**Policy on Graduate Student Substitutes**

All third, fourth, and fifth-year graduate assistants who are not serving as instructors-of-record also take courses for faculty who must miss a class because of professional conferences, previously scheduled speaking engagements, or for other occasions as approved by the chair. Students serving as substitutes in a given semester cannot turn down a request to take a faculty member's class unless they are in class themselves or attending a professional conference. In turn, the department makes every effort to distribute the workload equitably among the students serving in this capacity. Students should be called upon to cover a class no more than 5 times in the course of a semester.

Because the students are not necessarily trained in the content area of the faculty member's course, faculty members must devise assignments with this in mind. Substitutes may show a film, conduct a writing workshop prepared by the faculty member, or proctor an exam. Substitutes must not be asked to prepare the course themselves.

Given that we have only a few students to cover classes in any one semester, faculty may request a substitute for *only one conference per semester* (2-4 classes depending on the faculty member’s course load). All requests must be made *at least two weeks* prior to the planned absence and must be accompanied by the materials to be covered in the missed classes and by the Request Form (to be found on the Graduate Programs web page at http://www.luc.edu/english/grad\_fac\_resources.shtml).