirements are in written communication, quantitative experience, and oral communication. The group requirements (i.e., inquiry courses) consist of two courses in natural sciences inquiry (one with a lab section) as well as courses in social inquiry, cultural inquiry, global learning, civic literacy, and diversity/equity/inclusion. The department also requires two semesters of a foreign language (American Sign Language is included).

Many courses in the department fulfill these competency and group requirements. These courses have the general education designators built into the description of the course. For example, COM 1010 Oral Communication: Basic Speech fulfills the competency requirement in oral communication. It is always useful to point this out to students as sometimes courses fulfill major requirements as well as general education.

Undergraduate students majoring or minoring in the department must get a “C” or better grade on any course that is required for their major or minor or the course must be repeated; even “C-” grades are not acceptable for major course work. Likewise, graduate students must get a “B” or better on any course (not a “B-” or lower).

Additional information on advising and departmental major requirements can be found on the departmental website. Undergraduate students have professional advising staff assigned to them on the basis of their major. Students can make an appointment with one of the departmental advisors using STARS https://stars.wayne.edu

Doctoral students are assigned faculty advisors when they are admitted to the program. Master’s students start their program under the advisement of the Graduate Advisor and may be assigned to a faculty advisor as appropriate. PhD and Master’s handbooks, which outline all requirements, are available online on the department’s website: http://www.comm.wayne.edu/

Computer Problems
If you have computer/software problems, please submit a Help Desk ticket either via the “Report a problem/Request IT support” form (https://tech.wayne.edu/forms/desktech) or via phone M-F 7:30 a.m. to 8 p.m. 313-577-4357. The requests are routed to the technicians assigned to us based on the building, with one set of techs assigned to Manoogian and another set assigned to Old Main.

Do not open e-mail attachments from unknown sources as they often carry viruses. If you receive a suspicious email, forward to phishing@wayne.edu.

During extended closures or absences from the office, please be sure to turn off your computer and unplug it. This will protect your system from surges.

Classroom Technology
Many of the classrooms in Manoogian Hall are smart classrooms. You can request access to a smart classroom and in most cases, that accommodation can be made. If you are not assigned to a smart classroom and you need equipment or technology support for a class, you can order online at https://library.wayne.edu/forms/classroom.php. Lab reservations will be created for faculty who require a specific lab during their synchronous instruction sessions.

Paychecks
All paychecks are issued via direct deposit. Please ensure that you make all designations within the Employee Services Tab located in Academica.
**Health, Safety, and Security**

Please be aware of security issues. Do not leave doors unlocked and offices empty. Indeed, given that traffic in Manoogian Hall may be reduced at slower periods in the day/week/semester, we highly recommend that you leave your office door closed and locked if you come to campus. Do not leave equipment, purses, and backpacks unattended. Please report suspicious activity to Campus Police (577-2222) for immediate assistance. Do not call the Detroit Police Department in an emergency; call Campus Public Safety, they respond more quickly.

Note that ALL university employees who plan to come to campus must complete Warrior Safe Training and the Daily Screener. You must also wear face masks during class time and in labs as directed by the university. The university is also requiring vaccines or an approved waiver for all faculty, staff, and students who want to be on campus this term.

**NOTE:** If you are teaching a class with an in-person component and become symptomatic or have been exposed to someone who is symptomatic, STAY HOME and complete the daily screener with the information. The screener will come back red/denied entry, and someone from the Campus Health Center will call you to discuss your situation and notify you of what needs to happen for you to be admitted to campus. If your student in an in-person class becomes symptomatic or is exposed to someone who was Covid-positive, they should STAY HOME, and complete the daily screener so the Campus Health Center can discuss their situation. *Once the student’s screener is “green” again, they have been cleared by Campus Health and are permitted back to campus.*

**Keys/After Hours Building Access**

Keys (or keypad access codes on select rooms) may be obtained in the Department Main Office. In order to obtain a key or keycode access, you must first email your request to the Department’s email address: communication@wayne.edu and include: Your Name, Access ID, Room Number and Purpose. Please allow 1-2 business days for review and verification. Follow this procedure for After Hours Building Access as well. Once verified, you will be contacted via email alerting you of the status of your request, which typically will include allocated days/time slots for key pick up. Please note that if keys are not readily available or require “special order placement,” delays should be expected and you will be alerted via email. There will be a $25 replacement fee for all lost keys.

**Student Paper Drop Off and Student Pick up**

When the office is open, the student assistants or office staff will accept papers from students for drop off to faculty mailboxes. We require students to sign and date our drop off log sheet in order to verify the date and time that material has been dropped off. If the office is closed, they can use the locked After Hours dropbox located outside the office doors.

When you leave materials for the student assistants to hold for student pickup, please date the materials and put your name on them. We will hold materials for two weeks for pickup and then return the materials to the instructor.

**Files**

No files can leave the main office including student, search or personnel without the Chair’s permission. Files such as search files, can be reviewed in one of the conference rooms. As a general policy, files should not be returned by leaving them on a staff person’s desk. Files should be returned to the appropriate staff person’s mailbox.

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*Department of Communication Teaching Policies*
Teaching is a central part of the department’s responsibilities. A variety of policies and procedures have been instituted to help ensure professional, efficient and effective teaching. These policies are described below. As a general rule, instructors should maintain a professional and appropriate demeanor in the classroom (whether in-person or virtual), remain courteous and responsive to their students, and evaluate them fairly according to standards clearly communicated in the syllabus. Please review the document Obligations of Faculty and Students to the Instructional Process Academic Regulations in the Bulletin. Note also that the Dean’s office created Supplemental Guidelines for the Instructional Process that can help address classroom interactions. In addition, the Center for Teaching and Learning provides excellent resources to support teaching http://otl.wayne.edu/. In particular, see the Teach Anywhere site to support your own online learning initiatives, and the Learn Anywhere site for your students. The Dean’s office also has helpful guidelines for full time faculty, part time faculty, and graduate teaching assistants.

Academic Calendar
Please be aware of the dates in the Academic Calendar for all key dates (first/last day of class; holidays; study day; midterm grading period; etc). Also be aware of the final exam period which begins after Study Day and generally lasts a week.

Admitting Students to Closed Classes or other Override Reasons
Many of our classes close during registration because they are full. Before the first day of class, students should use the Waitlist system. Do not give full class overrides to students while the Waitlist is still active. On the first day of class, the Waitlist closes, and at that time, you can add a student. Indeed, only the instructor can give permission to add a student into a full class. The main office will tell students seeking an override to email the instructor directly. Be sure to have a clear policy for admitting students. Give preference to seniors who must have the course to graduate.

To admit a student to a closed class during the first two weeks of the semester, the instructor of the course must send an email to communication@wayne.edu with the required information: student name, course number, 5-digit section number/CRN, semester, and type of override. The email must come directly from the instructor; emails from students will not be accepted. The email will then be used as permission to Office Staff to enter the approval into Banner in order to allow the student to register for the course.

When students contact communication@wayne.edu directly, they receive the following reply:
“If you are seeking an override to a Communication class, please follow these directions:
1. OVERRIDE FOR A FULL CLASS from the first day of class through the first week of classes (note that you will need to use the Waitlist prior to the first day. Instructors will not give FULL CLASS overrides while the Waitlist system is in place). If you wish to be admitted to a class that is FULL, you will need to contact the instructor of record via email FIRST and request the override. When you email the instructor, please include the following in your message:
a. Student’s FULL name
b. Access I.D.
c. Major
d. Course name and # (e.g., COM 3300)
e. 5-digit CRN
f. Type of override: CLOSE (closed or full class)
f. Semester needed (e.g., Winter 2020)
g. Reason for the request (e.g., graduating senior)
IF the instructor approves the request, ask the instructor to forward the message containing your responses, with a clear statement “I approve this request”, to the appropriate person listed below. They should cc you (but note that the approval must come DIRECTLY from the instructor). Graduate classes (COM 6xxx and above) Dr. Cleo Moody, cleo.moody@wayne.edu Undergraduate Classes: communication@wayne.edu
2. For ALL OTHER OVERRIDES: Follow the SAME procedure as outlined above, EXCEPT you will need to include the OTHER type of override you need. To do this please provide the exact wording of the error message you received when trying to register for the course in your email request. The office staff will then forward your
request to the appropriate person for approval. **Once the override has been processed, a member of the department staff will email you and the instructor that the override is complete and that you may now register for that class with that CRN.**”

Thus, if a student needs an override for another reason (i.e., class rank restriction, co-requisite requirement, college restriction, degree program, written consent needed, duplicate course, second week ad permit, major restriction, pre-requisite met, program restriction, repeat class, time conflict), the student should email communication@wayne.edu and the Office Staff will forward the message to you and, if relevant, another appropriate person as indicated below.

**OVERRIDES and Approvers List**

Advisors: Mary Grenfell for Comm Studies & PR students; Jessica Greenwald for Journalism students; Cleo Moody for Media Arts, Film, and grad students.

- **CLASS** (Rank Restriction): Instructor or COM Advisor
- **CLOSE** (Closed or Full Class): Instructor (If no instructor is listed on the course schedule, send directly to communication@wayne.edu)
- **COREQ** (Co-requisite requirement): Instructor or COM Advisor
- **COLL** (College restriction): Instructor or COM Advisor
- **DEGREE** (Degree program): Instructor or COM Advisor
- **DEPT** (Written consent needed): Instructor or COM Advisor (Instructor ONLY for COM 6190 (Internships) and COM 5610 (Advanced TV))
- **DUPL** (Duplicate courses allowed): Advisor
- **LA** (Second week add permit): Instructor
- **MAJOR** (Major restriction): Instructor or COM Advisor
- **PREREQ** (Pre-requisite met): Instructor or COM Advisor *Except for COM 3300 Jane Fitzgibbon
- **PROGRAM** (Program restriction): Instructor or COM Advisor
- **REPEAT** (Repeat class limit/hours): Advisor *except for COM 1010 go to A. Mixon and COM 3300 go to J. Fitzgibbon
- **TIME** (Time conflict): Instructors of Both Classes

**OVERRIDES THAT REGISTRATION PROCESSES** – i.e. need to send email to Registration

- **AUDIT** (Student auditing a class) - Instructor
- **LATE** (Register/Add Late 3rd week and beyond) – Instructor and Director of Undergraduate Studies
- **PASS** (Pass/no pass grading option) – Instructor

**Faculty Absence from Class**

If you must miss a regularly scheduled synchronous or in-person class for illness, travel or for whatever reason, **you must inform the Department Chair (kmsguine@wayne.edu) via email with a cc to the Area Head/Program Director (1010, 3300) and to the Department Office (communication@wayne.edu) before the class occurs.** For in-person classes in Manoogian Hall ONLY, the office staff will post a note on the classroom door about cancelled classes; the instructor should notify their students via CANVAS as well. For
virtual classes (synchronous or asynchronous), ONLY THE INSTRUCTOR IS ABLE TO NOTIFY THEIR STUDENTS VIA CANVAS IF THEY ARE CANCELLING AN IN-PERSON CLASS OR ARE GOING TO BE LATE and should post a notice to Canvas as soon as possible. E-mails can be sent to all the students enrolled in a class through Canvas or other course site you are using. More than 3 hours of missed class time is problematic for student learning. If this occurs, the instructor will be contacted by the Chair to discuss the circumstances and what can be done to ameliorate the situation.

Course Syllabus Policy
During the first week of each semester, students enrolled in any course offered through the University must receive a syllabus outlining specific aspects of the course. Syllabi should be distributed via Canvas. Instructors should email students before the first day of class and direct them to Canvas to review the syllabus. Syllabi should be detailed in any Policies and Procedures that will be applied and must be followed. A CFPCA approved syllabus guide is available as follows:

For FT faculty - https://cfpca.wayne.edu/faculty.php
For PTF Faculty - https://cfpca.wayne.edu/ptfres.php
For GTA - https://cfpca.wayne.edu/graduateassistants.php

These templates are structured to be accessible to all reader systems. Many problems can be avoided if instructors develop and closely follow detailed syllabi. As a minimum, the syllabus should contain the following:

- Course number and name
- Instructor’s name
- Instructor’s office hours (3 to 4 hours per week)
- Instructor’s office location, phone number and e-mail address where available and appropriate. Part-time faculty should provide an email address and/or telephone number. If meeting virtually, provide the Zoom or Teams link to students in your syllabus or Canvas site.
- Instructor communication policy (hours you respond to emails; length of time it may take for a response; preferred method/manner, etc. Note it is OK to have boundaries, which are important when a substantial part of the class is online. Just communicate your policy to students on the syllabus).
- Course meeting times, method (online, synchronous, hybrid, traditional) and location (if relevant). NOTE: This section should be specific, as you will need to specifically discuss how the course will be run (e.g., if hybrid, days of the week that are in-person; if synchronous, days of the week that the course will virtually meet) and what students will need to do/know about attending synchronous sessions (asking questions, audio on/off, video on/off, etc.).
- Course description and objectives
- The university per accreditation standards requires that all courses have learning outcomes and they must be stipulated on the syllabus. All syllabi are to have 2-3 learning outcomes. These are not the same as learning objectives (see https://teachinghandbook.wayne.edu/outcomes).
- Dates of major evaluations including examinations, papers, performances or formal presentations and similar activities.
- Grading policy, including the weight given to each component and the grade or mark that will be assigned to students who do not officially withdraw from the course before the drop deadline. It is important that you include the grading scale you use to assign final grades in your syllabus.
- A schedule of topics covered and other class related activities or procedures for determining them.
- Text(s) and other suggested or required reading materials.
- Other course policies such as attendance, make-up exams, extra credit, drop policy and how they relate to grading, and any special provisions that relate to the class. NOTE: Having a clear attendance policy is
CRITICAL. If teaching a class with an in-person component, please avoid anything that might “incentivize” a student who is not feeling well to come to campus or fake their daily screener answers. NOTE: Having a clear LATE/illness policy is also critical, once again attributed to technological issues that may arise or if the student (or someone they care for) gets ill. Indeed, you may want a separate TECHNOLOGY policy for your class.

- Plagiarism policy http://doso.wayne.edu/academic-integrity.html
- Recording policy if you will be recording synchronous sessions (e.g., what students should do with audio/video when they are in the session). This also goes to whether or not you will allow students to record.
- It should also reference the Student Disability Services statement (see below).

"If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The SDS office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-202-4216 (VideoPhone only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours or at another agreed upon time to discuss your needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University. To register with Student Disability Services, complete the online registration form at: https://wayne-accommodate.symplicity.com/public_accommodation/"

To the extent possible, instructors are expected to adhere to the syllabus. Any substantive changes affecting grading, examinations, or the assessment policy must be clearly communicated in writing to students with reasonable advance notice. A clear and explicit syllabus is very important for an effectively run class and for avoiding student complaints.

BE SURE TO EMAIL A COPY OF YOUR SYLLABUS AND A COMPLETED OFFICE HOURS FORM TO THE MAIN OFFICE AT COMMUNICATION@WAYNE.EDU NO LATER THAN THE FIRST WEEK OF CLASS.

Academic Misconduct (from Nikolina Camaj, Associate Director and Student Conduct Officer, Dean of Students Office): see https://doso.wayne.edu/conduct/faculty-staff-resources
If you are convinced that academic misconduct has occurred, you may adjust the student’s grade downward [10.1A] (including downgrading to a failing grade) for the test, paper, or other course-related activity in question, or for the entire course, without filing a charge [10.1B]. You still need to follow these procedures ANYTIME you adjust a grade for academic misconduct:

Section 10.1A Steps: Please complete the online Academic Misconduct Reporting form by selecting 10.1A or 10.1B and submit the form. Using this system, a form letter will be generated on your behalf by the Dean of Students Office (see attached). You will receive a copy of the student notification letter and a copy will also be sent to the chair: http://cm.maxient.com/reportingform.php?WayneStateUniv&layout_id=1  This form will do the following:

1. Notify student(s) and Department Chair of the downgrading and the reason(s) for your action.
2. Provide student(s) a copy of Section 10.1 (attached), a copy of the Ombudsperson memorandum (attached), explaining the Ombudsperson’s role. (Section 1.5).
3. Inform student that they may appeal by filing with the Department Chair. Provide student with Department chair name and email.
***You do not need to proceed with Section 10.1B (file charges) if you are satisfied with your action in step 10.1A. You will need to follow the steps in 10.1A to ensure the student(s) and Department Chair are notified of your action, provided Ombudsperson memo, and appeal information. If you perceive the misconduct warrants further discipline in addition to that provided for in Section 10.1A, you may also file academic misbehavior charges with the Student Conduct Office as per Section 10.1B. The Student Conduct Officer, Nikolina Camaj, will contact you and hold a Fact Finding Conference with the student. At the conclusion of the Fact Finding Conference, the Student Conduct Officer will forward a copy of the charges and findings to the Dean of the College for adjudication.

10.1B Steps:
2. Select option 10.1B ‘Additional Sanctions’ part of the form.
3. Submit the online form.

Student Disability Services
Students who are registered with Student Disability Services and who are eligible for alternate testing accommodations such as extended test time and/or a distraction-reduced environment should present the required test permit to the professor at least one week in advance of the exam. Federal law requires that a student registered with SDS is entitled to the reasonable accommodations specified in the student’s accommodation letter, which might include allowing the student to take the final exam on a day different than the rest of the class.

Office Hours for Instructors
All teaching staff MUST maintain appropriate office hours and they are to be conducted in a safe, appropriate manner (e.g., virtually in a Zoom meeting; in-person with social distancing and doors open). This is interpreted to mean several different hours and days per week during which you are available to students on a drop-in basis. Modality should match how you are teaching: If you are teaching online, maintain primarily online office hours (but offer in-person options as well); if you are hybrid, maintain both online and in-person hours; if you are in-person only, maintain primarily in-person office hours (but offer online as well). This means 3 – 4 hours a week minimum as well as by appointment for the full-time faculty. For Part-Time Faculty and Graduate Assistants, this means one hour of office hours for every section that you teach. Please adhere to your office hours. If an emergency forces you to cancel office hours, please be sure to leave a note on Canvas indicating an alternate arrangement and you must notify the department office staff as well. Please turn in your office hours form to communication@wayne.edu by the end of the first week of classes. If you do not do so, the assumption is that you are not meeting your obligations to hold office hours. You can request an office hours form from communication@wayne.edu.

Confirming Student Participation
To meet federal guidelines student participation in class needs to be confirmed by the instructor for each student registered. Deadline is typically the Census Date listed on the academic calendar.

In order to be confirmed as participating students must do one of the following:

- Physically attend class for classes with an in-person component; attending a synchronous meeting
- Submit an academic assignment
- Take an exam, interactive tutorial, or computer-aided instruction
- Attend a study group assigned by you
- Participate in an online discussion about academic matters
- Initiate contact with you to ask a question about the course material
If the instructor does not confirm a student’s participation in a class, Student Financial Aid will adjust the student’s aid based on the number of credit hours that have been confirmed.

The **Course Participation Confirmation** process is based on course size and type, and details on how to complete the process can be found at this link: [https://reg.wayne.edu/profconfirm](https://reg.wayne.edu/profconfirm)

**Grading Machine**

The grading machine (for scantron/bubble forms) will be available during regular office hours.

**Instructor/Course Evaluations: SETs**

The Testing, Evaluation, and Research Services Office administers the Student Evaluation of Teaching (SET) process each semester. All faculty, unless noted for exclusion by a SET coordinator, will be evaluated online. The following are important things to keep in mind.

- **Evaluation Period**
  - The evaluation period is pre-determined by the length of the class, though departmental SET coordinators can change the dates.
  - Students and faculty will receive email invitations when the evaluation period begins.
  - Faculty may view the evaluation period for their course on their Response Rate Dashboard screen and send reminder emails to their students by clicking on the response details tab.
  - The Individual Faculty reports will be sent to faculty for review once the data has been processed, two to three weeks into the following semester, with the exception of Law School, who will receive their reports in mid-February.

**Final Examination Policy/Study Day Policy**

University and department policy strictly prohibits changing the final exam period from that specified in the schedule of classes. Similarly, classes cannot be scheduled on the designated study date, and students cannot be required to submit material or attend synchronous sessions on that day. Please observe these policies. There have been complaints to the Ombudsperson’s office regarding deviations from these rules, even when there is unanimous student agreement to change.

**Turning in Final Grades** (see [https://bulletins.wayne.edu/undergraduate/general-information/calendar/](https://bulletins.wayne.edu/undergraduate/general-information/calendar/))

Part of your teaching obligation is to submit your grades into Academica (Academica.wayne.edu) in a timely manner. **Grades are due no later than 72 hours after your scheduled final exam period.** Online classes have until 72 hours after the last exam day. For the specific date when students can withdraw, see the academic calendar. You will be sent an email to your Wayne State University email address when students request a "Withdrawal" from your class. It is important to have your Wayne email forwarded if you are using another email account.

*When submitting an “F” or an “I” grade, you must also enter the last date the student attended on the Academica grade roster or the system will not let you submit your grades. This is a new procedure that was implemented during the Winter, 2013 term.*

**SMART CHECKS** Students are required to file a SMART check before they will be allowed to withdraw from classes. SMART checks are designed to inform students of the academic and financial implications of withdrawing from classes.

**Grading Policies**
To qualify for an incomplete, the student must be passing at the time the request is made, and must be able to complete the work without needing to attend class. There is an incomplete form (https://reg.wayne.edu/faculty/incomplete-contract) that must be filed by instructors assigning “I” grades. The form requires the instructor to establish clear deadlines so that the material may be turned in and graded before the one-year deadline expires. Failure on the student’s part to meet the deadline means that the grade will turn to an “F.” Incompletes (“I” grades) will be changed to a failing grade after one calendar year for both Undergraduate and Graduate students. All work must be completed within one calendar year – there will be no extensions. The instructor can choose to have an earlier deadline for completion of work. Once the form has been completed and electronically signed by both the instructor and the student, the instructor should email the department of signature:

- If the incomplete is for COM 1010 or COM 3300, the form needs to be emailed to Anita Mixon (1010) or Jane Fitzgibbon (3300) for the departmental signature. Anita or Jane will then email the faculty member the signed contract (with a cc to the student). A folder on One Drive has been created to house the signed form.
- All other forms should be emailed to either the Director of Undergraduate Studies (Jessica Greenwald) for undergraduate classes, or the Director of Graduate Studies (Kelly Young) for graduate classes, for the departmental signature. Once the appropriate director signs the form, it will be returned to the faculty member and student, with a cc the appropriate advisor, who will then upload the document to the One Drive folder (Mary Grenfell for PR/Comm Studies Majors/Minors; Jessica Greenwald for Journalism, Media Arts, and Media Studies majors/minors; Cleo Moody for graduate students). In the case of non-majors/non-minors who are taking a class as an elective, the chair will upload the form.

**Failure to withdraw officially by the University stipulated date** will result in an “F.” Students who request course withdrawals beginning with the THIRD WEEK of the term must obtain instructor approval and will receive one of these notations:

1. “WP” Withdrawal with a passing grade earned to date
2. “WF” Withdrawal with a failing grade earned to date
3. “WN” Withdrawal never attended, or no graded work to date

None of these notations affect GPA. The new withdrawal policy does not affect tuition and fees, since there is no tuition cancellation provision for withdrawn courses.

Instructors will be notified through their Wayne State email of a student’s request to withdraw. Students can request to withdraw up until the university specified dates unless you have specified another date in your syllabus. Please check your WSU email through the week of classes when the university withdrawal deadline is in effect for any last-minute requests.

**Midterm Grades**

Midterm Grades, previously called Early Academic Assessment (EAA), are one of the tools used by the University to assist undergraduate students’ academic success and therefore to help the University retain its students. Effective Winter 2016, the University policy on midterm grades requires that courses numbered below 4000 include a means of assessing student progress, normally by the beginning of the third week but no later than the end of the sixth week of each Fall and Winter semester. This assessment should provide students with feedback regarding their academic performance and can provide a meaningful opportunity for intervention. Students who are performing at a C- or below in courses below 4000 must receive midterm grades. Faculty teaching courses numbered 4000 or above are encouraged to submit midterm grades, but it is optional. In both cases students would receive a letter by e-mail.
Midterm grades do not become part of a student’s academic record; their purpose is to give students a sense of how they are doing and encourage them to address any academic issues affecting their success. They are also used for advising and counseling.

Instructors submit midterm grades through Academica under the Instructional Resources tab.

**Canvas**
The University uses Canvas as its primary courseware. All instructors are expected to utilize this system. Canvas is a secure system that allows students access to all materials including the syllabus and their progress in the class with the online grading book. Canvas also allows instructors to load Word documents such as syllabi, lecture outlines or assignments so that students may access them. Courses are automatically listed on Canvas. Instructors will need their access ID and password to log on. The Office of Teaching and Learning (OTL) offers a number of resources for faculty and staff. The OTL is located in the Purdy/Kresge Library and offers workshops throughout the year (www.otl.wayne.edu). Resources include workshops on classroom management, organization, syllabus, design and use of technology, including Canvas, PowerPoint and Photoshop.

Although the department has a Canvas site with Resources for Faculty and Staff, we are working on a SharePoint file system that may be more user-friendly than Canvas.

**Grade Appeal Policy**
Copies of the Grade Appeal Policy are available on the college website: https://cfpca.wayne.edu/forms.php. Teaching staff is responsible for assigning grades fairly and in a manner consistent with the syllabus distributed at the beginning of the class. Grade appeals often result when grading policies are not clearly articulated or when students perceive they are being evaluated by standards different than those applied to other students in the class. Complaints and appeals often follow when students feel that a faculty member was rude or not responsive to their concerns or when they believe race, gender, sexual orientation, or ethnicity has become a factor in grading. It is important for staff to always be courteous, fair and sensitive to the diverse range of WSU students.

The student wishing to appeal a grade must first attempt to resolve the matter directly with the instructor. If a resolution does not occur at this level, the student must appeal in writing to the department Chairperson. The next stage of appeal is to the Dean of the College of Fine, Performing and Communication Arts. It is important that teaching staff keep careful records of grades.

**Family Educational Rights and Privacy Act (FERPA)**
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Pursuant to FERPA, the University has established policies governing privacy and release of student record information. The University has designated certain personally identifiable information as directory information, which may be released at the University’s discretion to anyone who makes a request. At Wayne State University, directory information is defined as name, address, age or date of birth, level of education, major, degrees received, educational institution the student was most recently enrolled, honors, awards, e-mail address, participation in sports or other activities, and the height and weight of members of athletic teams.

Students may restrict the release of directory information by completing a release of directory information form and returning it to the Office of the Registrar, 5057 Woodward Avenue, Fifth Floor.
Beyond this discretionary information, students have the right to inspect and review their educational records, seek amendment of the records they believe to be inaccurate or in violation of their privacy rights, consent to disclosures of personally identifiable information contained in their records, except to the extent that the law authorizes disclosure with consent, and file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the law.

DO NOT UNDER ANY CIRCUMSTANCE RELEASE SPECIFIC INFORMATION OR DISCUSS STUDENT RECORDS WITH PEOPLE OUTSIDE THE UNIVERSITY WITHOUT PRIOR WRITTEN APPROVAL FROM THE STUDENT. THIS INCLUDES E-MAILS OF INFORMATION TO THIRD PARTIES, INCLUDING EMPLOYERS, INTERNSHIP DIRECTORS, OR FAMILY MEMBERS. If anyone, including a parent, asks to discuss a student, instructors much first contact one of the Advisors or the Chair to see if the student has granted that person permission.

Conflicts with Students
Many conflicts with students occur because of divergent expectations and problems with communication. In general, it is very important that students are treated with respect and in a courteous and professional manner (just as students are expected to treat faculty and staff). To avoid conflict:

- Do not swear at students; and in general, it is appropriate to avoid using profanity in the classroom.
- Consider ways to encourage both you and the student to wait before replying to a triggering email. For example, many instructors have a 24-hour policy for their students and themselves to avoid responding to emails in a heated moment (e.g., students have to wait 24 hours to contact the instructor about a grade). Although everyone knows this logically, remember that electronic, written communication does not convey nonverbal messages in an effective manner, so it is easy to offend/be offended during written electronic exchanges—thus be very careful in sending angry, confrontational, or insulting emails to students.
- Employ appropriate email etiquette (see, for example https://www.indeed.com/career-advice/career-development/email-etiquette). This not only models appropriate communication skills with students, but also makes this a mindful process (and thus, tends to de-escalate situations.
- Do not touch students in any way that might be considered inappropriate or aggressive.
- Never discuss student problems with other students OR DURING CLASS TIME when other students are around. Doing so may create a situation where the student believes they have a legitimate complaint as it is also a violation of FERPA.

If a student is in crisis call the WSU Police immediately at (313) 577-2222. From a campus phone dial 7-2222. If a student is not in a crisis situation, but is behaving strangely or seems distressed, it is appropriate to file a CARE REPORT with the Dean of Students Office.

If a student shares information about possible Title IX violations (sexual misconduct, sexual harassment, sex discrimination, etc.), please note that you are a mandatory reporter as an employee of Wayne State University. Indeed, if a student wants to have a “closed door” conversation with you, then you should preface the conversation with disclosing your mandatory reporter status. See https://titleix.wayne.edu/faq/faculty for training information. See https://cm.maxient.com/reportingform.php?WayneStateUniv&layout_id=3 for reporting possible Title IX violations. If in doubt—report.

If you find yourself in a frustrating and escalating situation with a student, please consult with the Chair. If you feel physically threatened by a student, please call campus police at (313) 577-2222. If you feel a student is being abusive, aggressive, or threatening in other ways, file a Non-Academic Misconduct form with the Dean of Students office.

Grade Changes
Faculty must follow the online grade change procedure through Academica. Under the “faculty tab” there is a grade change link. After clicking on this link, the instructor’s list of classes will populate. The Course Reference
Number (CRN) for the class and section is the active link and after clicking on it, the students’ names will populate; follow the instructions for changing grades. Grades may be changed using this procedure for up to one year after the course ends. Grade change requests are then automatically submitted to the Chair for final approval. Grade changes that are deemed necessary after the one-year period must be approved by the Department Chair and the Associate Dean of the College. There must be substantial justification for such grade changes.

Over-age Grades (changing grades over one year old)
The University has become extremely reluctant to change grades after one year; this includes grades of “I” that have changed to “F.” Faculty who need to change a grade that is over one year old must submit the following information in an email to the Chair:

- date of request
- the student name
- student ID number
- course name and number
- term and year course was taken
- current grade and new grade that is to be assigned
- an explanation as to why the grade change is late

Such grade change requests are then reviewed by the Associate Dean of the College and are submitted to the Records Office by email. Please note that it is very rare to have these grades changed.

Text Book Orders
WSU Instructional Materials Submission Procedure
WSU has adopted the following procedures to comply with HEOA’s (2008 federal Higher Education Opportunity Act) requirements and to supply students with the information they need to obtain course materials at the lowest cost possible. All faculty and other instructors who are teaching courses shall register their required and recommended instructional materials on the University bookstore website by providing the title, author, edition, ISBN and price, information that HEOA requires to be disclosed to students. Instructors who use no required or recommended textbooks or other materials in a course must still provide information on this website to indicate that no course materials are being used.

Required and optional textbooks and other course material information (e.g., course packs) will be registered at the following University bookstore link: http://wayne.bncollege.com/. Click on the faculty resources tab at the top of the web page and follow the directions for the Adoption and Insights portal. In the case of cross-listed courses, course material information must be provided for each subject area code (SAC) and course number. The university bookstore website will retain the HEOA-required information submitted by faculty. A corresponding link to the University bookstore website will appear on the listing for each course on the University’s online course schedule. By following the link to the University bookstore website, students interested in the course will gain access to the information.

Instructors following this procedure will enable students to find the best price for course materials among multiple vendors and modes. In keeping with this objective, faculty should not tell students where they must purchase or rent required or recommended instructional course materials.

Timeliness of Submission: The HEOA-required information will be most useful to students if they have access to it early in their own course-selection effort. For that reason, the University has established the following due dates for instructors to submit book registrations:

- Fall Semester: on or before June 1st
- Winter Semester: on or before November 1st
- Spring/Summer Semester: on or before February 1st
For multi-section courses (1010 or 3300) please consult with the course director. If you have questions, please contact the bookstore (Barnes and Noble) at: 313-577-2436.

**University Communications**
The University’s formal system of communication with its students, faculty and staff is through its email system. You must monitor your WSU email or have your email forwarded to your other email accounts. All official email communication will be sent to your WSU email. Please use that same email when sending out official email.

The university will also communicate with you by using the mailing address that is listed in the WSU Banner system. You can check the accuracy of your address via your Academica account. It is your obligation to be available through the WSU email system and have an accurate mailing address listed in Academica.

**Independent/Directed Studies**
For MA and doctoral students (COM 7991, 1-3 credits for doctoral; COM 7990 for MA): Graduate students should complete the departmental form in consultation with the faculty member serving as instructor of the directed study [http://comm.wayne.edu/phd/directed-study-petition_1_.pdf](http://comm.wayne.edu/phd/directed-study-petition_1_.pdf). Typically, the advisor serves this role, but if another faculty member is serving as instructor for the directed study, the student should consult their advisor about the petition. Once the form is signed by the instructor, the student should submit it to the Director of Graduate Studies for review and signature. When the Director of Graduate Studies approves the petition, the signed petition should be forwarded to the Academic Services Officer (i.e., Jessica Greenwald) so she can create the class in the registration system, and to the Graduate Advisor who will electronically store the petition. When the section has been created in the registration system, the Academic Services Officer will notify the student. The student MUST then register themselves in that section, using the provided CRN.

A similar procedure is to be followed for undergraduates seeking to do an independent study with a full-time faculty member. The form to do so can be found on the department’s website under the [Students tab](http://comm.wayne.edu/phd/directed-study-petition_1_.pdf).