**ASU Writing Programs Textbook Policy**

**Policy Rationale**

In today’s educational environment, textbooks, while valuable, are just one of many ways to facilitate learning. Through the internet, teachers and students now have access to a multitude of educational tools, activities, and resources. This includes electronic versions of the textbooks many teachers value, as well as interactive content that many believe engages students and encourages them to explore reading and writing beyond the traditional alphabetic text. Furthermore, using online resources can help students gain digital literacies important to 21st century writers.

In response to this changing context, the Ad Hoc Textbook Policy committee convened in early 2016 to draft a new and consistent textbook policy. This new policy incorporates key concerns discussed by the Writing Programs Committee during both the October 2015 and January 2016 meetings. These include:

* How can we recognize the agency, experience and diversity of Writing Programs teachers, while also providing the accountability and transparency expected of this R-1 public institution?
* How can we make sure our students are not put at a disadvantage due to rising costs of traditional classroom materials?
* How can we promote the development of a vibrant and effective teaching of digital literacy?
* How can we appropriately value open-source education resources?
* How can we ensure all teachers are in compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008?[[1]](#footnote-0)
* How can we make sure that our content is available on as wide a variety of devices as possible?

The Writing Programs Textbook Policy, based on extensive research and deliberations, addresses the needs of all ASU Writing Programs stakeholders. It supports new teachers through their period of acculturation to Writing Programs goals and mission by providing a “Writing Programs Textbook List.” The textbooks on this list are compatible with ASU-specific Course Outcomes while providing a range of pedagogical methods to accommodate teachers’ diverse styles and preferences. This policy respects the knowledge and experience of teachers who wish to select other textbooks or customize material to meet the needs of their students. Finally, this policy responds to the needs of students, who benefit from the structure provided by pre-determined course materials but may struggle with the burden of rising textbook prices.

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“Textbook” in this policy is defined as a Rhetoric, and does not include additional readings, although they may be used. Rhetorics vary by course, but a First-Year Composition rhetoric would include information on rhetorical appeals, argumentative models and theory.[[2]](#footnote-1) Please note that Writing Programs requires the use of non-fiction readings only. Even though some of the textbooks on the “Writing Programs Textbook List” include works of imaginative literature, teachers are not to use or assign those texts in a Writing Programs class.

It is Writing Programs policy that all classes use a textbook or equivalent materials. All teachers who are in their first year at ASU or are teaching a specific course for the first time must use a textbook from the “Writing Programs Textbook List,” or the materials mandated by the practicum for that course. Teachers who have taught in ASU Writing Programs for at least one year and who have taught the course in question at least once before at ASU may select their own materials, either an alternative textbook or a custom selection of other material. If teachers choose to select their own custom materials, they must follow this procedure:

* In place of a Textbook Request form, following the same procedures, submit a Custom Course Materials Submission form.
* In the Custom Course Materials Submission form, provide a list of materials and a rationale of how the materials fulfill ASU Writing Programs’ Outcomes for that course.
* Submissions are subject to review.

Then, before the course syllabus submission deadline, upload to [Blackboard](http://tinyurl.com/WritingPrograms):

* A finalized Table of Contents of the materials.
* Custom Course Materials Submission form, revised as necessary.
* A single PDF of all digital texts/materials (to maintain an archive of materials to be produced upon accreditation or other audit because digital housings [i.e., links] may change).

Additionally, per [ASU ACD 304-10](https://www.asu.edu/aad/manuals/acd/acd304-10.html), which requires that a syllabus include “a list of any required readings, assignments, examinations, special materials and extracurricular activities,” Writing Programs teachers must include the list of materials in course syllabi.

**Copyright Requirements**When preparing course materials, instructors must take precautions to prevent a violation of an author's or publisher's copyright. Both published and unpublished works, whether printed or distributed by electronic means (e.g., over the internet, by e-mail or in a CMS), are protected under the [Copyright Act of 1976](http://copyright.gov/title17/). Instructors developing course materials to be distributed via a course web site or other electronic medium must also comply with copyright provisions. Copyright registration is not required for a work to be protected, nor is it necessary to sell the material in order to commit copyright infringement. **Educational use by itself does not protect the user from copyright infringement.** When in doubt, instructors should request permission from the owner of the copyright by contacting the publisher. Requests should be made as early as possible to allow time to make arrangements for substitute materials if permission is not granted. Because of the complexity of the Copyright Act, teachers should consult Anali Perry 480-727-6301 at ASU Libraries to avoid Copyright infringement. ASU Writing Programs is not responsible for any Copyright infringement on a teacher’s part, regardless of whether or not materials were duplicated by Writing Programs staff on Writing Programs equipment, circulated in Writing Programs classes, or listed on approved syllabi.

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1. Federal legislation requires all institutions of higher education to list ISBN numbers and prices for required and recommended texts and supplemental materials for each offered course whenever feasible. Compliance is tied to students’ access to federal financial aid. [↑](#footnote-ref-0)
2. Rhetorics also generally include sections on the rhetorical situation, stasis, purpose and audience, writing processes, invention, logic and logical fallacies, organization, revising and so on. [↑](#footnote-ref-1)