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UH Department of English Guidelines for Meeting Best Practices, Core Objectives, and SACS Standards for Preparing to Teach ENGL 1303 and/or 1304

Teaching fellows must complete the tasks below by the appropriate date before teaching each semester.[1] See points #5-6 for more information about due dates, and see the conditional items at the end for other requirements.

1. ___ Create your syllabi by building on the ENGL 1303 or ENGL 1304 syllabus template provided by the Department. The following parts of your syllabi must follow the appropriate syllabus template:
   o your course name and the term (semester and year)
   o section for your name, office location, office hours, office phone number (if applicable), email address, Blackboard url, class section number, class meeting time, and class location
   o the course's prerequisites
   o the UH catalog description of ENGL 1303 or ENGL 1304
   o the objectives of the Communication Component Area of UH's Core Curriculum
   o the student learning outcomes for ENGL 1303 or ENGL 1304
   o the textbook, listed as required (see point #4 below for exceptions)
   o the UH policy on plagiarism and religious holy days
   o information about the Center for Students with DisABILITIES (CSD), the UH Writing Center, and Learning Support Services
   o a weekly schedule clarifying material to be addressed (specific chapters, sections, and/or page numbers; specific writing interventions) and due dates. The schedule should be listed as "tentative" or "subject to change upon prior notice." Also, the schedule should follow the UH Academic Calendar regarding the last day to drop a class without receiving a grade and the last day to drop a class or withdraw with a grade of "W."
   Also, you must include clear and reasonable sections about grading, late work, absences, and professionalism. The Department's syllabi templates give advisable policies.
2. ___ Identify the kinds of writing that each major paper will have students do (e.g., analysis, definition argument, annotated bibliography) rather than listing major papers only by number (e.g., Paper #1, Paper #2). The kinds of major papers that your students do must resemble those shared by Drs. Paul Butler, Mary Gray, and Nathan Shepley during the 2014-2015 special sessions on writing assignments based on the English Department's newly adopted textbooks.
3. ___ Give specific due dates for major papers.
4. ___ Require the standard textbook for ENGL 1303 or ENGL 1304 unless you have received approval from the Director of Lower Division Studies to use another textbook in ENGL 1304. Note: You must use the standard textbook and edition (*The Allyn & Bacon Guide to Writing*, 7th ed.) for ENGL 1303, though you may place brief additional readings on Blackboard. You must use the standard textbook and edition (*Read, Reason, Write: An Argument Text and Reader*, 11th ed.) in ENGL 1304 during the first semester that you teach this course at UH. After that, you may

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[1] Also, each year all UH employees, including TAs and TFs, must complete the Mandatory Training requirements via AccessUH by the institutionally determined due date (usually in November).

petition to use another textbook in ENGL 1304. In any semester that you teach ENGL 1304, you may place brief additional readings on Blackboard.

5. ___ Send your syllabi to your supervisor by the appropriate date so that your supervisor can check them and, if needed, request revisions before classes begin. For the spring semester, the appropriate date is eight days before the spring semester's first day of classes. For the fall semester, the appropriate date is the Friday before the semester's first day of classes.[2] If your supervisor requests that you revise your submitted syllabi, then you must do so within three business days. Questions or concerns about revisions may be sent to the Director of Lower Division Studies.

6. ___ Upload your syllabi and CV to the Faculty Center section of MyUH Self Service by the deadline (usually the Friday before the semester's classes begin). You may follow the syllabus template provided by MyUH Self Service. Note: You may *re*submit your syllabus after the deadline if you need to make syllabus revisions.

___ *If* you are teaching in the fall semester, attend a meeting with your supervisor before the semester begins. Normally, these meetings are held at the end of the TA Orientation.

___ *If* you are teaching in the spring semester, attend a meeting with your supervisor during the previous calendar year's December Teaching Conference. Also, check in with your supervisor by the deadline discussed in point #5 above. Note: All TAs and TFs should attend the December Teaching Conference as part of their regular pedagogical training.

___ *If* you are teaching in the fall semester *and* you are a first- or second-year TA/TF at UH, attend the Department's TA Orientation held the week before Fall classes begin. Second-years usually attend just a few sessions on one day. Orientation details are determined each year by the Coordinator of TA Orientation.

___ *If* you organize your ENGL 1303 or ENGL 1304 course with a theme, clarify in your syllabus how the theme will pertain to student writing produced for the course.

___ *If* you teach online or hybrid courses, you must have received training in teaching in digital environments. Usually, training is provided by CLASS's Office of Educational Technology. Also, you must specify in your syllabus
- o how you will count attendance and/or participation online
- o what an online or hybrid first-year composition course means
- o what technology resources and study habits are needed
- o how to access Blackboard in order to navigate the course successfully
- o how your students should interact in that site (perhaps in specific spaces within that site)

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[2] If teaching in the fall semester, it is recommended that you also submit a working draft of your syllabi to your supervisor by Monday of the week before fall classes begin.