

ICAP policy reminders, 2019

See the back of this handout for relevant details.

Yes, good idea, please do these things, and keep doing them:

- Be nice to your Purdue colleagues, our students, and Purdue staff.
- Ask for help when you *know* you need it.
- Ask for help if you *think* you *might* need it. Remember, this never bothers anyone.
- Tell us when teaching goes well for you. Share your good news!
- Teach classes and conferences as assigned.
- Review the “Student of Concern Guide.” Extra copies are located in the ICaP office.
- Help students who reach out to you.
- Offer to help students who may need it.
- Tell Joy Kane or Bradley Dilger *every time* you’re not going to be in your assigned classroom or conference room — no matter what the reason.
- Observe the “five minute rule” for class beginning and ending times.
- Watch write-I for updates about ICAP business.

Please do these things in the first week of classes:

- If you have Monday conferences, email your Monday students *this weekend* with a plan to keep 10 of them from showing up at once.
- Submit your final syllabus and calendar for our archives.
- Review emergency procedures with your students.
- For all your teaching spaces, ensure you know how to exit if there’s an emergency.

Please do these things on the following deadlines:

- Complete Initial Course Participation by **Feb 1**.
- Make plans to participate in “What to Teach Next,” **Feb 5**, and our assessment reading and rating sessions (dates and times TBA).
- Give your students graded feedback on their writing early and often — by **Mar 1**.
- Encourage students to participate in the Purdue Undergraduate Research conference. It’s good for them and it’s good PR for us. Application deadline **Mar 1**; event Apr 4.
- Apply for ICAP/GradSEA travel awards by **Apr 15** — but sooner if you can.

No, bad idea, NOT GONNA DO IT:

- Treating your colleagues or Purdue staff poorly.
- Signing students into your classes without talking to Linda Haynes first.
- Cancelling conferences as Spring Break or the end of the semester approach.
- Moving furniture in and out of classrooms.

Helpful links and resources

Most if not all of the resources you need are in the [ICAP Instructors Manual](#) linked on the front page of the ICAP web site.

A digital version of this handout and the slide deck from Convocation will be [posted on the ICAP web site as well](#).

However, here are some other sources:

For the most up to date initial course participation, classroom courtesy, and emergency preparedness information, see Janeen Redman's "Start of Semester Information" email sent January 4, 2019.

Updated contact information for ICAP staff is available on the ICAP web site. If you need to call, try Joy Kane at 765-494-3730 or Bradley Dilger at 309-259-0328 (mobile).

Here's the Student of Concern reporting: <https://www.purdue.edu/advocacy/students/report.html>

The write-I list is archived: <https://lists.purdue.edu/mailman/private/write-I/>

ICAP/GradSEA travel award information:

<https://icap.rhetorike.org/instructors/icapgradsea-travel-awards/>

Purdue Undergraduate Research Conference:

<https://www.purdue.edu/undergrad-research/students/conference/index.php>

ICAP assessment information is shared in various places on the ICAP web site. Start here:

<https://icap.rhetorike.org/instructors/common-assignment-protocol/>