

MEMORANDUM

TO: LRE Undergraduates and Graduate students

FROM: Dr Rich Culatta, Chairperson; Duncan 124 262-6063
Ms. Donna Brown, Coordinator for CDP; Duncan 122,262-6053
Dr. Susan Pogoloff, Coordinator for SPE; Duncan 310D, 262-6072
Dr. Darrell Morris, Director, Reading Clinic, Duncan 126A, 262-6054
Ms. Mary Ruth Sizer, Coordinator (CD) Clinic; Duncan 115A, 262-6071
Dr. Janet Bloodgood, Coordinator for RLA; Duncan 208A, 262-6040

Subject: What to do when you have concerns about classes or clinic

This memo specifies a process that is appropriate in helping you resolve concerns that may arise. The underlying principle of this process is that you need to communicate your concerns directly to those who can assist you. It requires you to take responsibility for resolving issues and concerns with appropriate assistance. The process spares uninvolved faculty, staff, and students becoming involved in issues not of their concern and provides you with a set system to follow for resolution.

If you have any questions or concerns about the process outlined below, please don't hesitate to discuss them with any of us. In addition, we can arrange some time, either during a regularly scheduled meeting with groups of students if you prefer, or a special meeting if necessary.

- **Concerns specific to a particular class/ professor:**
 1. Contact the professor and try to resolve your issue (s).
 2. If you still do not feel that your concerns have been addressed, seek advice from the Coordinator of your program (CDP, Ms. Donna Brown; RLA- Dr. Janet Bloodgood, SPE, Dr. Susan Pogoloff
 3. As a last avenue, within the Department of LRE, you may address your concerns with the Chairperson, Dr. Rich Culatta. His appointment schedule is kept by his Administrative Assistant.

- **Concerns specific to your individual course study:**

Contact your advisor, first then proceed as indicated above.

- **Concerns of more general academic nature:**

Contact your program Coordinator, first, followed by the LRE Chairperson, if needed.

- **Clinical concerns specific to a particular client/ supervisor:**
 1. Contact the supervisor and try to resolve your issue(s).
 2. If you still do not feel that your issues have been addressed.
 - a. Reading students –seek advice from the Director of the Reading Clinic (Dr. Darrell Morris).

- b. CD students- seek advice from the Coordinator of the CD clinic(Ms. Mary Ruth Sizer)
- 3. Then, as a last avenue, within the department, you may address your concerns with the Chairperson (Dr. Rich Culatta)
 - **Concerns specific to your present clinical assignment(s)on campus or off:**
Reading students – contact the Coordinator of the CD clinic, SPE students: contact the university supervisor/ cooperative teacher, then Dr. Susan Pogoloff than lastly, contact the LRE Chairperson if needed.
 - **Clinical concerns of a more general nature (e.g.; clinical requirements or a clinical plan of study if one is required).**
Reading students- contact the Director of the reading clinic.
CD students –contact the Coordinator of the CD clinic
As a last avenue; contact the LRE Chairperson (Dr. Rich Culatta)

When departmental resources have been appropriately used without resolution of your concerns, you may address your concerns with the Dean, Reich College of Education—then follow the grievance procedure outlined in the Student Handbook.