

INFORMATION ON THE ENGLISH DEPARTMENT AND DALHOUSIE UNIVERSITY September 2019

Welcome to the English Department. If you have questions about any of the points listed here or about others that are not, please speak to the Chair or the administrative secretary.

The Dalhousie telephone exchange for all on-campus locations is "494." When calling internally, dial the last four digits only. External calls require "9" plus the ten-digit number.

I. KEY CONTACTS

Department (see Department Directory for complete listings)

Main Office is open 08:30-16:00 weekdays.

Chair	Jason Haslam	6873
-Administrative issues		
Undergraduate Chair	Anthony Enns	
-English program advising		
CRWR Coordinator	Shauntay Grant	3188
-CRWR program advising		
Graduate Chair	Kathy Cawsey	6903
- Graduate program and admissions advising		
Administrative Secretary	Mary Beth MacIsaac	3387
Admin. Grad. Secretary	Pamela Decker	6924

Campus

Killam Library	Lindsay McNiff (Subject Specialist) Lindsay.mcniff@dal.ca	4460
Dalhousie ID cards	6230 Coburg Rd (Howe Hall) dalcard@dal.ca	2334
Bookstore	Judy Davison judy.davison@dal.ca	6275
Instructional Media	McCain2031	2981
Services (Audio/Visual)	Main office, LSC	6471

	graham.denman@dal.ca	
Computer Help Desk	support@dal.ca	4357
Facilities Management	fmclientreception@dal.ca	3345
Room Scheduling (for classes)	trequests@dal.ca	1068
Room Reservations (other than class purposes)	event.bookings@dal.ca	1051
Dean's Office Asst. Dean of Student Affairs	David Matthias (appeals, waivers, academic issues) david.matthias@dal.ca	6898
Registrar's Office Assoc. Registrar Records	Nicole Douglas (registration, scheduling, Banner) nicole.douglas@dal.ca	2045
Copyright Services	Lachlan MacLeod lachlan.macleod@dal.ca	4346
Student Affairs (VPs Office)	Office student.services@dal.ca	2404
Student Accessibility Services	Quenta Adams access@dal.ca	1924 2836
Student Counselling & Psychological Services	recepaps@dal.ca	2081
International Student Services	international.centre@dal.ca	1566
Security (building access, parking, lost and found)		6400
Emergency (Police, Fire & Ambulance)		4109

II. UNIVERSITY FACILITIES and

RESOURCES

1. Building Access: The front doors to the McCain building are open every day 07:00 to 22:00. Offices and classes are accessible Monday through Friday, 07:00 to 22:00. On weekends the main foyer is open but doors to the office/class hallways remain locked. You will be given a key to your office and a key to the Department perimeter. After hours you will require your Dalcard in order to enter the building or locked hallways. Set up a PIN for your Dalcard at dalcard.dal.ca.

2. Emergency Services: For emergencies on campus contact security at extension 4109. Security services will contact 911 and ensure first responders have the best information on how to reach the location on campus where they are needed.

3. Parking: Faculty, staff, and students compete for a limited number of parking spots on campus. You can buy a parking permit from the Security Office (McCain basement) but it does not guarantee you will find a parking spot. Most parking areas close to the University are metered or are time limited. The further away you are willing to park the more likely you are to find a free available space.

4. Employee Number: In order to access Dalhousie's computer network, library, and online information systems you will need your Employee Number, also known as your Banner number. Mary Beth can let you know what your number is.

5. Dal Card/Library Card: Your Dal Card also acts as your library card. Once you have your employee number you can visit their office in Howe Hall to have your Dal Card made. It will need to be activated at the Library Circulation Desk before you will be able to withdraw books using your Dal Card. Faculty have a semester-long loan period.

6. Network Access: In order to access Dalhousie's computer network you will need to activate your NetID by visiting password.dal.ca. Once your NetID is active you will be able to download software and access Dal's wireless network, WPA2. Most classrooms have an ethernet

connector if the wireless signal is weak.

7. Software Licences: Dalhousie faculty and staff can download some software for free, most notably Microsoft Office and McAfee Anti-Virus protection. Search for "download software" on the dal.ca website and you will find a link to the software library. You will need your NetID activated before you will be able to access the software.

8. Computer Support: All requests for computer support must be emailed to support@dal.ca so a work ticket is created. In the event of a technical emergency you can phone Scott McKenzie at 6587.

9. AV Equipment and Support: Most classrooms on campus are equipped with overhead digital projectors. Check with Mary Beth to confirm your classroom has the equipment you require. If you would like to test the equipment or require a tutorial on how to use it contact the AV Staff for the appropriate building: phone 2981 for the McCain building, 3893 for the Rowe or Mona Campbell building, or 6471 for the Hicks building.

10. Classroom Assignments: Common pool classrooms are assigned by the Registrar's office and are listed on the timetable. Classroom assignments can change without notice until classes begin so you should check your room location more than once. If you have concerns about your teaching space contact ttrequests@dal.ca.

11. Writing Centre: (Killam Library x1963) The Writing Centre is a free service for students who want to improve their writing skills. They are not a proofreading or editing service – their goal is to teach students to write independently. Students must make an appointment to access this service. The Writing Centre also offers some ESL workshops.

12. English as a Second Language Dalhousie's College of Continuing Education, located in the Mona Campbell Building, offers English as a Second Language instruction. Students who need to upgrade their language skills for admission to Dalhousie should consider the English for Academic Purposes (EAP) program. Students who are already Dalhousie students but are looking for a short course to improve their language skills should consider taking one or more workshops that are available. A Summer Institute is offered that combines academic components, ESL training, and cultural and social activities.

13. Centre for Learning & Teaching (Killam Library x1622) The CLT offers assistance with curriculum development, e-learning, and student engagement initiatives. New Academic Staff Orientation will take place in late August (TBA).

14. Brightspace (Instructional Tech x3456)
Brightspace allows instructors to create online resources for their classes. Workshops are available in person or online. Email intech@dal.ca for details on these workshops.

15. Book Orders: The University Bookstore requests that faculty submit lists of texts to be used for their courses no later than April 1st for classes beginning in September, and no later than October 1st for classes beginning in January. The online order form can be found at bookstore.dal.ca.

16. Desk Copies: Most publishers allow faculty to order desk copies of texts that will be used for courses. Some will also give faculty preview copies of texts. If you would like assistance ordering desk copies contact Mary Beth giving her the title, publisher, and preferably the ISBN. If your course will be assigned TAs remember to order desk copies for them too.

17. Faculty of Arts and Social Science meetings: All faculty members of FASS are welcome to attend meetings held on the 2nd Tuesday of each month during the academic year. Notice of these meetings and agendas will be sent to all members by email.

III. DEPARTMENTAL RESOURCES

1. **Photocopying:** A four-digit code number is used for department-related copies. A separate code number is required for personal copies. Please ask Mary Beth for code numbers. Personal copies are billed at 10 cents each. Students may copy class material on the Department photocopier for 10 cents per page. Cash only.
2. **Scanning:** The photocopier also acts as a scanner. Faculty and students can scan documents and email them at no charge.
3. **Printing:** Faculty can print to the photocopier located in the department office. Please refrain from printing large personal jobs. Contact support@dal.ca to have your computer connected to the Department printer.
4. **Stationery:** Located in main office. Ask Mary Beth or Pam if you cannot find what you need.
5. **Mail:** Faculty have mailboxes in the Department perimeter hallway. On campus and off campus mail will be distributed in these boxes. Oversize items will be placed in a pick-up box in the Office and a notice will be put in your mailbox to let you know an item is ready for pick-up. Outgoing mail can be left in the mailbox located under the parcel pick-up box in the office. Outgoing mail should have The Department of English as the return address or it will not leave the mailroom and could be lost. Metal drop boxes are also located in the main foyer of the building. They are not often used unless your students are asked to submit assignments when the Department office is closed (after 4:00 on weekdays, on weekends, or holidays). If you would like to be assigned a drop box ask Mary Beth.
6. **Fax Machine:** Its number is 494-2176, and it is located in the department office. There is no charge for sending or receiving faxes (within reason).

7. **Video Collection:** Faculty and graduate students are welcome to sign out titles from our video collection for class or personal viewing. If you want a video made available to undergraduate students or if you would like a title purchased for class viewing let Mary Beth know the details.
8. **Meeting Room:** McCain Room 2186 (located directly above the Department office), also known as “the fishbowl”, can be booked by Department members for meetings or make-up exams. The room schedule can be accessed by logging into Google calendar using the email address englwww@dal.ca. Ask Mary Beth for the password.
9. **Friday Seminar Series:** Most Friday afternoons the English Department hosts a speaker. Talks begin at 15:45 in McCain Room 1198 and conclude no later than 17:00, followed by wine and conversation in the Department lounge. If you are interested in giving a talk, contact a member of the Speaker Committee, Asha Jeffers (Fall) and Shauntay Grant (Winter).
10. **Department Meetings:** Department meetings are normally held on the 3rd Tuesday of each month, 11:30-13:00. Classes are not scheduled during this time so that all Department members are free to attend the meetings.
11. **Teaching Assistants:** Writing requirement classes (1005, 1015, 1025, 1030, 1040, 1050, 1100) will be assigned a TA260 (full-year classes) or TA130 (half-year classes) once enrolment exceeds 30 students. An additional TA will be assigned for every additional 30 students. Non-writing requirement classes are eligible for a TA once enrolment exceeds 60 students. Non-writing requirement classes where TAs facilitate a tutorials are eligible for a TA130 (10 hours per week), and those that do not have tutorials are eligible for a TA90 (7 hours per week). All TAs are covered by the CUPE 3912 Collective Agreement with Dalhousie University. See attached Guide for Teaching Assistants document.
12. **Graduate Program:** Tenure-track faculty members will be

made members of the Faculty of Graduate Studies and expected to assist with the Department’s graduate program. Contract and sessional faculty who hold PhD degrees may participate in the graduate program as “external scholars” if they are asked to do so and agree. As per FGS regulations, external scholars cannot supervise graduate students, although they can co-supervise provided that they serve only on one committee at a time.

13. **Funding for Guest Speakers:** The Chair’s Advisory Committee has some discretionary funds available that may be used to offer guest speakers an honorarium of \$150. If you would like to invite a guest to speak to your class, send the Chair a request via email by the end of the first week of classes. The Advisory Committee will consider your request and reply promptly.

IV. OFFICE HOURS

You are expected to be available to students for consultation outside of regular class time -- the custom is at least 2 hours per week. Note your office hours on your syllabus and inform Mary Beth, who will maintain a list of all scheduled faculty teaching and office hours.

V. DAL ONLINE CLASS MANAGEMENT

The Banner computer system allows faculty to access class lists, give students permission to register in classes, find contact information for students, and submit grades. To access: Go to dalonline.dal.ca and select Login. Enter your Net ID and PIN. Click “Web for Faculty” and select the desired option.

VI. GRADING PRACTICES

1. At the beginning of term submit your syllabus to Mary Beth. Ensure your method of evaluation is included in the syllabus, especially the weighting of assignments. If a grade will be given for participation, include information on how it will be evaluated.
2. Grades are submitted as letter grades. See the attached Grade Scale and Definitions information.
3. The Registrar's Office expects grades to be submitted within 7 days after the final paper or exam is due. It is especially important to submit grades as soon as possible after the April exam period so potential graduates can have their records evaluated and the Department can consider potential graduates for prizes.
4. Students who have not completed assignments can be given a final grade with those assignments being considered failures, or in special circumstances they can be given a grade of INC or ILL. See the "Faculty Guide to University and Academic Policies" for details on the INC and ILL options.
5. Assignments can be returned to students or left in the Department Lounge for students to pick up. Exams are not returned to students and must be kept for a minimum of one year before being destroyed.

VII. FIRST-YEAR CLASSES

Most of our first-year classes fulfill Dalhousie's writing requirement. The Writing Across the Curriculum Committee sets the standards for writing requirement classes and every designated writing requirement class must follow these standards. See attached information on writing requirement classes and Department policies relating to first-year English classes. First-year classes ending with a 0 or 5 fulfill the writing requirement. First-year classes ending with a 1 do not (e.g. 1041, 1051).

VIII. EXAMS

1. There is no specially scheduled time for mid-term exams.
2. For the very important "**Last two week rule**", please see the "Faculty Guide to University and Academic Policies".
3. No tests or exams may be scheduled between the end of classes and the beginning of the exam period.
4. The day and time of the exam will be determined by the Registrar's office to ensure there are no scheduling conflicts for students. Large classes will have rooms assigned by the Registrar's office. Smaller classes can make arrangements for their own exam rooms. Exam booklets will be delivered to the large exam room locations. If you book your own room you must bring your own exam booklets (available in the Department office).
5. The Department is required to have one exam invigilator for every 75 students although this is somewhat flexible. If you have a large class discuss exam invigilation duties with your TAs.
6. The **exam period dates** this year are:
December 5-15, 2019
April 8-24, 2020
Inform students if you will be holding an exam during the examination period and **remind them of their responsibility to be present throughout the examination period.**
7. All grade submissions must be done electronically on the Banner/Dal Online system. Only the instructor of a class can submit grades for that class unless an official "proxy" has been established. Resort to a proxy should only be an exceptional measure.

To get started on Grade Submission:

Log in to Banner (Dalhousie On-line)

- Web for Faculty
- Class management
- Grade Submission
- Follow instructions there.

NOTE – After you “enter” the grades, you **must also click “approve”** in order to submit them. Until then, the entered grades are merely your record; they have not been submitted to the Registrar.

Retain exam booklets in your office for a minimum period of **6 months**. If you vacate your office before that period is up, please speak to Mary Beth about storage.

IX. ACCOMMODATION

Students may request accommodation if “a student’s learning environment or the University community in which they operate has a discriminatory effect on the student’s ability to fully participate in, and have access to, university academic programs, activities, facilities and services.” (see “Faculty Guide to University and Academic Policies”) All requests for accommodation must be made by the student through the Mark Hill Accessibility Centre (office located just to the left of the mail Killam Library entrance). Some accommodations may require students to write tests/exams outside of class. In these cases the student will provide you with an Accessibility Form that must be returned with a copy of the test/exam to the Mark Hill Accessibility Centre beforehand.

X. APPEALS

Students who have questions about final grades are encouraged to discuss them first with the course instructor. Students may also consult the Chair of the department, Director of the school/college, Dean of the faculty, the Student Advocate or the Ombudsperson. If the student’s concerns cannot be resolved, he/she may also use the formal process outlined in the “Faculty Guide to University and Academic Policies” to

have their final grade reassessed.

XI. STUDENT RATING OF INSTRUCTION

Student ratings of instruction (course evaluations) are completed electronically. Sometime in the last two weeks of class your students will receive an automated email with a link asking them to evaluate your class. It is recommended you give them time in class to complete these evaluations via their laptop or handheld device. The English Department can also make written comment sheets available for your class; however, these comment sheets cannot be used for making personnel-related decisions (hiring/tenure/promotion). After final grades have been submitted, you will receive an email from the SRI office with statistics on how students rated your class. The Chair also receives a copy of these results and they will be kept on file. Written comments will be given to you for your records; copies of these are not kept in the office.

XII. SPECIAL DALHOUSIE DATES

Fall Study Break: Nov. 11-15, 2019

Munro Day: Feb. 7, 2020 University closed.

Study Break: Feb. 18 – Feb. 21, 2020

Easter Monday is **not** a holiday at Dalhousie.

For information on other important dates (start and end dates for classes, exams, last day to add/drop classes, etc.) see the Registrar’s website: <http://academiccalendar.dal.ca>

XIII. PLAGIARISM

Plagiarism: All students are to read and understand the policies on plagiarism and academic honesty as referenced in the Undergraduate Calendar

Any instructor may require student papers to be submitted in both written and electronic form. The instructor may submit the material to a third-party computer-based assessment system(s) for the purpose of assessing the originality of the paper. The results of such assessment may be used as evidence in any disciplinary action taken by the Senate.

Information on plagiarism and its consequences will be distributed to faculty to be included in all syllabi. Faculty should familiarize themselves with the academic honesty policies and procedures outlined in the Calendar.

As per the “Faculty Discipline Procedures Concerning Allegations of Academic Offences”:

When an academic offence is suspected, the instructor shall submit a signed statement outlining the basis for the allegation, together with all relevant supporting evidence, to the Academic Integrity Officer of the Faculty which is responsible for the delivery of the course at issue, or in the case of an allegation in relation to a graduate thesis or other non course graduate materials, to the Academic Integrity Officer of the Faculty of Graduate Studies, **within 10 working days of becoming aware of the alleged offence**, but in any event no later than the deadline for submission of final grades to the Registrar, except in extraordinary circumstances, as determined by the Academic Integrity Officer.

For a complete list of academic integrity policies and procedures see: http://www.dal.ca/dept/university_secretariat/academic-integrity.html

XIV. PROFESSIONAL DEVELOPMENT

1. Developing a Teaching Dossier:

A Teaching Dossier package can be obtained from the Centre for Learning and Teaching. Instructors should also feel free to consult the Chair or full-time members of the Department about the kind of material that can be included in such a dossier. Instructors may wish to ask the Chair to contribute a letter to their dossier summarizing the statistical results of the teaching evaluation forms distributed in their class. In addition, the Chair, a member of the Advisory Committee or a full-time colleague will also visit an instructor's class if invited and contribute a letter to your dossier.

2. Learning Opportunities:

Workshops on instructional strategies, computer-assisted learning, teaching writing, and other subjects are regularly offered by the Centre for Learning and Teaching.

3. Research and Professional Activities:

The Department regularly features speakers in its colloquium series on Friday afternoons. We also organize panels focusing on pedagogical activities. Please join us (wine is served and the atmosphere is usually convivial). If you are interested in presenting a paper in this series, or would like to propose a topic for a panel on pedagogy or other professional concerns, contact Asha Jeffers (Fall) or Shauntay Grant (Winter).

4. Professional Development Allowance:

Members of the Dalhousie Faculty Association are eligible for a Professional Development Allowance. For 2019-20 DFA members can claim up to \$784 in professional development funding. Allowable expenses include membership fees for professional and/or learned societies, subscriptions to journals, purchase of books or equipment related to the Member's research, or registration fees for attending scholarly conferences. For complete information on the PDA see article 30.22 of the DFA Collective Agreement and the PDA policies and procedures available on the Financial Services website:

<http://www.dal.ca/dept/financial-services.html>

5. FASS Travel Grants:

The Faculty of Arts and Social Science has some funds available to

offset the costs of DFA members attending conferences or participate in performances. Each member is eligible to request up to \$2,000 per year, although once the pool of funds has been exhausted no new requests can be considered. Application deadlines are as follows:

November 15 for travel in December or January
January 15 for travel in February or March
March 15 for travel in April or May
July 15 for travel in August or September
September 15 for travel in October or November

For complete details on the FASS Travel Grant see the application form available at:

<https://www.dal.ca/faculty/arts/research/internal.html>

XV. DEPARTMENT PRIZES

Our Department is fortunate to have funding to offer a number of prizes. The majority of these prizes are awarded at the end of the year at the May Marks Meeting, and a number of writing contests are sponsored throughout the academic year. Faculty will be sent an email encouraging their students to enter competitions or asking for nominations. The contests are:

- October – Varma Gothic Fiction/Poetry Contest
- Mid February – Sonnet Contest
- Late February – Claire Murray Fooshee Poetry and Short Story Prizes

The end-of-year Prizes and Awards are:

- University Medal, English

- University Medal, Creative Writing
- James Tupper (outstanding students who propose to do graduate work in English; 2 awards)
- Archibald MacMechan/IODE Scholarship in English (a Dalhousie student of special ability in English; preference given to graduates who intend to study for a Master's degree in English)
- Margaret Nicoll Pond Memorial Prize (a woman graduate of Dalhousie University who leads her class in English)
- Allan and Lura Bevan Memorial Scholarship (a student in the Major program, entering third or fourth year; in the absence of suitable candidate in the major program, we may choose someone in Honours)
- Graham Creighton Prize in English (students majoring or in honours, entering fourth year of study; 3 awards)
- Paul MacIsaac Memorial Prize (“an undergraduate student, who shows an original and inquiring mind,” in second or third year, honours or major program)
- Samantha Li Award (a student in the Honours program in English, demonstrating “intellectual reach and creativity; a passion for the exploration of literature and ideas; generosity towards and engagement with fellow students and professors”)
- Barbara Bennett-Chittick Prize (an outstanding first-year student enrolled in introductory English at Dalhousie)
- Avie Bennett Prize (for the best essay on Canadian Literature submitted from an undergraduate class at Dalhousie)
- Kim Rilda LeBlanc Memorial Award in Healing and the Arts (for “outstanding initiatives between the arts and the health sciences”; open to undergraduate and graduate students in FASS, Medicine, and Health Professions; for a project, thesis, or research essay that combines work in the humanities or the arts with work in medicine or health care)