English Division
Class Prep Guidelines

- Standard course materials for English classes are defined as follows:
  - English 189 and 191 include a primary text addressing the writing process and grammar
  - Composition classes include a primary text including a framework for instruction consistent with the requirements of the course outline as well as readings that provide a foundation for discussion and examination of instructional elements; a handbook that provides reference with regard to elements of writing, research, documentation, and grammar; an ancillary text or texts which are longer works appropriate to the focus of the class.
- Division committees will be responsible for generating a list of recommended texts for each level of composition.
- Primary textbooks must be approved by the division.
- If an instructor elects not to use a primary text approved by the division an alternate text or a course package including a list of texts, a syllabus, and schedule must be approved by the division. Materials must first be approved by the appropriate committee, which will recommend approval to the division.
- Ancillary texts such as novels or longer works of non-fiction may be chosen by the instructor and do not require division approval. Ancillary texts must be consistent with the goals and focus established by the course outline. In the event that materials chosen by an instructor seem inappropriate for a course, the instructor will be contacted by the division office, and if necessary, materials will be brought to the division for review, and a vote by divisions members will determine if the materials may be used in the course.
- An instructor may choose to use only ancillary texts for a class provided that the framework of the class is consistent with the course outline and all requirements above have been fulfilled.
- Once a textbook order has been submitted to the bookstore, it may not be revised.
- A class syllabus and schedule must be submitted to the division office by the end of the first week of instruction in a semester. Schedules must identify resources to be used in conjunction with assignments and lectures, including resources drawn from a primary text, workbooks, or online sources. Copies of materials developed by the instructor must also be made available for archiving in the division office. Copies may be submitted in physical or digital form.
  - Materials used by an instructor must, as a whole, establish a complete framework for instruction, as defined above, that includes not only materials for study and discussion but a clear link to the ways in
which materials are used in relation to elements of the course outline. Examples of this link are:

- A primary text that identifies readings and exercises in relation to elements of study such as writing process or product.
- A clear list of all class materials, including ancillary texts and other materials such as websites and online exercises.
- A detailed syllabus and schedule that identifies ways in which ancillary texts or materials will be incorporated.