



Department of International Language and Culture Studies

Coordinators of Language Requirement Programs

Each language area will decide upon how the responsibilities detailed below will be met, either by having a single coordinator or through multiple coordinators. After they have made this decision, each language area will report their decision to the chair of the department prior to the start of fall semester classes. The coordinator's term will be established by each language section. During this period coordinators will teach at least one of the four courses in the sequence each year. Each coordinator will report to the chair of the department and will be evaluated during the faculty review on how well this assignment has been fulfilled. Coordinators will be responsible for:

- Determining which texts are used in the language requirement sequence (e.g., F111, F112, F203, F204);
- Setting parameters for choosing texts at each level, reviewing new texts, and passing on information to colleagues about the choices;
- Preparing a master syllabus for each courses;
- Supporting and monitoring the work of associate faculty members teaching these courses;
- Overseeing all exams given in these courses.

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<http://www.ipfw.edu/ilcs/policy/coordinators.htm>
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