

UF-USA ENGLISH PROGRAM GUIDELINES
(ENGL 104 and ENGL 150)

1. All English UF-USA courses are capped at twenty students, even if not all students are dual-enrolled.
2. UF-USA English instructors may teach only two course sections per semester and they must teach two sections of the same course (so, two sections of ENGL 104, not one of ENGL 104 and one of ENGL 150). As a result of course caps, UF-USA English instructors may teach a total of only 40 students in UF-USA courses per semester. If needed an instructor can divide up students into three sections provided that the total number of students in those three sections does not exceed 40 total students. These sections (2 or 3) should be as evenly divided as possible (so not 20 in one section 2 in another).
3. UF-USA English instructor are limited to teaching one course per semester in the first year of teaching in the program or in the first year teaching that particular course.
4. All UF-USA English instructors must attend and pass the initial training session with a B or higher to be qualified to teach the course. Returning teachers must attend the yearly retraining session in order to offer the course in the following academic year.
5. If two or more instructors at the same school are qualified to teach both ENGL 104 and ENGL 150, we strongly suggest that they rotate the instruction of these courses on a regular basis with approval and input from the directors of both the ENGL 104 UF-USA program and the ENGL 150 UF-USA program. Instructors who do not teach a course for two years will need to take additional retraining beyond the standard retraining.
6. For their first two years teaching a course, new UF-USA English instructors will submit graded versions of student papers for review for the maximum number of times specified for the course. After that, frequency will be determined by the director and can change from semester to semester.
7. UF-USA English students must have a 3.2 cumulative GPA. These guidelines refer to GPA as calculated on the traditional 4.0 scale. In making a determination about qualifications, student GPA not calculated on a traditional 4.0 scale should be converted to the 4.0 standard. If there is a question about student qualification, a diagnostic pre-test will be provided by the director. If the student is deemed unqualified, they will not be admitted to the course.
8. UF-USA English instructors should submit grades to the director of the appropriate UF-USA English program (ENGL 104 or ENGL 150) and the coordinator of graduate outreach and partnership. The directors will review the assigned grades and forward them to both the registrar and the coordinator.

9. Students' ability to receive UF credit may be jeopardized if UF-USA English instructors do not adhere to these guidelines or to deadlines established by the program directors. UF-USA English instructors may be placed on one-year probationary status if guidelines and deadlines are not upheld. If sufficient positive change is not demonstrated during the probationary period, then the ENGL 104 and/or ENGL 150 directors reserve the right to recommend removal of the participating school from the program to the UF-USA director.

Last updated 11/10