

Student / Faculty Expectations

**Writing Instruction Program
Northern Kentucky University
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Classes in the Writing Instruction Program involve frequent interaction between students and instructors. This document offers guidelines for those interactions.

Students in writing classes may expect that instructors will . . .

1. Provide a syllabus that includes instructor contact information and office hours, a description of the course, major course objectives, required materials, course policies regarding attendance and late assignments, and explanation of how the course grade is computed.
2. Create assignments that are challenging, directly related to course objectives, and progressively designed to guide the student toward achieving course goals.
3. Give clear instructions for major assignments, including requirements, grading criteria, and due dates.
4. Establish opportunities for students to receive feedback on their work-in-progress, along with opportunities to revise drafts before receiving a grade.
5. Respond to assignments with suggestions for improvement.
6. Return most graded assignments approximately one week after they are submitted.
7. Attend class regularly and punctually.
8. Respect the students and maintain confidentiality of each student's performance.
9. Apply course requirements and policies fairly to all students in the class.
10. Give midterm grades to freshmen.

Faculty in writing classes may expect that students will . . .

1. Read the syllabus carefully and completely, remain in the class only if in agreement with the syllabus, and act in accordance with syllabus policies.
2. Do all assigned work with real effort and thought, and collaborate productively with other students in class discussion, writing workshops, and other group activities.
3. Seek the assistance of the Writing Center when necessary.
4. Assume full responsibility for drafts and revisions, understanding that an instructor cannot—and should not—respond to every detail of a draft.
5. Carefully read instructors' comments on graded assignments and, if any question or disagreement about the grade arises, wait at least one day to reflect on the assignment before speaking with the instructor.
6. Submit assignments on time.
7. Attend class regularly and punctually, and assume responsibility for any material missed due to absence.
8. Contribute to a classroom environment that is positive, respectful, and productive.
9. Understand that the instructor cannot make special exceptions regarding course requirements or policies.
10. Check their midterm grades (freshmen only).