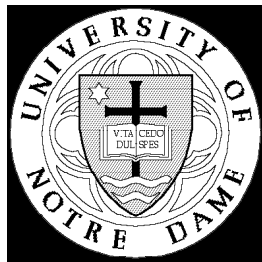


Guide to Undergraduate Teaching

*College of Arts and Letters
University of Notre Dame*



Academic Year 2010-2011
Prepared by the Office for Undergraduate Studies

Most Salient Points and Quick Tips

- **Got a question? Ask any assistant dean in the Office for Undergraduate Studies, 104 O'Shaughnessy. We are here for you.**
- **Is an Arts & Letters student having trouble or not attending class? Call an assistant dean in the Office for Undergraduate Studies immediately.**
- **Make yourself familiar with the University's Academic Code of Honor (p. 21), including your responsibilities (p. 21), and recommended practices (p. 22).**
- **In your course syllabi, clearly state your class attendance policies (p. 23).**
- **We suggest you take attendance regularly, especially in the first two weeks of the term, in order to identify those students who are not correctly registered.**
- **Plan to have at least one major examination or paper graded and returned to the students BEFORE the mid-term break, to help them ascertain whether to retain or drop your course before the course drop deadline: Friday after break (p. 24).**
- **Mid-term grade reports MUST be submitted to the Registrar (p. 27) for all first-year students in your course and for those sophomores, juniors, or seniors who are performing unsatisfactorily (D and F level work) (p. 26). If a student has not turned in assignments, but is still on the official class list, you must turn in an "F".**
- **A two-hour final examination MUST be given or term paper MUST be collected at the time and place stipulated in the official examination schedule (p. 25).**
- **There is no grade of "Incomplete (I)" for undergraduates at Notre Dame. Final grades must be based on work performed by the student during term time (p. 29).**

Guide to Undergraduate Teaching
College of Arts and Letters
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I.

The Structure of Undergraduate Education at Notre Dame

Introduction from the Dean

Welcome to the faculty of the College of Arts and Letters at the University of Notre Dame. The College's goal is to nurture sophisticated, cosmopolitan citizens. In part this means acquiring the reading, writing and speaking skills indispensable for careers and vocational paths after graduation. But choosing Arts and Letters also means serious engagement with the profound questions that animate both the world of liberal learning and Catholic intellectual life.

The importance of these questions -- as diverse as how best to understand Shakespeare's *Hamlet*, how economic analysis might inform our understanding of a just society and how we can study the nature of God -- shapes all students and faculty in the College. They explain why we insist on a broad array of courses beyond the major, including requirements in the Arts, Social Sciences and Humanities, as well as two courses each in Philosophy and Theology. They explain why so many Arts and Letters students study abroad in order to gain a fresh perspective on their intellectual work, and why all Arts and Letters students study a foreign language as an indispensable tool in a more global world. They even suggest why Arts and Letters values small classes and intellectual dialogue among students and between students and faculty.

The College of Arts and Letters is also part of a dynamic research university. Our professors are scholars known across the world for their original contributions to scholarship. They bring to the classroom and to conversations with students the latest knowledge of their fields and the skills and passions of active researchers. We hope that you will encourage our undergraduates, too, to become researchers, and to use undergraduate research grants and collaborations with faculty as a springboard into advanced study and reflection.

Intellectual life within College of Arts and Letters also takes place in an explicitly Catholic environment. Here ultimate questions of the meaning and value of human life before God are welcome, and efforts to deal with such questions draw on the immense resources of the Catholic tradition. Inquiry and faith are seen not as opposing forces, but as complementary elements of the fully human pursuit of truth.

Students throughout the university take courses in the College, including university seminars and other required courses. Approximately 2,600 undergraduates and nearly 1,000 graduate students are enrolled in the degree programs offered by the College. More than 500 teaching and research and special professional faculty staff the College and are organized into twenty-one departments and the Medieval Institute.

You will find in the following pages, orientation materials that should assist you in your transition to the University of Notre Dame. This is the tenth year that these notes have been assembled, and we update them annually with the most accurate information available at the time of publication. If you have suggestions for improvements or changes, please pass them along to the Office for Undergraduate Studies, the entity responsible for assembling these materials.

I look forward to working with each of you and extend to you my warmest wishes as you join our faculty.

John T. McGreevy
I. A. O'Shaughnessy Dean
College of Arts and Letters

Welcome from the Associate Dean for Undergraduate Studies

Undergraduate teaching has traditionally been at the very heart of the College of Arts and Letters. As teachers, we share a common mission: to foster the intellectual and spiritual development of our undergraduate students. While this takes different forms in different disciplines, our commitment to undergraduate education remains, nevertheless, what binds us one to the other as a single faculty within our diverse college.

You will no doubt bring your own talents, interests, and teaching styles to your classrooms. Your syllabi will articulate the goals for your particular courses and reflect the priorities you have chosen to highlight as crucial for those engaged in serious, intellectual work within your field. But, in the end, we all share the overarching goal of arousing our students' intellectual curiosity so that they can become truly life-long learners. We do not want our classes to be thought of as one more hoop for our students to jump through before they can get on to the business of finding a suitable, rewarding life's work. Rather, we hope that they will take with them, on their life's journey, some small part of what we have provided for them in our courses, whether that be the art of crafting the perfect sentence (or appreciating a perfect sentence crafted by some great writer), the ability to measure the soundness of an argument (or, indeed, to argue cogently themselves about the topic of the day), or to reflect on any number of great ideas that make up our intellectual tradition. We would like for our students to feel as comfortable and confident talking about current political events, the most recent exhibit at the local art museum, or the newest play performed by the community theater, as they would about the trials and tribulations of their beloved sports teams. Indeed, we would hope that, after taking our courses, our students would find it completely natural to engage in such conversations about important ideas.

The Office for Undergraduate Studies is committed to assisting you in achieving this goal of sparking your students' excitement about learning. The following pages are intended to familiarize you with the College's policies, procedures, and other practical matters that will require your attention as you begin your teaching career at Notre Dame. We look forward to meeting you and stand ready to support your efforts throughout the academic year.

JoAnn DellaNeva
Associate Dean for Undergraduate Studies

Important Links

Academic Calendar	http://registrar.nd.edu/fall10.shtml
Academic Code	http://facultyhandbook.nd.edu/governance/academic-code/
Academic Code of Honor	http://www.nd.edu/~hnrcode/
Arts and Letters Faculty Resources	http://al.nd.edu/faculty/
College of Arts and Letters	http://al.nd.edu/about/
Du Lac (Notre Dame Student Handbook)	http://orlh.nd.edu/dulac/
Faculty Handbook	http://facultyhandbook.nd.edu/
Latin Honors	http://registrar.nd.edu/LatinHonorsTerm.shtml
Office of the Provost	http://provost.nd.edu/
Office for Undergraduate Studies	http://al.nd.edu/advising/
Office of the Registrar	http://registrar.nd.edu/
Undergraduate Bulletin of Information	http://registrar.nd.edu/BOI.shtml
University Policies	http://policy.nd.edu/
Women in Arts and Letters	http://wal.nd.edu/resource/college-of-arts-and-letters/

The College of Arts & Letters and the Office for Undergraduate Studies

The College's administrative center for undergraduate studies is located in the Office for Undergraduate Studies in 104 O'Shaughnessy. The Office is the primary source of advising for sophomores who have not yet declared a major and the site of general advising for all students who have questions about college or university requirements, or their academic progress, programs, or career goals.

If an Arts & Letters student is having trouble in your course or not attending class, please call the office ASAP. The office phone numbers are **631-7098** or **631-8636**. The Office for Undergraduate Studies includes:

Associate Dean of Undergraduate Studies

JoAnn DellaNeva is the newest dean in the Office for Undergraduate Studies. She has been a member of the Notre Dame faculty since 1982 and was appointed by Dean John McGreevy to this position in the spring of 2010. She chairs the Undergraduate Studies Committee, which reviews students' proposals for self-designed majors and proposals for interdisciplinary minors. Dean DellaNeva works with departments on College-wide requirements that include thesis writing, undergraduate research, writing intensive requirements, honors tracks, and both the University and College seminars. She also coordinates programs such as [Learning Beyond the Classroom](#), which funds students who wish to attend professional conferences and events related to students' academic interests.

Assistant Deans

Paulette G. Curtis has been with the Office for Undergraduate Studies since 2009. Like her assistant dean colleagues, she is responsible for advising students on matters including, but not limited to, studying abroad, overloads, dropping and adding courses, transfers and readmissions, student leaves, dismissals, and special appeals.

Ava Preacher, Associate Director of the Office for Undergraduate Studies, has been with the Office since 1993. She is responsible for advising undergraduates within the college, particularly juniors and seniors. She oversees the PIN night and transfer student orientation, serves as the Pre-law advisor, and administers the Dean's Fellows program with Dean Stanfiel. She also serves as one of the campus Victim's Resource Persons for victims of sexual assault.

Joseph Stanfiel has been with the Office for Undergraduate Studies since 2006. He is responsible for advising of undergraduate students in the College at the sophomore, junior and senior levels. In collaboration with the associate dean and the other four assistant deans for the Office for Undergraduate Studies, he assists with administration of the transfer and readmissions process, handling of student dismissals, and review of special appeals. Stanfiel is the faculty advisor for the *Journal of Undergraduate Studies* and, with Dean Preacher, advises the Dean's Fellows.

Vicki Toumayan has been with the Office for Undergraduate Studies since 2005. She sees Arts and Letters sophomores, juniors, and seniors for general advising. She is also advisor for all students in the Arts and Letters premed supplementary major (ALP2) and oversees the study leaves of absence for students who participate in non-Notre Dame programs abroad. She is a member of CWIP (Campus-Wide Internships Programming) and serves on the Roger's Summer Internships Selection Committee.

Len Banas, C.S.C., oversees the review of transfer files, and is a member of the Department of Classics.

Undergraduate Advising in Arts and Letters

The College has a two-tiered undergraduate advising system that consists of both collegiate and departmental advising:

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Collegiate Advising

All non-major advising concerning university and college requirements is handled by the deans in the Office for Undergraduate Studies in 104 O'Shaughnessy; students should consult with the deans in the Office for Undergraduate Studies for answers to questions about their general academic progress. Departmental advisors, even the Directors of Undergraduate Studies, may not be familiar with all of the complexities regarding university and college requirements. We therefore recommend that faculty consult with or refer students to the Office for Undergraduate Studies for all non-departmental, non-major questions.

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Major Advising

All major and departmental advising is handled by the departments. Each department or program within the College structures its own advising procedure. Some departments place all advising duties in the hands of the Director of Undergraduate Studies (DUS), while others assign some or all faculty members a certain number of student advisees.

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Pre-med, Pre-law, and Education

In addition to the departmental and collegiate advising, some career-related advising is available in the College. **Pre-professional (pre-med)** and **pre-law** advising are both available in the Office for Undergraduate Studies with Dean Toumayan and Dean Preacher, respectively.

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Notre Dame does not offer **education** courses; however, through a cooperative arrangement with the Department of Education at Saint Mary's College, students can take education courses and arrange to student teach in local schools. After appropriate coursework and one semester of student teaching, students are eligible for state certification at both the primary and high school levels. Additional questions should be referred to the Notre Dame Education Coordinator, Professor Stuart Greene. He may be reached at sgreene1@nd.edu.

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Graduation Progress System

Graduation Progress System (GPS) is a web-based advising tool accessible via insideND. It has been developed to increase our students' awareness of the requirements of their degree. It was not designed to replace College or departmental advisors. Rather, it was designed to help advisors and students make more productive use of the time that they spend together. Directors of Undergraduate Studies have access to this system and can assist students. Please refer students who have questions about their progress toward their degree to the assistant deans in the Office for Undergraduate Studies.

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Other Colleges and Their Advisors

The First Year of Studies

All first year Notre Dame students enter the First Year of Studies (<http://fys.nd.edu/>). The responsibilities of the First Year of Studies are to arrange the academic programs for the first year students and to provide the guidance needed as they adjust to their new environment. The academic program for each first year student is constructed around a framework called the First Year Curriculum, each semester of which includes five courses plus physical education or ROTC.

The courses that comprise the First Year Curriculum are University requirements that the University Academic Council has stipulated must be completed during the first year. All first year students are required to take one University Seminar, one course in composition, two semesters of mathematics, two semesters of either science or a foreign language, and at least one semester of another required course chosen from the humanities, social sciences or arts.

A team of seventeen professional advisors and approximately fifty peer advisors work together to assist first year students. **Hugh Page** is the **Dean of the First Year of Studies** and his office is located on the second floor of the Coleman-Morse Center. Dean Page is assisted by **Associate Deans Angie Chamblee** and **Kevin Rooney** and **Assistant Deans Ken DeBoer** and **Holly Martin**. If you have questions or concerns, or experience difficulties with any first year student, please feel free to contact the student's first year advisor or one of the First Year of Studies' deans by calling the First Year of Studies at **631-7421**.

Upon successful completion of their first year, Notre Dame students advance to one of the four undergraduate colleges—Arts and Letters, Business, Engineering, or Science—or to the School of Architecture.

The School of Architecture

The School of Architecture offers a five-year program leading to the degree of Bachelor of Architecture. The Associate Dean and Director of Undergraduate Studies is **John Stamper**, 110 Bond Hall, phone **631-2682**. The Assistant Dean and Undergraduate Academic Advisor is **Rev. Richard Bullene, C.S.C.**, 110 Bond Hall, phone **631-6172**.

The Mendoza College of Business (MCoB)

Business students declare one business major in one of six disciplines: Accountancy, Management Consulting, Management Entrepreneurship, Information Technology Management, Marketing, or Finance. General administration of the undergraduate program takes place in the Office of the Assistant Dean for Undergraduate Studies, Room 101, Mendoza College of Business Building. The Assistant Dean is **Samuel Gaglio**, phone **631-6602**. In addition to Assistant Dean Gaglio, there are five Academic Advisors: **Doug Hemphill**, **Gina Shropshire**, **Sharon Clancy Urban**, and **Alison Levey**.

Junior- and Senior-level students who are not enrolled in the Mendoza College of Business frequently express interest in registering for business fundamentals courses. Seats in each of the eight business fundamentals courses have been reserved for non-business students. Each of the fundamentals courses – Accountancy I, Accountancy II, Corporate Finance Essentials, Principles of Management, Principles of Marketing, Business Statistics, Computer Business Applications, and Business Law – now have an accompanying cross-listed course titled “BAUG”. The courses are open to any non-business Notre Dame junior or senior during the normal registration period without college or department restriction (normal prerequisites do apply).

The College of Engineering

The College of Engineering grants the Bachelor of Science in Engineering degree in: aerospace engineering, mechanical engineering, chemical engineering, civil engineering, computer engineering and electrical engineering, and the Bachelor of Science degree in computer science and environmental geosciences. The undergraduate program is under the direction of the **Assistant Dean for Academic Affairs Cathy Pieronek**, located in 257 Fitzpatrick Hall, phone **631-4385**.

The College of Science

The College of Science offers curricula leading to the degree of Bachelor of Science in each of six undergraduate departments: applied and computational mathematics and statistics, biological sciences, chemistry and biochemistry, mathematics, physics, and pre-professional studies (health care). The undergraduate program is under the direction of the **Associate Dean, Bei Hu**, phone **631-6375**, located in room 174 Hurley.

II.

The Curriculum

University and College Requirements

Every student graduating from the College of Arts and Letters must have a minimum of 120 credit hours and must have fulfilled all university, college and major requirements. Unless special permission has been obtained from the Office for Undergraduate Studies, special studies and directed readings courses **do not** satisfy university or college requirements. Rationales for each of the following requirements can be found at <http://www.nd.edu/~coreclm/> Committees composed of faculty from multiple departments are responsible for ensuring that the courses designated as fulfilling a particular university requirement are aligned with the rationale articulated for that requirement. The requirements, as indicated in the *Undergraduate Bulletin of Information*, are as follows for all Notre Dame undergraduates regardless of their college:

University Requirements	Courses	
English Composition	1	
Mathematics	2	
Science	2	
*Theology	2	<i>*One of these requirements must be a University Seminar, numbered as appropriate</i>
*Philosophy	2	
*History	1	
*Social Science	1	
*Fine Arts or Literature	1	
(Physical Education-two courses)	<u>2</u>	
	14 courses	

College of Arts and Letters Requirements	Courses
College Seminar	1
Language	1-3
+History/Social Science	1
#Literature or Fine Arts	1
(whichever one is not taken for the Univ. Requirement)	
Major	8-12

*+In addition to the university requirements of one history and one social science course, the College requires a **third** course which can be either history or social science.*

*#Every student in Arts and Letters is required to complete one fine arts **and** one literature course.*

Course Load

The normal course load in the College of Arts and Letters is five courses. The maximum number of credit hours per semester is 17. Overloads for juniors and seniors are allowed only with the permission of the deans in the Office for Undergraduate Studies granted during the designated days of the enrollment period. The Academic Code requires all undergraduates at Notre Dame to be full-time students. Only second semester seniors may elect to be part-time in their final semester with permission from the Office for Undergraduate Studies. Tuition is prorated for these students.

Overloads

The normal course load in the College of Arts & Letters is five classes per semester and/or no more than 17 credit hours. Every semester, however, a number of students request permission to take more than five courses with a total of more than 17 hours. The deans in the Office for Undergraduate Studies grant permission for these overloads only under the following conditions:

1. Students must be in good academic standing.

2. Students must be in their junior or senior year.
3. Juniors must have a cumulative grade point average of at least 3.5.
4. Seniors must have a cumulative grade point average of at least 3.0.

Permission for overloads is granted on the sixth and seventh day of classes. This may seem somewhat late, but it allows the rest of the student body (including incoming transfer students and students returning from leaves) to find at least five courses. Students who want to overload are advised to attend their extra course from the first day, and then, if permission is granted, add the class to their schedules through the web or by an adjustment form.

Five-Course Overloads

We will allow students to request a five-course overload at any time. A five-course overload is defined as five courses that exceed 17 hours. (Normally, students taking two sciences and an intensive language class will exceed 17 hours and will require an overload approval.)

Language Requirement

Students in the College of Arts and Letters are required to reach the "intermediate level" in one of the following languages: French, Spanish, Italian, Portuguese, German, Russian, Greek, Latin, Chinese, Japanese, Korean, Arabic, or Irish. For the specific requirements within each language, consult the departmental descriptions in the *Bulletin of Information: Undergraduate Programs*. Students with some background in the language they elect will be placed at the appropriate level through the College Entrance Examination Board (CEEB) Achievement Test, the Advanced Placement test, or the departmental placement examinations which are given during freshman orientation and prior to the Spring pre-registration period each year. Specific placement questions should be directed to the respective departments.

Regardless of the scores on these exams, **it is impossible** for a student to test out of the language requirement in the College of Arts and Letters.

Every student in Arts and Letters must take at least one course at the appropriate level that deals with texts in the original language. For the specific details of a given language offering or program, check with the relevant department.

If a student's high school education was done at an institution where English is not the primary language of instruction, a University official must make an assessment of the transcript and determine if the requirement should be waived or if the student needs to take at least one more class at Notre Dame.

College Seminar (CSEM 23101 and 23102)

The College Seminar is a unique one-semester course experience shared by all students majoring in the College of Arts and Letters. Although normally taken in the sophomore year, students may take this course during any semester; however, no student is exempted from this requirement. The course offers students an introduction to the diversity and distinctive focus of Arts and Letters at the University of Notre Dame. Specific sections of the College Seminar vary in their topics and texts (i.e., there will not be a shared reading list across sections), but all feature an interdisciplinary approach, commitment to engaging important questions, employment of major works, and emphasis on the development of oral skills. Every College Seminar syllabus will include works that approach the topic from the perspective of each of the three divisions of the College: Arts, Humanities, and Social Sciences. Acting on their own or in groups, faculty are encouraged to develop new versions of the College Seminar or to choose from among an ever-expanding bank of existing versions.

One advantage of the flexibility in both topic and text allowed by the College Seminar is that it allows faculty to develop and teach courses consistent with their own interests and areas of expertise. At the same time, faculty

will stretch beyond disciplinary boundaries by developing courses that employ works from fields outside of their own. Resources will be available to assist faculty in this task, as well as to encourage and support the development of new courses, collaboration between faculty across divisions, and the enhancement of specific pedagogical skills.

The director of the College Seminar program is **Professor John Duffy**, whose office is located in 338 Decio and may be reached at **631-9796**.

University Seminars

University seminars are designed to foster intense interaction between first year students and faculty in small classroom settings. These courses are offered by every department within the College of Arts and Letters and will satisfy the relevant university requirement in history, literature, fine arts, social science, or the first course of the requirement in philosophy or theology. Each first year student will be required to complete one university seminar.

The University Seminars, as envisioned by the University Curriculum Committee and the Academic Council, should meet the following criteria:

1. They should foster intense interaction between students and faculty in small settings with approximately 18 students.
2. They should incorporate a significant writing component that includes a minimum of 24 pages and at least one rewrite of a corrected paper.
3. They should satisfy a university requirement by introducing students to the paradigms of a given discipline, but the university seminar will NEVER count towards the major.
4. They should be taught by teaching and research faculty.
5. If a final exam is needed, it will be scheduled during the final exam week and given at the time and place stipulated in the official examination schedule, which is established by the Office of the Registrar.
6. The contents of the philosophy/theology courses should be equivalent to those of PHIL 10101 and THEO 10001.

Arts and Letters Academic Offerings

The College of Arts and Letters offers primary majors, supplementary majors, and minors. Every student in the college must complete one first major sequence. Supplementary majors and minors are optional and may be taken to supplement or enhance a student's first major.

Arts and Letters Majors

Majors usually contain 8-12 courses (24-36 hours) in one of the units listed below. Students may declare their major in the departmental office. Primary majors can stand alone in qualifying a student for an undergraduate degree. Students must have one primary major.

MAJOR	LOCATION	CONTACT
Africana Studies	327 O'Shaughnessy	Maria McKenna
American Studies	314 O'Shaughnessy	Annie Coleman
Anthropology (Honors option)	611 Flanner	Deborah Rotman
Arabic Studies (Honors option)	304 O'Shaughnessy	Ghada Bualuan
Art History (Honors option)	306 Riley Hall	Robin Rhodes
Art Design (BFA option)	306 Riley Hall	Robert Sedlack
Art Studio (BFA option)	306 Riley Hall	Rev. Martin Nguyen, CSC
Classics:		
Greek & Roman Civilization	304 O'Shaughnessy	Catherine Schlegel/Tadeusz Mazurek
Classics		
East Asian Languages & Lit:		
Chinese or Japanese	205 O'Shaughnessy	Dayle Seidenspinner-Núñez
Economics (Honors option)	245 O'Shaughnessy	Michael Mogavero
English (Honors option)	356 O'Shaughnessy	Chris VandenBossche
Film, Television & Theatre	230 Performing Arts Center	Don Crafton
German (Honors option)	318 O'Shaughnessy	Denise Della Rossa
History (Honors option)	219 O'Shaughnessy	Dan Graff
Mathematics (Honors)	275 Hurley Bldg.	Michael Gekhtman
Medieval Studies (Honors option)	715N Hesburgh Library	Linda Major
Music (Honors option)	105 Crowley	Peter Smith
Philosophy (Honors option)	100 Malloy	Richard Cross
Philosophy/Theology (Honors option)	130 Malloy	Bob Krieg
Political Science (Honors option)	217 O'Shaughnessy	Josh Kaplan/ Carolina Arroyo
Program of Liberal Studies	215 O'Shaughnessy	Felicitas Munzel
Psychology (Honors option)	118B Haggar Hall	Anre Venter
Romance Languages & Lit:		
General Questions	343 O'Shaughnessy	Shauna Williams
French (Honors option)	343 O'Shaughnessy	Catherine Perry
Italian (Honors option)	343 O'Shaughnessy	John Welle
Rom. Lang. & Lit.	343 O'Shaughnessy	Shauna Williams
Spanish (Honors option)	343 O'Shaughnessy	Encarnación Juárez-Almendros
Russian (Honors option)	318 O'Shaughnessy	Molly Peeney
Sociology (Honors option)	810 Flanner	Ann Power
Theology (Honors option)	130 Malloy	David Fagerberg

Supplementary Majors

Supplementary majors cannot stand alone in qualifying a student for an undergraduate degree, but must be taken in conjunction with a primary major. They include both interdisciplinary and departmental offerings.

SUPPLEMENTARY MAJORS	LOCATION	CONTACT
Arts and Letters Pre-professional (49 hrs)	104 O'Shaughnessy	Vicki Toumayan
Asian Studies (26 hours)	210 O'Shaughnessy	Howard Goldblatt
Art History (24 hours)	306 Riley	Robin Rhodes
Chinese (24 hours)	205 O'Shaughnessy	Dayle Seidenspinner-Núñez
Classics (24 hours)	304 O'Shaughnessy	Catherine Schlegel
Computer Applications (CAPP)(24 hours)	848 Flanner	Louis Berzai
French (24 hours)	343 O'Shaughnessy	Shauna Williams
Gender Studies (24 hours)	325 O'Shaughnessy	Abigail Palko
German (24 hours)	318 O'Shaughnessy	Denise Della Rossa
Greek & Roman Civilization (24 hours)	304 O'Shaughnessy	Catherine Schlegel
Italian (24 hours)	343 O'Shaughnessy	Shauna Williams
Japanese (24 hours)	205 O'Shaughnessy	Dayle Seidenspinner-Núñez
Latino Studies (24 hours)	330 McKenna Hall	Karen Richman
Medieval Studies (24 hours)	715N Hesburgh Library	Linda Major
Peace Studies (24 hours)	118 Hesburgh Center	Anna Van Overberghe
Philosophy (24 hours)	100 Malloy	Richard Cross
Russian (24 hours)	318 O'Shaughnessy	Molly Peeney
Spanish (24 hours)	343 O'Shaughnessy	Shauna Williams
Theology (25 hours)	130 Malloy	David Fagerberg

Minors

Minors generally consist of five courses. The College has three categories of minors: Departmental, Interdisciplinary and Area Studies.

Departmental

Africana Studies	Irish Language and Literature
Anthropology	Italian
Art History	Japanese
Chinese	Korean
Classical Literature	Liturgical Music Ministry
French and Francophone Studies	Music
German	Portuguese & Brazilian Studies
Greek	Russian
Greek & Roman Civilization	Theology

Interdisciplinary Minors

Catholic Social Tradition	Peace Studies
Education, Schooling & Society (ESS)	Philosophy & Literature
Gender Studies	Philosophy, Politics and Economics (PPE)
Hesburgh Program in Public Service	Philosophy within the Catholic Tradition

International Development Studies
Journalism, Ethics & Democracy (JED)
Medieval Studies

Poverty Studies
Religion & Literature
Science, Technology & Values (STV)
Technology, Business, and Society (TBS)

Area Studies

Asian Studies
European Studies
Irish Studies
Latin American Studies

Latino Studies
Mediterranean/Middle East Studies
Russian and East European Studies

Activity and Experiential Learning

Three elective credits of the required 120 hours required for graduation in the College of Arts and Letters may be obtained from the following activity courses (exceptions will be made for music majors):

Band (Marching and Concert)	Orchestra
Chorale	Glee Club
Liturgical Choir	Folk Choir
Music lessons and ensembles	Ballet
Debate	Social Concerns Seminars

Declaring Majors, Minors, and Programs

Students desiring to declare a major, minor, and/or a program should start in the Office for Undergraduate Studies. A *Student Academic Program Selection* form is processed for this purpose and requires the approval of the academic department and the student's dean. Students in Arts and Letters also have the option of a self-designed major. For additional information regarding this initiative, please consult the most recent *Bulletin of Information, Undergraduate Programs*.

Please note: the only recognized dual degree program in the University, at this time, is one between the colleges of Arts and Letters and Engineering. Students must check with assistant deans in each college for eligibility.

Academic Standings

Latin Honors (Graduation Honors)

Latin Honors are granted to the top 30% of those undergraduates in a college who are receiving a bachelor degree. *Summa cum laude* is granted to the top 5%; *magna cum laude* to the top 15%; and *cum laude* to the top 30%. More information concerning determination of the grade point average representative of these percentages can be found on the Office of the Registrar's website (<http://registrar.nd.edu/LatinHonorsTerm.shtml>).

Dean's List

For undergraduate students, the dean's honor list is restricted to those students who 1) carried at least 12 graded credit hours in the previous semester and 2) have a grade point average in that semester which meets a minimum requirement set by the dean of any college or school in which they are currently enrolled. At the beginning of each academic year, each college and school will choose and make known to its students and the Office of the Registrar the necessary minimum grade point average. This choice will be made so that by best estimates 30

percent of the students in the college or school will receive dean's honor list in a given semester. (*Academic Code 21.1*).

Academic Good Standing

The minimum semester GPA for a student to remain in good standing is: 1.700 for first-semester students in the First Year of Studies, 1.850 for second-semester students in the First Year of Studies, and 2.000 for all others. (*Academic Code 22.1*)

Academic Probation

Failure to retain good standing will result in academic probation. Academic probation makes a student ineligible for class, hall, and university offices and privileges, and intercollegiate athletics; in addition, the student's academic program may be restricted at the discretion of the dean. (*Academic Code 22.1*)

Academic Dismissal

Undergraduate students are subject to dismissal for:

- a) Two consecutive semesters on probation, or
- b) A total of three nonconsecutive semesters on probation, or
- c) Failure to achieve a semester average of 1.000 regardless of previous academic work. (*Academic Code 23.2*)

III.

Classrooms, Courses, and Policies

Standard Class Time Periods

50 - MINUTE CLASSES

MWF	8:30 a.m. to 9:20 a.m.
MWF*	9:35 a.m. to 10:25 a.m.
MWF*	10:40 a.m. to 11:30 a.m.
MWF*	11:45 a.m. to 12:35 p.m.
MWF*	12:50 p.m. to 1:40 p.m.
MWF*	1:55 p.m. to 2:45 p.m.
MWF	3:00 p.m. to 3:50 p.m.
MWF	4:05 p.m. to 4:55 p.m.
MWF	5:10 p.m. to 6:00 p.m.

75 - MINUTE CLASSES

TR	9:30 a.m. to 10:45 a.m.
TR*	11:00 a.m. to 12:15 p.m.
TR*	12:30 p.m. to 1:45 p.m.
TR*	2:00 p.m. to 3:15 p.m.
TR	3:30 p.m. to 4:45 p.m.
TR	5:00 p.m. to 6:15 p.m.

75-Minute Class Times Not Permitted for 10000-level courses

MW	8:00 a.m. to 9:15 a.m.
MW*	11:45 a.m. to 1:00 p.m.
MW*	1:30 p.m. to 2:45 p.m.
MW	3:00 p.m. to 4:15 p.m.
MW	4:30 p.m. to 5:45 p.m.

*Prime time hours are typically overbooked. Faculty are strongly encouraged to consider alternative meeting time options.

Course Registration

Web Registration

Students use web registration via the Student Academic tab Registration Tools channel in insideND in order to register for classes. Registration occurs in November for spring semester and in April for fall semester. Each classification (senior, junior, etc.) has Time Tickets assigned during a two-day window. Registration Time Tickets are assigned randomly within each class level. Each Time Ticket represents a registration start time, which will not end until the end of on-line registration, which is the 7th class day of the term for which the student is registering. They are assigned at times that do not conflict with the students' current class schedules. (This is one reason why it is imperative that students be correctly registered for your class.) Time Tickets are scheduled 8:00 a.m. - 4:30 p.m., Monday-Friday.

The automated registration system defines the prerequisite/co-requisite classes and other assigned class restrictions (majors only, juniors only, etc.) which students must meet in order to be able to web register successfully. All students are required to register officially for any class that they wish to attend. **A faculty member cannot register a student for a class.** Additional information about registration can be obtained from the Office of the Registrar or by reviewing the student registration instructions found on the Office of the Registrar's website: <http://www.registrar.nd.edu>. Students should make all schedule changes. These changes should be made using Web Registration, which is available using insideND from the beginning of the registration period (in November or April) through the seventh class day of the new semester. For more information, please

log onto the Registrar's homepage at <http://registrar.nd.edu/>

Enrollment

Departmental "Wait Lists" and Registration Exception Procedures

The Office of the University Registrar does not maintain registration "wait lists," although some academic departments do maintain such lists for specific classes. Each department determines the priority given to students on a wait list, and department personnel manages the electronic permission for wait listed students to register for a class. It is essential that all students attending your class who are not properly registered settle their registration issues by the 7th class day. If the registration limits have been reached for your class but you desire additional students to be added, consult with the administrative personnel in your department who handles registration matters (administrative assistant, DUS, DGS, etc.). Consideration will be given based on department/college class size philosophy, availability of a classroom with more seats, and other administrative concerns addressed by the dean's office. When an individual needs to be added to your class and that person will increase the class limit over the "maximum seat count" or change the department established "seat allocation," then an Adjustment Form must be completed and processed. This form requires the approval of the department representative and the dean's office.

Remember, faculty members can never register a student for a course. The student must always register him/herself, either by registering via the web or by an Adjustment Form.

Last Day to Add or Drop a Class

The registration and enrollment period for undergraduate and graduate students continues through the first seven class days of a given semester. Students have until the seventh class day to **add** a class. This is one and one-half weeks into the term. **You should take attendance on the sixth or seventh class day to insure that all your students are properly registered for your classes.** Classes cannot be added after the seventh class day except under unusual circumstances and only with a dean's permission.

The last day to **drop** a class usually falls on the Friday after the students return from the mid-semester break. Students are normally allowed to drop a class so long as the drop does not reduce their load below 12 hours. **It is important that faculty provide feedback to students on their class status before the mid-semester break.** Plan to have a major examination or paper graded and returned to students before the mid-term break to help them ascertain how well they may be doing in your class.

Deficiency reports for upper division students and mid-semester grades for freshmen are due to the Registrar on the Friday before the break. You will report mid-term grades or deficiencies on-line using insideND. If you have a student in danger of receiving a grade of D or F, you must submit a deficiency report. (For more information on mid-semester grades and deficiency reports, see page 38.)

After the seventh class day, all **adds** and **drops** are handled on an *Academic Course Change* form and require the approval of the student's dean. If a student is added to your class list after the 7th class day or if a student drops your course after the 7th class day, you will be notified. The On-line Class List with Photos is always up-to-date and should be used as your active class list. Adds and drops are also updated in the WebCT class list, and in the other class list available to you in the Faculty Services channel using insideND.

Class Rosters

Rosters for the first day of class are available on-line. They can be obtained electronically in any one of three ways:

1) On the Faculty tab in insideND, you can obtain a detailed or summary class list which includes the students in each section. If your class is cross-listed with other departments, you must access a class list for every listing of

your class. (e.g. Since History 30608 is cross-listed with AMST 30352 and HESB 30410, the professor must get three class lists.)

2) On the Advising Services tab in insideND, a link exists for "Class Roster." This is another summary of the students in your classes, but, it should be noted, this listing does not include students from cross-listed classes.

3) On the Faculty tab in insideND, you should have a link to On-Line Photo. This will include a photo of each student in your class. This on-line photo listing is the ONLY one of these three options that will be a listing of all the students in your class (including cross-listings.) This option is only available to the instructor of record for a course.

Be sure that your list is accurate and that every student attending your class is on the class list. In the case of a discrepancy, you should direct the student to the Office of the Registrar if it is still within the first seven class days. After the first seven class days, the student will need to obtain signed approvals from the department and the student's dean to be added to the class.

Sometimes students assume that once they have the verbal permission of a faculty member or an administrative assistant, they do not need to register for the course. This is not true. **Students must register for each class. Faculty cannot register for them.** If faculty do not take attendance during the first two weeks, students can spend the entire term in a class without being aware that they are not properly registered. This can be highly problematic, and without your cooperation the dean's office has no way of tracking such students.

There are only three ways that a student can register for your class:

1. The student registers using insideND (up until the 7th class day). Your department determines registration restrictions. If students are not able to register for your class, see your department representative.
2. The student obtains a signed *Adjustment Form* from the department and the dean (until the 7th class day) or,
3. The student obtains a signed *Academic Course Change* form (after the 7th class day). Note: this is an option we hope to use sparingly, if at all.

If a student is not properly registered in your class and there is room, please direct him/her to an assistant college dean. Here are some helpful hints on how to identify students who are not properly enrolled in your class:

- Take attendance regularly, especially in the first two weeks of the term. If you are teaching a large lecture course, pass around an attendance sheet and have students make a mark next to their names. Students who are not listed on your On-line Class List with Photos are not properly registered. Any such student needs to either register for the class using insideND or see an academic dean for proper action.
- Do not grade any work for students who are not properly registered in your classes. Return their assignments to them and have them correct the registration problem.

Please note that student information is private and must be used in compliance with the Family Educational Rights and Privacy Act (FERPA) <http://www.nd.edu/~ndreg/ferpa.shtml>

The Course Syllabus

Students rely on faculty to provide a syllabus for every course. This is an opportunity to invite your students to join you in an exciting intellectual journey and, as such, it should contain a brief description of what topics the course will cover. The syllabus also serves as your contract with the students and, in this capacity, it should outline the course objectives as well as the kinds of readings and assignments in which the students will engage. It should clearly state policies regarding class attendance (and class absences), the due dates for assignments, the dates of examinations, the grading policy, and the date and time of the final examination. It should also include your office hours and the best way for students to reach you. If you have a preference for voice-mail or e-mail, indicate that in the syllabus.

In preparing your syllabus, remember that most students in the College of Arts and Letters take five courses per term. This means that they have four other courses to prepare in addition to yours, and they need to be able to make plans and prioritize their time commitments for completing major projects and assignments, working on presentations, and studying for examinations. Please try not to change your syllabus in mid-semester unless it is absolutely necessary (e.g.: a book you ordered did not arrive on time).

Departmental offices must collect a syllabus from faculty for every class they teach. Syllabi play a role in the evaluation of teaching. See the 2010 guidelines for Preparing a Case for Renewal/Tenure/Promotion on the web at https://www3.nd.edu/~provost/for-current-faculty/resources/documents/Guide_to_the_RPT_Process_FINAL_R1-June_2010.pdf If you need assistance designing your syllabus, call the **Kaneb Center** at **631-9148**. The staff will be happy to assist you.

The Academic Code of Honor

The University most recently revised The Academic Code of Honor in 2006. A copy of the handbook that offers a complete description of the honor code can be found at: <http://honorcode.nd.edu/docs/handbook.htm> All faculty and students are responsible for becoming familiar with the Code, which applies to all undergraduates at Notre Dame. (Issues of academic integrity involving graduate students are dealt with via separate procedures established by the Graduate School.) The parts of the Code that are most pertinent for faculty are highlighted below. For more information, please see *The Faculty Guide to the Academic Code of Honor*, available as a booklet (from the dean's or provost's office, or from your department) or on the web at <http://www.nd.edu/~hnr/code/docs/FacultyGuide.pdf>

Pledge (taken by all undergraduates) to abide by the Honor Code (The Academic Code of Honor, Article II):

“As a member of the Notre Dame Community, I will not participate in or tolerate academic dishonesty.”

Principal Faculty Responsibilities

1. All members of the University faculty are required to become aware of the policies and procedures of the Honor Code, which are summarized in The Faculty Guide to the Academic Code of Honor.
2. Faculty are expected to explain the conditions under which students are allowed to share their work. Under our Honor Code, however, any work that a student submits must clearly indicate the source of any idea or expression that the student has taken from another. Collaborative work on assignments is permitted unless explicitly forbidden by the instructor. Please make your instructions clear.
3. When assigning writing in their courses, faculty are encouraged to distribute a handout with information about what constitutes plagiarism and about what sources (e.g., internet sites) students are and are not allowed to use when writing papers. Keep in mind that our goal is to teach students how to use and document sources appropriately.
4. Each faculty member will strive to establish an environment conducive to evaluating students in a fair and reasonable manner. The purpose of the Academic Code of Honor is not to test the students' ability to perform in a highly competitive and stressful environment, but to help them develop habits of moral character.
5. Faculty members may be present in classrooms during examinations, fostering an environment which does not create opportunity for dishonest action.

6. Anyone with the responsibility to teach or assist in a course must not tolerate academic dishonesty. If you suspect that a violation of the Code may have occurred, you should talk with the student about your concerns. If you find that your suspicions are justified, and if you and the student can agree on an appropriate penalty, you can settle the matter by filling out an Honor Code Violation Report <http://honorcode.nd.edu/docs/violation.htm> and sending it to the Provost's Office. If no such agreement can be reached but you still suspect that the Code was violated, you must turn the issue over to the Honesty Committee of your College. For further information, please consult *The Faculty Guide to the Academic Code of Honor* <http://www.nd.edu/~hnr/code/docs/FacultyGuide.pdf>

Investigating Possible Plagiarism

In the Fall of 2002, the University joined Turnitin.com to provide assistance to faculty checking possible plagiarism from the internet. However, due to the very limited ways in which Turnitin has been used over the past seven years, the University has decided to drop its institutional subscription and to provide individual licenses on an as-needed basis. Faculty members can get these individual subscriptions of Turnitin.com at the university's expense. Other highly effective alternative means of detecting plagiarism include Google (simply run a search on suspect passages) and WCopyfind, a freeware program available for download at the following site: <http://plagiarism.phys.virginia.edu/Wsoftware.html>

For assistance purchasing an individual license to Turnitin.com, please contact **Kelley Collins** in the Provost's Office (collins.79@nd.edu; 631-9488).

A copy of the Honor Code Violation Report form can be found on the following page, or downloaded from the internet <http://honorcode.nd.edu/docs/violationreport.pdf>

Recommended Practices to Promote Academic Integrity

Emphasize orally and in your syllabus that you support the Honor Code and that you expect the same from your students.

Syllabus

- Include the Honor Code pledge – “As a member of the Notre Dame community, I will not participate in or tolerate academic dishonesty.”
- Specifically define your expectations with regards to academic integrity.
Clearly state when collaboration is forbidden and when it is O.K. to work with others.
Clearly define when students may use electronic support: calculators, laptops, etc.
- Explain to students where they can get help for rules on citation. Point them both to the Internet <http://www.nd.edu/~writing/resources/AvoidingPlagiarism.html> and to appropriate reference books (e.g., *The Bedford Researcher* by Mike Palmquist) for your discipline. Some students may be advised to seek help from Notre Dame's Writing Center.
- Indicate your intent to follow the policies and procedures outlined in the *Student Guide to the Academic Code of Honor* <http://honorcode.nd.edu/docs/studentguide.pdf>

Classroom Practice

- Be a good role model. In your lectures, cite the people who originated the ideas you present in class. Let your students see that this is good form.
- Introduce issues of academic integrity into your class discussions. Provide examples of how academic misconduct in your field has damaged the scholarly enterprise.
- Restate approved and disapproved forms of collaboration for completing homework assignments, take-home quizzes/exams, papers, etc.
- Instruct students about proper research techniques including appropriate methods of citation. Give particular attention to the dangers of using Internet sources.

Tests and Exams

- Include the Honor Code pledge on the cover of all exams, and require students to sign below the pledge. The Honor Code pledge is printed on the cover of bluebooks sold on campus.
- Avoid using exactly the same questions on tests, semester after semester. Students review old versions of exam questions to prepare for tests.
- Provide adequate spacing between students during exams, if at all possible.
- If you are using objective test questions, consider creating different versions of the test so that students sitting next to one another see a different order to the problems or answers printed on the test booklet.
- Be available during examinations to answer questions. Depending upon the size and nature of the class, you may want to remain in the classroom throughout the exam, since your mere presence might deter cheating.

Essays and Papers

- Avoid assigning exactly the same paper topics semester after semester.
- Consider requiring students to sign a statement such as the following on the cover page to each paper, "In accordance with the Academic Code of Honor, I hereby attest that I am the original author of the following paper and that all ideas and statements expressed herein are my own unless explicitly marked with a citation."
- Be mindful of whether students are citing references appropriately.
- Use search engines (such as Google) or TurnItIn.com if you suspect that a paper might include material from uncited internet sources.

Attendance Policies

Official University Excused Absences

Notre Dame's policy concerning absence from class, in all but three circumstances, accords to the student's professor the discretion to accept the excuse and permit make-up work. The three exceptions to the policy are: personal illness, death in the immediate family, and duties performed for the University. Under the three special circumstances noted, the assistant vice-president for residence life is responsible for verification of the reason for the absence. When an absence is approved, an official form is forwarded to the professor(s) and deans involved.

Unexcused Absences

You are free to determine your own attendance policy, i.e., how many unexcused absences will be considered excessive, but you must state it clearly in the syllabus. You also should indicate what the consequences will be for missing more than the allowed number of times, for example, "More than three unexcused absences will result in failure of this course." Your class attendance policy concerning absences on the days before and after holidays and/or vacations should also be indicated. Maintenance of attendance records is left to the discretion of the individual instructor.

The *Academic Guide* makes the following comments about class attendance:

At the beginning of the semester the instructor will state in writing the class policies concerning attendance and grading. The instructor is expected to state the class policy concerning excessive absences and permission to make up work when missed . . . The instructor should also specify how excessive absences will be handled and whether or not a grade of "F" will be given for such excessive absences. Before a failing grade is given for excessive absences, however, a **warning in writing to the student and a notice to the student's dean MUST be given** stating that "further absences will result in a grade of 'F'." Except for official excuses issued by the Office of Residence Life for illness, death in the family, or for duties performed for the University, the instructor has full discretion as to the acceptance of excuses and permission to make up work. (*Academic Guide*. See also *Academic Code, Article 13.2*).

Please also consult the *Academic Code, Article 13.2* for guidelines concerning graduating seniors who must travel to interviews for employment, fellowship, or graduate school opportunities.

The Office for Undergraduate Studies in 104 O'Shaughnessy has designed an **Excessive Absence Form** that you can use to notify your delinquent students. You may stop by and pick up a form as needed. Please send a copy of the completed form to us so that we may keep the notice in the student's permanent file.

You can also e-mail the student indicating your concern about excessive absences and the implications resulting from such absences.

You must cc the appropriate dean in the student's college (see list below). For example, if the roster indicates that Jane Doe is SC, this means that you need to notify the College of Science.

cc: Dean of Student's College (Assistant Deans Curtis, Preacher,
Stanfiel, or Toumayan - Arts & Letters, AL)
(Assistant Dean, Sam Gaglio – Business, BA)
(Associate Dean, Bei Hu – Science, SC)
(Associate Dean, Angie Chamblee -Freshman Year, FY)
(Assistant Dean, Cathy Pieronek – Engineering, EG)
(Assistant Dean, Richard Bullene, CSC –School of Architecture, ARCH)

Office Hours

Faculty should make themselves available in plentiful and generous ways and should inform students of their availability. This is most easily done by posting office hours on your door and including them in your syllabus. Try to schedule office hours on different days at different times. Bear in mind that a student who can't see you because of a class conflict at 11:00 a.m. on Tuesday probably won't be able to on Thursday at 11:00 a.m. either. The same holds true for Monday/Wednesday/Friday schedules. The ideal schedule would include office hours on Monday/Tuesday, Tuesday/Wednesday, Wednesday/Thursday, etc., so that you can accommodate both the Monday/Wednesday/Friday and Tuesday/Thursday schedules.

Canceling Classes

The instructor who cannot meet with a class will advise the department chair and normally provide for a substitute. Students may presume a class is dismissed if the instructor does not appear within 15 minutes. (*Academic Code, Article 13.3*)

If you have an emergency and do not have time to arrange for a substitute, call your departmental office and ask that a sign be taped to the door or written on the chalkboard announcing that the class has been canceled for the day. Likewise, if you reschedule a class for a different room (e.g., if you are viewing a film or conducting class on the lawn), tape a sign to the door of the room in which you normally meet for the students who forget or might have been absent on the day you announced the change in venue. Also, inform the departmental administrator.

When you make arrangements to make up a missed class, make sure that you do not place any of the students in a conflict with another class/lab or with athletic practice. The best times for rescheduling classes are normally early mornings or evenings.

Examinations

Regular or Mid-term Examinations

In some courses, final grades are based on a series of examinations, including a final examination. In other courses, grades are based on a combination of examinations, papers and/or projects. Whatever your grading method, it is important that you have at least one examination, paper, and/or project assigned in time for you to grade it and return it to the students **before the midterm break**. The last day to drop classes falls on the Friday after students return from the break, and students need some indication of how they are doing to help them decide whether to retain or drop your course.

Departmental Examinations

In several departments, multiple sections of the same course share a common syllabus and synchronize their regular examination schedules. In such cases, examinations are scheduled on Tuesday/Thursday mornings at 8:00 a.m., since Tuesday/Thursday classes do not begin until 9:30am. Departmental examinations are most common in the Science and Business Colleges, but occasionally Arts and Letters courses may be included on the departmental examination schedule. Courses appropriate for a departmental examination schedule are determined by the department chair, the Dean's office, and scheduled by the Office of the Registrar.

Reading Days

Between the last day of class and the first final exam, the University allows students to have up to four reading days. These days are meant to be used by students for studying. **They are not meant to be used for the unauthorized rescheduling of final exams.**

Final Examinations

A two-hour final examination **must** be given at the time and place stipulated in the official examination schedule, which is established by the Office of the Registrar. Any exceptions to this policy must be approved by the chairperson and reviewed by the Dean. Requests for exceptions should go to Assoc. Dean JoAnn DellaNeva and Asst. Dean Ava Preacher. (*Academic Code, Article 14.1*)

The examination must count for at least 20% of the grade, but not more than 50% (*Academic Guide*). Students who miss the final examination without an official university excuse (i.e., serious illness, death in the family) will receive a grade of 0 on the exam. (*Academic Code, Article 14.2*)

Final Examination Conflicts

No student shall be required to take three or more final exams in one day or four or more final examinations in a 24-hour period. If a student finds him/herself with conflicts he/she should report the conflict to the Office for Undergraduate Studies. A dean will check the student's schedule, verify the conflict, and write a note to the faculty member indicating that the conflict is real and that the student has permission to have a make-up examination scheduled for one of the courses. (See the *Academic Guide* for guidelines regarding final examination conflicts.)

Grades

The Grading System

You are free to determine your own method for evaluating your students, but it is strongly recommended that letter grades be used exclusively in grading tests, papers, and classroom performances. Your method, in any case, must be clearly described in your syllabus. The university grading system is as follows:

A	4.000	C+	2.333
A-	3.667	C	2.000
B+	3.333	C-	1.667

B	3.000	D	1.000
B-	2.667	F	0.000

Note that there is no grade of A+, D+, D-, nor is there an I (Incomplete grade), for undergraduate students. (*Academic Code, Article 18.1*)

Some courses (e.g., physical education, internships, and experiential learning courses) are graded S/U (satisfactory/unsatisfactory). S/U courses are not included in a student's grade point average computation, and thus do not affect his/her grade point average.

Pass/Fail Option (P/F)

Juniors and seniors have the option of taking one course per regular term (fall and spring, but not summer) as a non-graded, P/F course. They cannot take courses P/F that are in their major(s), minor(s), or cross-listed with their major(s) or minor(s), nor can they take courses P/F to satisfy any of the general requirements. The course they select must be an elective. Students must designate the course P/F during the enrollment and registration period: the first seven (7) class days. Once declared, the action cannot be reversed and **should not** be communicated to the course instructor. Grades of A through D are considered passing grades. (See the *Academic Code, Article 19.1*)

Mid-term Grade Reports for First Year Students

A letter grade **must** be submitted to the Office of the Registrar at the middle of each semester by the instructor for **each first year student** in that instructor's course. (*Academic Code, Article 16.1*)

Mid-term Deficiencies for Upper Division Students

If the work of a sophomore, junior, or senior in any undergraduate course during the first half of a semester is unsatisfactory [D or F], a report of that fact **must** be made by the instructor to the Office of the Registrar. The Registrar transmits the mid-term grade for deficiency notice to the student. (*Academic Code, Article 16.1*) **If a student has not turned in assignments, but is still on the official class list, you must turn in an "F."** **Do not assume the student has dropped the course. Some faculty assume that turning in mid-term reports for upperclassmen is voluntary. This is incorrect. According to the Academic Code, mid-term reports are mandatory if a student is performing unsatisfactory work.**

The deficiency report is a vital tool used by the academic advisors to track students in academic trouble. If, by the middle of the semester, you have identified students who are in danger of failing your course, it is important that you submit a deficiency report to the Office of the Registrar. The only way of identifying "at risk" students is through the deficiency reports. Please help us get an early handle on potential problems by submitting these reports on time.

The deficiency report does not become a part of the student's permanent record. It does not harm the student in any way. In many cases, students who receive deficiencies at mid-term can bring their averages up to B's, or even A's, by the end of the term! By submitting a deficiency report, you help the students and advisors by signaling that there is a problem. Often, receiving a deficiency report serves as a "wake-up call," which alerts students to potential trouble, and they are able to take responsibility for their own academic program.

We in the Office for Undergraduate Studies rely on you to let us know who is having serious difficulty. Sometimes we can resolve a problem by advising the student to drop a class if the situation is beyond hope, or by requiring that the student set up an appointment with you to discuss the situation. If a student is having difficulty in several courses, this may be an indication of a deep-seated, non-academic problem. If we catch the problem early enough, we may be able to encourage counseling. In the most serious cases, we advise withdrawal from the University, so that the student can take some time away from school to resolve the problem. But remember, we rely on you to apprise us of potential trouble.

Mid-term Grade Report Due Date Information

For further information, see: <http://registrar.nd.edu/>

Mid-term grade reports are due by **3:45 P.M. on the Friday before the mid-semester break.**

STEP-BY-STEP INSTRUCTIONS FOR GRADING

1. Log into insideND.
2. Go to the Academic tab. On the Academic tab, a Faculty Services Channel exists. Click on the plus sign next to 'Grading'. Once expanded, please click on the link to Mid-term Grade Submission.
3. Select the current semester using the drop down box and then click on submit.
4. Choose the class you want to grade by using the drop down box. The drop down box will list only the classes for which you are listed as an instructor.
5. Press "Submit." (The result will be your class list.) You may need to scroll down or click on the next record set to view additional students.
6. Click on the drop down arrow for each student to see the eligible grades.
7. Click on the grade you are assigning the student. Once you have clicked on it, it will appear in the box.
8. Press "Submit" often to save the grades you have entered.
9. Continue entering mid-term grades for the appropriate students.
10. Press submit before moving on to the next page (record set) if applicable. **NOTE: You can continue to access the class list and adjust your grades until the deadline announced by the Office of the Registrar.**
11. If you have another class to grade, click on the "CRN link" at the bottom of the page and repeat steps 1-10.
12. When finished grading make sure you have pressed "submit" to save the grades entered. To close the browser, click on the "X" in the upper right corner of the screen.

For additional grading information and an on-line demonstration of the grading process, please view the Grading Tutorial in the "Training and Support" link at <http://registrar.nd.edu> If you have questions, please contact the Office of the Registrar at **631-6488** during business hours or e-mail Jennie Brackett at jbrackett@nd.edu.

What happens to the deficient students?

The Office of the Registrar sends a deficiency report to the students and to the Office for Undergraduate Studies. Students who receive a deficiency in more than one class, or students on academic probation who receive at least one deficiency report are called into the Office for Undergraduate Studies for an advising session.

Grade Reports for Athletes

At about the same time that you are requested to submit mid-term reports, you will also receive from Academic Services for Student-Athletes a list of the varsity athletes in your class and a request to indicate where they stand, even if they are not in danger of failing. Academic Services for Student-Athletes pays close attention to the academic performance of the varsity athletes. They provide free tutoring for any athlete who requests it and mandatory advising and tutorial sessions for those athletes who are having academic difficulty. Please comply with these requests as well, for these reports help our athletes succeed academically.

Final Grades

For further information see: <http://registrar.nd.edu/>

Final Grade Submission Instructions for insideND

1. Log into insideND.
2. Go to the Academic tab. On the Academic tab, a Faculty Services Channel exists. Click on the plus sign next to 'Grading'. Then click on the link 'Final Grade Submission'.
3. Select the current semester and then click submit.
4. Choose the class you want to grade by using the drop down box. The drop down box will list only the classes for which you are listed as an instructor.
5. Press "Submit." (The result will be your class list.) You may need to scroll down or click on the next record set to view additional students.
6. Click on the drop down arrow for each student to see the eligible grades.
7. Click on the grade you are assigning the student. Once you have clicked on it, it will appear in the box.
8. Press "Submit" often to save the grades you have entered (similar to what you would do in any word processing program).
9. Continue entering grades until each student has been assigned a final grade.
10. Press submit before moving on to the next page (record set) if applicable. **NOTE: You can continue to access the class list and adjust your grades until the deadline announced by the Office of the Registrar.**
11. If you have another class to grade, click on the "CRN link" at the bottom of the page and repeat steps 1-10.
12. When you have finished grading and have pressed "submit" to save the grades entered, close the browser by clicking on the "X" in the upper right corner of the screen.

For additional grading information and an on-line demonstration of the grading process, please view the Grading Tutorial in the "Training and Support" link at <http://registrar.nd.edu>. If you have questions, please contact the Office of the Registrar at 631-6488 during business hours or e-mail Jennie Brackett at jbracket@nd.edu.

Final grades must be submitted to the Registrar within 72 hours after the final exam period ends. **It is imperative that you submit your grades on time.** At the end of each semester, grade reports are sent to the deans, department chairpersons, hall rectors, Office of Financial Aid, and students, by request (*Academic Guide*). Within two days after grades are due, the Office of the Registrar sends to the deans a list of students who are in academic trouble and may be subject to academic probation or dismissal. Normally, we have a fair number of students who are borderline, and whose academic status for the following term is in question. If the borderline students are missing a grade, the Office for Undergraduate Studies cannot take any academic action, or provide students with a sense of where they stand. Students, especially at the end of fall term, need to make plans for the forthcoming term. So, please, remember to submit your final grades on time!

Grade Changes

Once the announced deadline for grades arrives, the Office of the Registrar will roll the grades you have entered to the students' records. A "Y" will appear in the "Rolled" column. Once that occurs, grades can no longer be adjusted on-line. A grade once reported should not be changed except for *bona fide* error on the part of the instructor in making or calculating the grade. Any grade change must be made by the instructor on the *Academic Grade Change* form and must include a written explanation for the grade change. It must also be approved by a dean of the student's college.

How to correct a mistake: If you discover that you made a mistake in calculating a student's grade after you have submitted the final grade report, you can correct your error by submitting an *Academic Grade Change* form. Simply indicate on the form what grade you originally assigned, what the new grade is, and the nature of the mistake. The most common mistakes are mathematical errors in grade calculation, and these are easy to correct.

You can obtain an *Academic Grade Change* form in the Office for Undergraduate Studies, or in your

departmental office. Students should not have access to an *Academic Grade Change* form and may not be asked to obtain one or deliver one under any circumstance.

1. Unacceptable reasons for changing a grade.

A student's grade cannot be changed on the basis of work received after the term has ended. There is no incomplete grade for undergraduates, and the final grade must be based on work received before the term ends.

We do not change grades for students on academic probation or subject to dismissal. Students in academic trouble often try to have professors change their grades in an effort to avoid dismissal or to return to academic good standing. The Office for Undergraduate Studies, however, will not process a grade change form for any student who is not in good academic standing (*Academic Code 17.3*).

2. Word of advice.

Any time you are asked to review a student's work and change a grade, you may want to tell your student that you'll think about it for a day or so. It can be difficult to make a non-pressured decision with the student in your presence. Buying yourself a little time will insure that you are making a good decision based on the work and that you are not reacting to student pressure.

3. Ask for help.

If you are uncertain whether you should submit a grade change, or if you feel you are being pressured by a student or by parents, call the Office for Undergraduate Studies. We will be happy to talk with you and help you deal with the situation.

The X Grade

There is no grade of incomplete (I) for undergraduates, but there is a provision for handling emergency situations that result in incomplete work at the end of the term. In such cases, the student can petition for a grade of "X." After we have verified that the situation warrants an X grade, we will notify the Registrar's Office and the professor that permission has been granted. The professor may then enter the grade through the Banner system.

The X grade allows the student a maximum of 30 days into the next regular term (i.e., fall or spring but not summer) to complete the remaining work. The faculty member must submit an *Academic Grade Change* form to change the grade from "X" to the new grade by the 30th calendar day after the term begins. If the grade change form is not submitted by the 30th day, the Office of the Registrar changes the grade from "X" to "F". (*Academic Code, Article 18.1*)

NR Grades (Not Reported)

If a faculty member fails to submit a grade for the student, the Office of the Registrar records the grade as "NR" or "not reported." An unreported grade may also appear on the student's record as "F*". The unreported grade is averaged into the student's record as an F, with 0 quality points.

If you are unsure whether a student on your grade sheet is actually registered in your course or not, or if you think a student listed has dropped the course, please call the Office for Undergraduate Studies. Please do not assume that the name was mistakenly placed on the grade sheet. If there really is a mistake, we need to contact the student and the Office of the Registrar to correct the problem. Failure to report a grade usually creates more problems than it solves, so please help us resolve the uncertainties up front.

Course Instructor Feedback (CIF)

Systems for gathering student feedback as part of the evaluation of teaching have been in place at Notre Dame since 1970. The Teacher and Course Evaluation (TCE) system was used from the early 1980s through 2008. Beginning in 2007, the Advisory Committee to the Provost on the Evaluation of Teaching (ACPET), as part of an overall re-design of the evaluation of teaching, developed the CIF as an online system for gathering student feedback. The CIF was approved by Academic Council in April 2008. Notre Dame works with an independent vendor, Gap Technologies, to gather this feedback using Gap's OnlineCourseEvaluations software (OCE). Department chairs decide which faculty and instructors teaching which sections are designated for CIFs. In order to take team teaching into account, the unit of analysis for CIFs is the instructor-section combination.

Student feedback on teaching can serve three important functions: (1) the formative function of helping instructors reflect on and improve their teaching, (2) the evaluative function of contributing to the overall assessment of the instructor's effectiveness as a teacher, and (3) the analytical function of helping the University understand which factors are associated with perceptions of effective teaching.

A feature added along with the switch to the online format is the combination of a tier of questions posed for all courses and another tier of items tailored to the course type. The latter asks students to rate their progress toward six learning goals. Departments set default learning goals for groups of courses with similar purposes. Instructors can, however, modify those goals to create an even better match (see below) if they so choose.

The CIF feedback window is the last ten calendar days before the end date for a particular instructor-section combination, plus three days after the end-date (or the number of study days before finals begin for that semester). Students will receive instructions via e-mail and a link to the feedback forms. Seven calendar days before the feedback window opens for students, instructors are notified by e-mail that they can access the OCE website to add up to 30 of their own questions and to review and modify, if desired, the learning goals associated with their courses. Detailed instructions will be provided at the time, but the essence is that faculty can replace any of the default learning goals with goals from an inventory of about sixty goals developed by ACPET.

Results of the CIF can be viewed at the OCE website. At the end of the semester and after your grades have been submitted and rolled into the Registrar's database, you will be able to see a variety of statistics for each section, along with the responses to the open-ended questions. Your chair, your dean, and the Provost can view the same statistical reports, but can see neither the open-ended comments nor the results of items you added specifically for your courses. If you teach a course in a department other than that of your appointment, the corresponding chair and dean for that department can also view your reports for that course.

If you have any questions about CIF administration, contact **Cyndi Belmarez** in Institutional Research at **631-5425** or cif@nd.edu. You can also visit the CIF website <http://www.nd.edu/~cif/cif.shtml> to review research on the evaluation of teaching, browse through FAQs, examine further documentation and rationale for the CIF instrument, see the full learning goals inventory, and much more.

College Teaching Awards

The Sheedy Excellence in Teaching Award is presented annually to an outstanding teacher in the College of Arts and Letters.

The Sheedy award was founded in 1970 in honor of Rev. Charles E. Sheedy, C.S.C., who served as dean of the College from 1951-69, and acknowledges a faculty member who has sustained excellence in research and instruction over a wide range of courses. This individual must also motivate and enrich students using innovative and creative teaching methods and influence teaching and learning within the department, College, and University.

For more information please visit: <http://al.nd.edu/about/the-faculty/sheedy-award/>

University Teaching Awards

Joyce Awards for Excellence in Undergraduate Teaching - Established in 2007, the Rev. Edmund P. Joyce, C.S.C., Award for Excellence in Undergraduate Teaching honors faculty members who have had a profound influence on undergraduate students through sustained exemplary teaching at Notre Dame. In particular, the Joyce award recognizes faculty who create environments that stimulate significant student learning, elevate students to a new level of intellectual engagement, and foster students' ability to express themselves effectively within the discipline.

Dockweiler Award for Excellence in Undergraduate Advising - Established in 2007 through a gift from the Julia Stearns Dockweiler Charitable Foundation, the Dockweiler Award for Excellence in Undergraduate Advising annually recognizes members of the full-time faculty or exempt staff who have demonstrated a sustained commitment to Notre Dame undergraduates through outstanding mentoring, academic advising or career counseling services.

Dondanville Family Graduate Award in Arts & Letters - Established to emphasize the vital importance of maintaining undergraduate teaching excellence while promoting graduate programs. The award consists of \$1,000, paid through the University to a graduate student in College of Arts and Letters.

Madden Teaching Award - The Thomas P. Madden Award is given annually to a faculty member who is deemed to be an outstanding teacher of first-year students.

IV.

Logistics and Faculty Support

Hesburgh Libraries (631-6258)

<http://www.library.nd.edu>

Most major collections fall under the auspices of the Hesburgh Libraries system which includes the Hesburgh Library and the following branches: Architecture Library, Art Image Library, Business Information Center, Chemistry/Physics Research Library, Engineering Library, Kellogg/Kroc Information Center, Mathematics Library, and Radiation Laboratory Reading Room. The Kresge Law Library is administered separately from the Hesburgh Libraries.

Hesburgh Library Hours: (Fall and Spring Semesters)

Monday – Friday	7:30 a.m. – 2:00 a.m.
Saturday	9:00 a.m. – 2:00 a.m.
Sunday	10:00 a.m. – 2:00 a.m.

For a complete list of hours for all branches and service points, please see

<http://www.library.nd.edu/about/hours/index.shtml>

The **Information Desk**, located on the first floor of Hesburgh Library, offers assistance in all facets of library use: suggesting sources for information on various subjects, assisting in the use of reference tools, assisting in the use of the on-line catalog, and supplying specific factual information. For further information, please contact the Hesburgh Library Information Desk at **631-6258** or by chat or email at <http://asklib.nd.edu>

Subject librarians are available to assist you and your students with library research. They can also be contacted to recommend purchases. For a complete list of subject librarians, please visit this site: <http://www.library.nd.edu/directory/subjects>

Library Instruction for undergraduates, graduate students, and faculty can be arranged through the Coordinator for Instructional Services. Sessions are taught by a librarian and may range from fundamental search and catalog skills to subject specific database guides. Classrooms are equipped with wireless laptop computers for active learning activities. Contact Cheri Smith at csmith@nd.edu or **631-4271** for information on topics that can be covered in library instruction sessions, or, visit this site to arrange an instruction for your class: <http://www.library.nd.edu/instruction/>

Library Course Pages can be developed for your individual classes. Subject librarians will work with you to develop a list of resources specifically designed to support class research assignments. Please visit this site for examples of existing course pages: <http://guides.library.nd.edu/>

The **Renner Audio-Video Center**, located on the second floor of the Hesburgh Library, provides an extensive collection of over 12,200 audio and video recordings for class assignments and leisure viewing or listening. The **audio collection** includes both music and the spoken word, while the **video collection** contains documentaries and classic English and foreign language films. For further information, please call **631-7438**.

Electronic Resources

Library Catalog: The online catalog is accessible from Notre Dame's home page (www.nd.edu). Choose "Popular Sites" then "Libraries." Direct access is also available from the University Libraries home page <http://www.library.nd.edu/>

Subjects: (<http://www.library.nd.edu/subjects>) This is a list of subjects with pointers to information resources and the name and number of the librarian to contact for assistance with information on that particular subject.

E-journal Locator: For quick access to full-text articles and journals, the e-journal locator is available on the library homepage under the tab labeled “e-Journals.”

Electronic Forms for services such as: Ask a Librarian, InterLibrary Loan, and Reserves are available at http://www.library.nd.edu/eresources/forms/problem/index.cgi#tab_fs

Library Services for Faculty

Faculty Borrowing Privileges: Books are loaned to Faculty and administrative staff for one year (Due Oct. 1st). Journals and other material due dates vary. The Library is a shared resource that relies on a spirit of collegiality and cooperation among all of its patrons, so books are subject to recall at any time.

Library circulation staff will provide the name of a borrower of a specific item only upon request, in person, to patrons with a valid Notre Dame ID card. Any borrower who does not want his or her name revealed must complete a Patron Confidentiality form (.doc) available on the web or at the circulation desks.

Books may be renewed using the My Account feature in ND catalog. Bound periodicals are loaned for two days. Current Unbound journals do not circulate. To borrow an item, present the item and your Notre Dame ID card at the Circulation Desk.

Interlibrary Loan, located on the first floor of Hesburgh Library, is responsible for securing from other libraries books and articles not owned by the Hesburgh Libraries. Allow a minimum of two weeks for delivery of materials. For more information please visit <http://www.library.nd.edu/ill/>

Photocopies can be sent to you electronically as PDF files or as hard copy via campus mail. You can also submit an electronic form to request a book from Interlibrary Loan at:

http://www.library.nd.edu/ill/direct_request.shtml

Document Delivery is also available to all Arts & Letters departmental offices. An electronic form to request materials is available at <http://www.library.nd.edu/docdel/index.shtml> Materials may now be directly requested for Interlibrary Loan from the database titled WorldCat. For more information call **631-9832**.

Course Reserves: The **Reserve Book Room** on the first floor of the Hesburgh Library works in cooperation with the teaching faculty to make required reading materials for class assignments easily accessible to students. Faculty members may place personal or library copies of books, articles, etc. on reserve. The Reserve Book Room adheres to copyright laws for articles and excerpts from books. Electronic reserves are also available. For additional information, please contact the Reserve Book Room at **631-7578** or visit their website at <http://www.library.nd.edu/reserves/index.shtml>

For a complete list of library services for faculty, please visit this page:

<http://www.library.nd.edu/services/faculty.shtml>

Design, Copy & Logistic (DLC) Services (631-5632)

The College of Arts and Letters - Design, Copy & Logistic (DCL) Services currently maintains one central location at 301 O'Shaughnessy Hall - Print Shop. You can contact the staff at **631-5632/631-4267/631-6672/631-8069** or e-mail them at copy301@nd.edu

Faculty Services provides typing services and conversion from PDF to MSWord documents:

Typing services for Arts and Letters faculty are provided by **Cheryl Reed**, who is located in Room 232 Decio Faculty Hall and **Nancy Mitchell**, who is located in 924 Flanner Hall. Cheryl and Nancy can type letters on department letterhead with specified envelope size (i.e., letters of recommendation, but not personal letters), forms, resumes, manuscripts that include tables, footnotes, etc. (allow one week or longer for completion, depending on their workload, and the size and details of document). Cheryl can also type book manuscripts that are "camera-ready book" (instructions from the publisher). Cheryl and Nancy can scan text documents into .pdf files and also **convert .pdf files into a MSWord document for text-editing** purposes. You may contact either **Cheryl Reed** at **631-7746** Cheryl.A.Reed.9@nd.edu or **Nancy Mitchell** at **631-7458** Nancy.L.Mitchell.19@nd.edu. If you have other typing needs or other faculty support needs, please contact **Linda Lange**, Supervisor at **631-6672** or Linda.S.Lange.4@nd.edu.

All DCL Services and Faculty Services locations have office hours from 8:00a.m. - 5:00 p.m. (open during lunch), Monday through Friday during the school year. Summer hours are 8:00a.m. - 4:30 p.m. (open during lunch). If you have any questions, please contact **Linda Lange**, Supervisor in 301 O'Shaughnessy Hall at 631-7974 or via e-mail at Linda.S.Lange.4@nd.edu.

Course Packets:

The 301 O'Shaughnessy office will produce your course packet(s) for the spring/summer/fall semesters. The DCL staff is experienced in processing copyright permissions at no additional costs and will sell your packets to your students each semester. You may check the DCL web site for more details by clicking on the link for "Course Packet Preparation Instructions."

Class Handouts:

You can send your files to print through the DCL's web order form at <http://dcl.nd.edu/> Detailed instructions are located on the DCL web site within the "Copy" box on the Home Page. Bookmark the DCL web order form as an efficient way to submit your orders from home or in your office. You can also attach your documents to your order in one easy process. Ask the DCL staff to set up a DCL profile in their database. Your profile will keep all of the repeated information you enter on the order form, providing you with a more efficient method to process your orders. Projects submitted during the first two weeks of the semester may require more time to process due to the large volume of orders. Please note on your order form what time you need the copies and the day (Monday through Friday), and the DCL staff will have your copies ready for your class. For larger jobs, speak to one of the DCL staff members to ascertain when your job will be completed.

Free Pick-up and Delivery Service:

DCL Services offers free Pick-up and Delivery Services for all campus locations. Contact the O'Shaughnessy office at **631-4267** for requests. Please provide your name, location (room and building), phone number, department and a description of what is being picked up. If you would like to see a sample of the job prior to completing production, they will do their best to deliver it the same day (i.e., send a file via e-mail).

Arts and Letters Mail:

All departmental and faculty mail is sorted and available to the departments located in the O'Shaughnessy building at a centralized mailbox location on the second floor. Mail is available for pickup by a designated person by 11:00 a.m. and 3:00 p.m. weekdays.

Scantron Exams:

Would you like to eliminate grading exam papers? DCL - Faculty Services located in 924 Flanner provides

scantron forms for your exams and processes the final grades for your entire class. Contact Nancy Mitchell at 631-7458 for more information.

Scanning

The 301 O'Shaughnessy office can scan photos, images, and text in color and black/white as .tif, .jpg, or .pdf files. The files can be e-mailed to you directly or printed and saved on a memory card or CD.

Faxes:

The 301 O'Shaughnessy office is equipped with a fax machine for your convenience. If you receive a fax, you or your department will be notified. The fax number is **631-4268**.

Book Orders through Hammes Notre Dame Bookstore (631-7828)

The Bookstore offers faculty an on-line service for textbook ordering. You can access their web site on the ND home page:

- ⇒ **Visitors** – (link on the bottom far left)
- ⇒ **Shop Here** – (on the next page.)
- ⇒ **EDoptions** – (in the blue bar.)

You can also find this page from InsideND HOME tab in the Quick Links Services Menu or go to:
<http://www.ndbookstore.com>.

The faculty password to get started is "700". If you are using the service for the first time, the store encourages you to experiment with the web site. Once you have submitted your course materials order, you will receive an immediate e-mail acknowledgment. Future benefits of using the system include one-click adoption in future terms, as well as a working history for your future classes.

Orders can also be placed via campus mail; e-mail: **Robert Thomson** (RThomson@nd.edu) or **Rose McMahan** (RMcMahan@nd.edu); fax **631-7842**; or by phone **631-7828**.

In order for the University of Notre Dame to maintain compliance with the recent **H.E.O.A.** (Higher Education Opportunity Act) legislative action it is **mandatory** to order textbooks early or on time. This is a critical action that allows students to view course books while they are enrolling in classes, while providing the bookstore the necessary time to research, order and shelve the books for your classes. The due dates for the upcoming academic year are:

- Spring 2011 - October 15th
- Summer 2011 – March 15th
- Fall 2011 – April 1st

Desk copies should be ordered directly through the publisher. The Bookstore can provide publisher contact information.

Textbook Rental, Rent-a-Text, is now available to students. They can save 50% or more on the price of their textbooks. To view titles available for rent, go to www.rentatext.com and proceed with the adoption process.

Course Packets can also be ordered through the Hammes Notre Dame Bookstore or directly through Xanadu Publishing. Contact Rose McMahan at RMcMahan@nd.edu or **631-9731** for pdf forms & instructions or Kathy Jones at Xanadu kathyjones@xanadu.com or **1-800-218-5971 ext. 6540**.

Arts and Letters Computing Office (ALCO) (631-7021)

The Arts and Letters Computing Office (ALCO) is available to assist Arts and Letters faculty and staff with their computing needs and questions. The main office of ALCO is located in 234 Decio Faculty Hall and is open from 8am-5pm, Monday - Friday and closed during University holidays (631-7021).

Office of Information Technologies (OIT) (631-5600)

*For a more complete list and description of services, please refer to the **Information Technology Resources Guide**.*

The University of Notre Dame offers a variety of information technology (IT) services and resources, many of which are offered through the Office of Information Technologies (OIT).

Setting Up Your Computer Account

Your NetID is your username for many campus services, and will allow you to use the range of computing services available at Notre Dame. Your NetID account is generated automatically when you officially become part of the University. You can obtain it online by visiting <https://accounts.nd.edu/activation>

Consulting and Support

The OIT **Help Desk** can assist with questions and problems concerning Windows or Macintosh computers, a variety of commonly used applications, and OIT-provided services. The OIT Help Desk is located in 128 DeBartolo Hall, and is open for walk-in or telephone assistance Monday through Friday 8:00 a.m. – 5:00 p.m. (closed Wednesdays 12:00 – 1:30 p.m. for staff meetings.) During the academic year when classes are in session, extended Help Desk hours are available. Visit the Help Desk web site at <http://oit.nd.edu/helpdesk/> for extended hours information. If you have a computer-related issue when the Help Desk is closed, you can send email to oihelp@nd.edu, leave a voicemail at **631-8111**, or log a help request in the Assyst incident tracking system at <https://assyst-vip.nd.edu/assystEnterprise/>

Computer Security

The OIT's Information Security division offers a variety of services to promote and ensure safe computing practices on campus. For instruction and tools to help you stay secure, what to do if you encounter a security situation, and a list of useful information and resources, visit <http://secure.nd.edu/>

Notre Dame provides McAfee antivirus and antispymware software to employees at no cost under a campus license agreement. This software is available for use on both University-owned and personally owned Windows and Macintosh computers. Visit <https://secure.nd.edu/antivirus/> (netID and password required) for information on how to obtain this software.

Be sure, also, to review the *Responsible Use of Information Technologies at Notre Dame* policy at <http://oit.nd.edu/policies/rup.shtml>

Training Opportunities

The OIT offers technical training opportunities through a variety of training options. In addition to scheduled, instructor-led classes, there also are special-request training options, including one-on-one instruction and training for classes when students need to learn a technology tool. For a course list, a schedule of courses, and self-help documentation you can print, visit <http://oit.nd.edu/training/>

The Kaneb Center also offers presentations on the effective use of technology in teaching. Visit <http://kaneb.nd.edu/events.html> to learn more.

Concourse

The Concourse course management system (formerly WebCT Vista) is a web-based technology that is designed to enhance your classes. You provide the course content and Concourse provides tools for structure, interactivity and management. You and your students can access Concourse via the Internet from any location. You can use Concourse to:

- Publish a course syllabus
- Manage and post grades
- Provide a list of web links
- Distribute files (PowerPoint, PDF, etc.)
- Create and administer online quizzes
- Facilitate discussions
- Conduct surveys
- Collect assignments electronically

For more information, visit <https://concourse.nd.edu/webct/entryPageIns.dowebct>

Courseware

An alternative service known as Courseware provides a means for faculty and students to share files. Using the Courseware service, instructors can place files into directories and regulate how students access those files. Courseware includes a course folder that will store 1 GB of files accessible from Windows, Macintosh or Unix computers, only by the instructor, the officially enrolled students, and others designated by the instructor. An electronic "dropbox" is available for students to submit assignments. Faculty and students can access Courseware via WebFile from any web browser, or can map to the I: drive using a special utility. Visit http://oit.nd.edu/course_mgmt/ for information.

Electronic Discussion Groups

Notre Dame offers a ListServ service that allows you to create e-mail lists that you can use for announcements or discussions. Instead of sending an e-mail message manually to each member of a group, you can use a ListServ list to distribute your message automatically to everyone in the group, and all members then receive all replies automatically. You also can join existing lists that offer open, informal "communities of practice," where you will find a group of others who share a particular interest. To learn more about ListServ, join an existing list or request a new list, visit <https://listserv.nd.edu/> ListServ is a registered trademark with the U.S. Patent and Trademark Office.

The OIT creates a ListServ list for each course section you teach, which helps you communicate easily with your students. List membership is updated automatically as students add or drop a course. You can find the address of your course e-mail lists linked from the <https://acadlist.nd.edu/> web page.

Computer Store

Notre Dame's Computer Store, located at 103 Information Technology Center, offers Lenovo, Dell and Apple computers, accessories and software for personal purchase at a discounted price.

Visit <http://oit.nd.edu/store/> for more information. Colleges and departments purchase computers and peripherals for faculty use through the University's Procurement Services at <http://buy.nd.edu/>

Computer Service & Repair

The ND Service Center is a fee-for-service repair facility located in 102 Information Technology Center. It

provides vendor-authorized warranty repairs on Apple, Dell, and IBM/Lenovo computers, and non-warranty service on other brands and on most HP printers.

Visit <http://oit.nd.edu/support/service/> for more information about hours, rates, and other services available from the Service Center.

Student Computing Labs

The OIT manages six student computing labs configured with approximately 200 Windows and 55 Macintosh workstations. Student computing labs offer the same software as the classroom lectern computers. Other campus departments also operate computer labs for special purposes, for their own students, or both. All OIT-operated student computing labs also offer high-quality, black-and-white printing. Color printers are available in three locations: Bond Hall, DeBartolo Hall and Hesburgh Library.

For hours and locations of the OIT's labs, visit: oit.nd.edu/clusters_classrooms/cluster_information.shtml

Computer Labs at the Coleman-Morse Center and Bond Hall are equipped with instructor stations and LCD projection. Student computers are arranged in an instructional layout. If you need a teaching lab for a small number of class sessions, you may reserve either of these labs by contacting the **Learning Spaces group at 631-8778**. For classes of more than 24 students, you can reserve either 228 or 331 DeBartolo Hall through the Registrar. These classroom venues each offer 30 student workstations.

The College of Arts and Letters also provides a faculty computer lab in 151 Decio.

On-Line Documentation

The Office of Information Technologies provides documentation to assist computer users. Topics include both Notre Dame specific information and more general applications. The documents provide introductory training, and reference materials for commonly used computer products on campus. These documents are available at no charge to members of the Notre Dame community. To access on-line documentation, go to <http://oit.nd.edu/training/documentation/> (NetID and password required).

Academic Technologies Services

The Academic Technologies Services team identifies and facilitates the adoption of emerging technologies that advance teaching, learning and research. Academic Technologies staff regularly review and test a wide range of technologies which enable faculty and students to be more creative and collaborative both inside and outside the traditional classroom. The OIT Academic Technologies Lab (@tLab) is a test and demonstration facility where faculty, students and IT staff can review and experience the latest emerging technologies in action. Located in DeBartolo Classroom Building B003 the @tLab regularly hosts vendor demonstrations, faculty focus groups, and experiments to test new technologies which have potential for use by Notre Dame faculty and students in classrooms, labs or other on-campus learning spaces. Visit them online to learn more about their recent work and upcoming events: <http://oit.nd.edu/at/>

Reserving Classrooms

The general-purpose classrooms are available for use outside of class hours. Weekend use of buildings is limited and may result in charges for the opening and staffing of a building. Event requests may be made online at <http://classrooms.nd.edu> or <http://roomrequest.nd.edu> – new users need to request a username and password in advance by e-mail at roomreq@nd.edu. All reservations should be made at least 24-hours in advance. For assistance, call the Office of the Registrar at **631-1479**.

Faculty members wishing to use non-classroom facilities (e.g., Notre Dame Conference Center, Hesburgh

Center, Eck Visitors Center) for lectures, seminars, conferences and the like should contact Academic Conferences (acadconf@nd.edu) for assistance with scheduling, budgeting, and planning and implementation. For additional information, please visit the ISLA website at <http://www.nd.edu/~acadconf/>

Equipment usage and the use of technology for events should be reviewed with OIT Educational Services at **631-9181**. Events that are not directly related to class instruction may incur a small fee. For technical assistance with in-room equipment (DVD player, projector, computer hardware/software) during class, contact OIT Educational Services at **631-9181**. To schedule a time for training or computer testing prior to class, please call **631-9181**.

The DeBartolo Hall building manager (**Sheila Adkinson, 631-8773, Hue Hoang 631-0175**) can assist with the unlocking and locking of DeBartolo classrooms, room temperature control, lighting needs, lost and found, and weekend activities.

Should you wish to use a conference room to schedule a meeting in Decio or O'Shaughnessy, contact **Linda Brady** in the Dean's Office at **631-7085** or e-mail a request to aldean@nd.edu. The following rooms are available through the Dean's Office: 119 O'Shaughnessy, 131 Decio, 351 Decio, 451 Decio and Decio Commons.

Classroom Scheduling

Availability of general-purpose classrooms, especially during prime-time hours, is limited. Standard class times help improve the efficiencies of the space, allowing for the maximum number of courses to be offered throughout the day. As such, classes that meet during standard class times are assigned classrooms ahead of classes that meet at non-standard times. Rooms are assigned at random based on the maximum enrollment number of the class, the type of room preferred, and the technology needs of the instructor. Every effort is made to allow an instructor teaching "back-to-back" classes to remain in the same building.

A request to change the location of a class must be coordinated with the Office of the Registrar via e-mail at roomreq@nd.edu or by phone at **631-5133**. Due to the demand for full-technology rooms, especially during prime-time hours, some requests may go unfulfilled.

Departmental exams and final exams established by the Office of the Registrar will be scheduled and room assignments distributed.

V.

**Additional
University Resources
for Faculty and Students**

Institute for Scholarship in the Liberal Arts (ISLA) (631-5730)

The goal of the Institute for Scholarship in the Liberal Arts (ISLA) is to help build, sustain, and renew a distinguished faculty in the arts, humanities, and the social sciences, to foster graduate and undergraduate research, and to facilitate and enhance the intellectual life of the college and campus.

To accomplish these goals, ISLA provides grants for faculty research, travel to international conferences, curriculum development, speaker series and conferences, publication subventions, and miscellaneous research expenses. ISLA funds and supervises the Undergraduate Research Opportunity Program (UROP) and provides professional development assistance and research funding support for graduate students in the College of Arts and Letters.

ISLA is also the College's clearinghouse for information, advice, and assistance in finding and obtaining grant funds from public and private agencies for any academic purpose. Institute staff assist faculty in several ways: advising faculty regarding the content of grant proposals; assisting in the preparation of proposal budgets; critiquing draft proposals; and ushering proposals through the administrative review process. In support of this effort, ISLA provides seed money for projects to prepare the way for grant applications, maintains a library that includes computerized grant search databases, and hosts grant proposal workshops during the year. ISLA offers a variety of other faculty development activities, such as workshops on academic writing and publishing with an academic press, assistance with conference and lecture series planning, and also maintains a calendar of College events.

ISLA mentors faculty about their long-term research plans, and maintains lines of communication with the Office of Research in the Graduate School and with Corporate and Foundation Relations in Development.

Beginning in 2008-2009 ISLA also provided information, advice, and assistance in finding and obtaining grant funds and in areas related to professional development for graduate students. For more information, contact the Director, Agustin Fuentes, at **631-7531**, stop by the Institute office located in 101 O'Shaughnessy Hall, or visit the website at <http://isla.nd.edu>

Undergraduate Research Opportunity Program (UROP) (631-5730)

Research and Materials Grants, Summer Fellowships

The Undergraduate Research Opportunity Program enhances undergraduate education by providing financial support to students who wish to engage in independent research, creative projects, or the presentation of their own research at conferences. Students may independently design their projects or propose a project related to some aspect of the research of a supervising faculty member. In either case, a faculty member must endorse the proposal and supervise the project. A small number of grants is also available for a combination of intensive summer language study and research.

Participation in the Undergraduate Research Opportunity Program is an intense educational experience that exposes students to the entire process of research, from writing the proposal, conducting the research, and analyzing data, to bringing the project to closure in the form of a written final report. A satisfactory project must be consistent with the standards of good scholarship. It should give evidence of a sophisticated grasp of a problem as well as an effective approach to that problem. The project should involve some new data or information, an original viewpoint, a new synthesis, the application of a new technique, or the use of a new method of analysis.

UROP provides support for research and creative projects through three programs: Research and Materials Grants, Summer Fellowships and Joint Summer Fellowships.

Research and Materials Grants provide up to \$1,750.00 to be used toward the purchase of materials and

supplies, travel, and other project needs.

Summer Fellowships provide funding to allow students to concentrate their time on a project without making it necessary to hold a summer job to pay expenses. Students may apply for 1, 2, or 3 months of summer funding at \$1,500 per month/\$375.00 per week before tax for up to three months or a maximum total of \$4,500.00

Joint Summer Fellowships are a combination of the Summer Research and Materials and Summer Fellowships grants. The budget for Joint Summer Fellowship Applications cannot exceed \$6,000 in total, but this total can be arrived at via any appropriate combination of stipend and materials costs.

The application process is the same for all three programs.

Faculty Lead Grant Program

The Institute for Scholarship in the Liberal Arts and the Office for Undergraduate Studies will once again jointly sponsor a competitive grant to support academic experiences aimed at enhancing teaching and student learning beyond the classroom. They will provide 2-3 grants of up to \$15,000 each in the fall and spring semesters. The **deadline** for submitting proposals for the **fall 2010** semester was **Friday, April 9, 2010**. The **deadline** for *next spring's 2011 proposals* will be **Friday, October 15, 2010**.

Learning Beyond the Classroom

FACULTY INTERIM Grants

(up to \$1,500)

Learning Beyond the Classroom *Faculty Interim Grants* provide funding up to \$1,500 to faculty for support of cultural excursions, travel to conferences, and other activities aimed at enhancing teaching and student learning beyond the classroom. *This grant is awarded one time during the academic year.*

Applications for Interim LBC grants during the 2010 - 2011 academic year are available in the Office for Undergraduate Studies, 104 O'Shaughnessy Hall.

Proposals should be turned in at least two weeks before the project date.

- LBC faculty applications for fall 2010 grants will be due on Friday, October 8, 2010; *this includes Christmas break proposals.*
- LBC faculty applications for spring 2011 grants will be due by Friday, February 11, 2011.
- LBC faculty applications for summer 2011 grants will be due Friday, April 8, 2011.

Class Trips

A student group, if accompanied by a faculty member, may take trips if the purpose of the trip is to further the students' academic training in the particular course. Such trips must be approved by the group's faculty advisor, the chairperson of the department which offers the course, and the Dean of the College. With evidence of these approvals, each student is responsible for seeking clearance from his or her other professors whose classes would be missed because of the trip. Field trips may never be taken after the first day of the last month of the semester. (*Academic Guide*)

If you are planning such a trip, you need to ask your students to sign a waiver. To obtain the appropriate waiver, contact the Office of Risk Management at **631-5037** and ask for a waiver and release of liability form. The Office of Transportation Services (<http://www.transportation.nd.edu/>) rents cars and vans to students, faculty, and staff to use for University business. For more information call **631-6467**.

Funding may be available for class trips through the Learning Beyond the Classroom Grants. Requests for funding may be presented to the Associate Dean for Undergraduate Studies in 104 O'Shaughnessy, **631-9468**.

For international travel involving students and faculty members using LBC funding, permission must be obtained by using the information from the following web site: http://www.nd.edu/~ois/Faculty/Travel_Policy.html Or, you may contact the Office of International Studies at 631-5882, www.nd.edu/~ois/

Center for Undergraduate Scholarly Engagement (CUSE) (631-0371)

In support of the University's mission, the **Center for Undergraduate Scholarly Engagement** ("CUSE") promotes the intellectual development of our undergraduates through scholarly engagement, research, and pursuit of fellowships. CUSE aims to: stimulate the life of the mind across campus by building a scholarly community to engage and support students in intellectual and creative pursuits inside and outside of the classroom; create opportunities for undergraduates to develop and present their research, scholarship, and creative endeavors, and connect them to resources such as faculty mentors, ongoing projects, funding, etc.; and increase students' competitiveness for and participation in applications for nationally competitive fellowships, emphasizing the value of the process itself while furthering their intellectual growth and propelling them to greater post-graduate excellence.

CUSE's **Undergraduate Research Initiative** is a university-wide resource that promotes participation in undergraduate research at all stages of students' projects. The URI helps students brainstorm ideas, identify potential faculty mentors, develop grant proposals, secure funding for research and conference travel, and present their work in various venues, including the annual Undergraduate Scholars Conference. Additionally, the URI offers grant-writing workshops to guide students through the research process, and manages the Common Application, an online grant administration system that involves various campus partners including the College of Arts & Letters' UROP and Learning Beyond the Classroom programs, as well as the Glynn Family Honors Program, Kellogg Institute, and Nanovic Institute. More information may be found at <http://undergradresearch.nd.edu/>, or contact Dr. Cecilia Lucero, Assistant Director for Undergraduate Research, clucero@nd.edu, 631-8634.

CUSE's **Office for Nationally Competitive Fellowships** was created to raise awareness of the intellectual benefits of prestigious scholarship programs and to oversee the administration of the application process for those requiring university evaluation/nomination. As the primary contact for most post-baccalaureate scholarship programs, it mentors potential applicants, facilitates interaction between students and faculty, assists applicants with personal statements, research proposals and interviewing skills, and provides information about various academic disciplines and professional trajectories.

Examples of nationally competitive fellowship opportunities include, but are not limited to:

For Undergraduates: Beinecke Scholarship for juniors planning graduate study in the arts, humanities and social sciences; NSEP-Boren Undergraduate Scholarship for the study of languages and cultures critical to national security; Rotary Ambassadorial Scholarship for study abroad; Truman Scholarship for juniors with exceptional leadership potential; and Udall Scholarship for undergraduates with commitment to the fields of the environment, tribal health or tribal governance.

For Graduating Seniors: Gates Cambridge Scholarship for advanced study at the University of Cambridge; Fulbright Graduate Student Program for study, research or English teaching assistantships abroad; Javits Fellowship Program for graduate study in the arts, humanities and social sciences; Marshall Scholarship for study in the UK; Mitchell Scholarship for study in Ireland; National Science Foundation (NSF) Graduate Research Fellowship for study in science (including social sciences), technology, engineering and math; Rhodes Scholarship for study at Oxford.

CUSE is located in 233 Geddes Hall; the website is <http://cuse.nd.edu> For more information, contact the

following:

Director: Dan Lindley, dlindley@nd.edu, 631-7125

Associate Director of Scholarly Engagement: Philippe Colon, colon.1@nd.edu, 631-0962

Assistant Director for Undergraduate Research: Cecilia Lucero, clucero@nd.edu, 631-8634

(the Undergraduate Research webpage is <http://undergradresearch.nd.edu>)

Assistant Director of National Fellowships: Roberta Jordan, fellows@nd.edu, 631-0372

(the Fellowships webpage is <http://www.nd.edu/~fellows>)

Center for Social Concerns (631-5293)

The Center for Social Concerns facilitates community-based learning, research and service informed by Catholic Social Tradition. Through the Center, learning becomes service to justice.

Teaching a Community-Based Course

The Center for Social Concerns connects faculty with its 62 local community partners and hundreds of agencies worldwide to create engaged teaching, learning, and research opportunities for Notre Dame students and faculty. In the past year, over 100 courses with a community-based component were taught by Notre Dame faculty in every college and school, as well as many centers and institutes. Center staff help faculty identify and access relevant community partners, and Center faculty help design syllabi that integrate students' work in the community with course readings and goals to develop applied critical thinking skills.

For support developing a community-based course in the humanities, social sciences, or arts, contact **Dr. Connie Snyder Mick**, Director of Social Concerns Seminars and Community-Based Learning, at cmick@nd.edu, or visit <http://socialconcerns.nd.edu/faculty/cblcourses.shtml>

Course Development Grants, Community-Based Research Grants, and Faculty Fellows

The Center for Social Concerns provides financial support for community-based teaching and research through its series of competitive grants and fellowships. Faculty and graduate students can apply for Course Development Grants that nourish new community-based partnerships or projects. Community-Based Research grants provide support for innovative research projects that pair community and university experts in an effort to answer questions held in common. The Faculty Fellows program recognizes faculty members who offer exemplary and sustained leadership in community-based pedagogies, learning, and research.

To learn more about these opportunities, contact **Dr. Mary Beckman**, Associate Director for Academic Affairs and Research, at mbeckman@nd.edu, or visit <http://socialconcerns.nd.edu/faculty/cbr.shtml>

Service, Justice Education, and Other Opportunities

For a complete overview of the ways faculty can engage service and social justice through the Center for Social Concerns, including support for the integration of Catholic social thought into courses, visit the Center website at <http://centerforsocialconcerns.nd.edu/>

Center for the Study of Languages and Cultures (631-5881)

Located in 329 DeBartolo Hall, the Center for the Study of Languages and Cultures (CSLC) is an interdisciplinary initiative dedicated to the education of the mind and heart through the advancement of language learning and cultural understanding at the University of Notre Dame.

The CSLC provides space and programming for foreign language-culture exposure, interaction and communication combined with innovative technology and effective foreign language pedagogy. The center emphasizes a learner-centered communicative approach to language-culture study and seeks to integrate this

knowledge with the greater humanities educational experience while also advancing internationalism and diversity across and beyond campus.

In order to fulfill this mission, the CSLC collaborates closely with scholars and practitioners across a wide range of departments, institutes, and affiliate institutions as it also fosters discourse and coordination among these entities. The CSLC facilities, programming, and staff are, therefore, informed by interdisciplinary foci as well as an overarching commitment to developing critical inquiry via multiple literacies in language and culture.

Design: The CSLC features an innovative design incorporating an open lounge and language discussion area alongside semi-private study booths for pair or small-group work. A private multimedia room dedicated to private study sessions as well as foreign language television, film and video teleconferencing is also available. A large multipurpose classroom provides additional space for technology-based course instruction, small group work, a kitchenette, and coffee station, as well as video recording for language class skits and a variety of large language learning events.

Technology: The CSLC also offers a host of innovative foreign language instructional technologies alongside targeted programming for student interaction. Laptop computers with a variety of language software applications are available at every station throughout the center, and a number of foreign language collections of literature, periodicals, film, and audio have items that can be checked out from the CSLC reception desk or accessed via our website. Plans are also under way for a small computer lab station within the main lounge area that will feature a live high-definition video connection (an 'Internet window') with one of several international universities in Asia, Europe, and South America throughout the day.

Programming: Importantly, the CSLC also offers a variety of original and shared departmental programming aimed at providing students with opportunities to learn about and be exposed to their foreign language-culture as well as interact and practice using the language with both fellow students and native speakers: Coordinating closely with language departments and individual professors, the CSLC offers foreign language peer-tutoring programs, conversation partnerships with international students, language discussion tables, language-culture debates, and language-culture celebrations, among many other events.

For further information, visit the Center's website <http://cslc.nd.edu/>, or contact the Center at cslc@nd.edu.

The University Writing Center (631-3844)

The University Writing Center provides tutorial assistance for students at all levels of writing proficiency in any academic discipline. The Writing Center offers: (1) individual tutoring, where students can work on such skills as planning the paper, developing the thesis, organizing the argument, using evidence, and revising the finished product; (2) workshops that introduce students to particular genres of writing, such as grant proposals and fellowship applications; and (3) one-on-one consultations for students writing senior theses. For more information, contact **Matthew Capdevielle**, Director of the Writing Center, at mcapdev1@nd.edu or **631-3844**.

The John Kaneb Center for Teaching & Learning (631-9146)

The role of the Kaneb Center within the University's academy is:

- to stimulate reflection about – and advocate for the enhancement of – practices, policies and structures related to teaching and learning.;

- to emphasize that an effective teaching and learning environment is - in addition to a locus where relevant facts and concepts are communicated - an interactive forum that allows students to develop a mindset of informed and critical assessment and an ability to respond knowledgeably and articulately;
- to sponsor programs and workshops, presentations, and consultations that highlight the best teaching practices and learning environments and encourage and assist the efforts of Notre Dame's faculty and teaching assistants to nurture and sustain these.

To learn more about the Kaneb Center's services, please visit us in 353 DeBartolo Hall, or contact us at: <http://kaneb.nd.edu/>, phone 631-9146, e-mail Kaneb@nd.edu.

The Learning Resource Center (631-7904)

The Learning Resource Center provides both reading materials and instructional opportunities for students to increase the efficiency of their learning strategies. The areas in which assistance is provided are: Succeeding in College, Time Management, Test Preparation, Getting Organized, Reading, and ESL Assistance. Printed materials are available on request. Instruction is provided through weekly workshops and through individual consultation.

Students who wish to improve their English language skills--reading, writing, speaking--can arrange for such assistance. Assistance can be provided individually or in groups. Students can request assistance in grammar review, editing for standard written English (ESWE), conversation (will be done in groups only), speaking English (pronunciation, sentence rhythms), strategies for reading textbooks, and building vocabulary (including recognition of idioms).

The Learning Resource Center (LRC) at Notre Dame offers several programs for first-year students to receive outside help for their difficult classes. All programs are led by upper-class students who have taken the course and received high grades. Many students join these groups for classes such as Calculus, Physics, and Chemistry. Sessions are free of charge and meet in the evenings once a week.

The programs available at the LRC are successful in helping students improve their learning. Nearly 85% of Notre Dame students who use the LRC programs find the resources available to them satisfactory. Specifically, research conducted in the spring of 2008 shows that small group sessions are successful in encouraging participation in our programs, especially for minority students. The three types of programs available at the LRC are Collaborative Learning, Tutoring, and Help Sessions.

Collaborative Learning

The Collaborative Learning program gives students the opportunity to work together to complete assignments. Upper-class leaders help small groups of first-year students work on their homework and answer any questions they have. Students use this group study to complete homework in a more structured setting.

Tutoring

The Tutoring program allows students to review the concepts their professors have covered in class through a lecture-based format. Tutoring is held in small groups, usually kept under fifteen students. The upper-class tutor teaches and answers any questions the students might have. Private tutoring is also available on a limited basis for students who have participated in group tutoring but still require additional help.

Help Sessions

Help sessions are available weekly on a walk-in basis for certain classes, such as Calculus and Chemistry. The upper-class tutor answers questions for students and helps with homework. Specific help sessions are offered for students who did not take Calculus in high school and require extra help.

There are two full-time staff members in the LRC, located at 227 Coleman-Morse. **Nahid Erfan**, Director of the LRC, phone **631-7904**, nahid.a.erfan.1@nd.edu, coordinates the tutoring and collaborative learning programs, which are available to all students. There is no charge for any of the services offered through the LRC. For more information, see: <http://www.nd.edu/~fys/lrc.html>

Office of International Studies (631-5882)

The Office of International Studies offers the unique opportunity for Notre Dame faculty to teach or work overseas in cooperation with programs abroad. Please refer to the following website for more details: http://www.nd.edu/~ois/About_OIS/Special_Opportunities_Abroad.html or call **631-5882**.

In addition, other opportunities may exist within individual Colleges or Institutes. Please see Deans of Colleges, and Directors of Nanovic, Kellogg, Kroc, and Keough Institutes for more details.

2010-2011 Notre Dame Programs are located in Fremantle and Perth, Australia; Leuven, Belgium; Salvador da Bahia and São Paulo, Brazil; Santiago, Chile; Beijing, Hong Kong and Shanghai, China; Cairo, Egypt; Angers and Paris, France; Berlin, Germany; Athens, Greece; Dublin, Ireland; Bologna and Rome, Italy; Nagoya and Tokyo, Japan; Puebla, Mexico; Moscow, St. Petersburg and Vladimir, Russia; Toledo, Spain; Kampala, Uganda; Cambridge, London, Oxford, and St. Andrews, United Kingdom; and Washington, D.C.

Summer 2010 programs were offered in China (multiple destinations); Paris, France; Rome, Italy; Jerusalem; Cape Town, South Africa; Granada, Spain; Toledo, Spain; Taipei, Taiwan; Uganda and Rwanda; and London, U.K.

Non-Notre Dame Study Abroad Programs

The Office for Undergraduate Studies provides literature and advising for students who would like to participate in non-Notre Dame study abroad programs during the academic year. This opportunity is reserved for students who would like to study in cities or countries where Notre Dame does not sponsor a program. Students apply for a leave of absence for study abroad to non-Notre Dame programs through Dean Toumayan in the Office for Undergraduate Studies. To apply to certain St. Mary's College Programs, students must also have applied to two ND study abroad programs and have been waitlisted for all ND programs to which they applied. These students must also apply for a study leave of absence through Assistant Dean Toumayan.

For more information, please contact Assistant Dean **Vicki Toumayan** at **631-7098**.

University of Notre Dame Policy on International Travel Involving Undergraduate Notre Dame Students

For international travel involving students, the faculty member who is organizing the trip or accompanying the group abroad must obtain from the web site: http://www.nd.edu/~ois/Faculty/Travel_Policy.html or from the OIS, a Faculty Authorization form for International Travel Involving Notre Dame Students. The completed form must be submitted at least 30 days prior to departure to Ray Pellegrini, Budget Manager OIS, 152 Hurley Building. Please visit the web site for further details.

The Career Center (631-5200)

The Career Center is dedicated to the development and implementation of innovative programs and services that promote life-long career management skills for students and alumni. By cultivating multi-faceted partnerships/networks, their staff is committed to providing the resources for students to explore diverse career opportunities.

Staff members assist undergraduate and graduate students as well as young alumni with career counseling, self-assessment, workshops, presentations for academic departments, career fairs, and mock interviews in addition to

other services.

The Career Center encourages students to take ownership of their career direction and be willing to devote the time and energy necessary to conduct a successful search for jobs, internships, fellowships and/or the identification of graduate school programs. Students have the opportunity to utilize the Go IRISH system and additional online databases to pursue post-graduate and internship opportunities, sign up for interviews, and conduct career related research twenty-four hours a day/seven days a week.

Individual services include:

- Career advising appointments
- 15-minute walk-in meetings
- Preparing resumes and cover letters
- Mock interviews
- Assessing career interests
- Internship and job search strategies
- Career exploration resources
- Alumni job shadowing and networking
- Implementing a career plan
- Interview preparation and strategies
- Internship funding programs through The Global Internship Initiative which includes the Rogers Summer Internship Fund for Arts & Letters Majors , the Gluck Pioneer Internship program, the Student Affairs Internship Fund, the Alumni Internship Assistance Fund: sponsored by the Class of 2009, Indiana Internships, National Internships, and International Internships designed to provide expense reimbursement up to \$3,000 for unpaid internships and up to \$1,000 for paid internships.

The Career Center conducted more than 6,100 individual student and alumni appointments in 2009-2010. Of these, more than 51% were appointments with Arts & Letters Majors. The Career Center's Arts & Letters team also conducted career services for Arts & Letters students in O'Shaughnessy each week. Students had access to 8,278 active employers and more than 2,800 job and internship postings through Go IRISH. Arts & Letters students also participated in The Career Center's one-credit course offered through the College – Career Development Seminar. These resources and other career information are at <http://careercenter.nd.edu>

During 2009-2010, The Career Center's Arts & Letters team members collaborated with various college departments to offer the following programs:

- Alumni Design Conference
- Arts and Letters Leadership Development Program
- Arts and Letters Success in Investment Banking
- Careers in Publishing
- Careers with the US State Department
- Sociology ProSeminar Presentations on Resumes, Graduate School, Internships and Careers
- Arts & Letters "What's Next?" Week
- Theology ProSeminar Presentations on Resumes, Graduate School, Internships and Career Options
- FBI Honors Internship
- Finding and Applying for Public Service Jobs and Internships with the Federal Government
- Getting your Start in Politics
- Networking with Alumni in DC
- Strategies for Seniors
- Be the Change: Unlocking the Nonprofit Career
- Making a Living Making a Difference with alumnus and President of Oxfam America, Ray Offenheiser

- Psychology Class Presentation

Several annual programs are specifically geared toward bringing to campus employers who are seeking to hire Arts & Letters majors. The largest of these events is the Winter Career and Internship Fair.

Career & Internship Fair 2010

- 127 corporations, nonprofit organizations, and government agencies participated
- 1,339 students attended
- 40 interview rooms were used by organizations on the day after the fair
- Attending employers included:

Central Intelligence Agency
Church World Service
DRAFTFCB
Federated Media
Follett Higher Education Group
General Mills
Johnson & Johnson
Liberty Mutual
Museum of Contemporary Art
Office Depot
Procter & Gamble
Southern Teachers Agency
Target Corporation
U.S. Peace Corps

Arts & Letters Business Boot Camp

This unique program offers Arts & Letters students a four-day seminar on various aspects of business operations, understanding and using financial analysis, and solving key management problems through a case study analysis. Students will be working in teams to develop and present solutions to a business problem while engaging in employer discussions and presentations. Students earn 1 academic credit for participation in the program.

The Career Center would like to partner with you in collaborative career programming for students in your department. Contact any member of the Arts & Letters Team at 631-5200 or ndcps@nd.edu: **Lissa Bill, LaTonia Ferguson, Bridget Kibbe, Rose Kopec, and Anita Rees.**

VI.

Medical, Counseling, and Disability Resources

University Health Services (631-7497)

The Student Health Center in Saint Liam Hall is located on the northern edge of campus behind the Administration Building. During the academic year, University Health Services can be reached at 631-7497, and is open 24 hours per day, seven days a week.

The University Health Center provides comprehensive treatment of illness and injuries to all currently enrolled students, eligible staff and employees with work related injuries. A staff of physicians, registered nurses and patient care assistants provide health care through the ambulatory care clinic and inpatient unit. Additional support services include X-ray, Laboratory, and an Insurance/Accounts office.

University Health Services does not file with any insurance company; however, you will be provided a form with correct information concerning your visit that you may send to your private carrier for reimbursement purposes.

During the academic year, faculty members are welcome to utilize the services of the South Bend Medical Foundation Laboratory and McDonald Physical Therapy & Sports Rehab Center located in Saint Liam Hall with an order from your personal physician. Laboratory work is done on a walk-in basis. Appointments for physical therapy can be made by calling McDonald's main office at **233-5754**.

University Counseling Center (631-7336)

The University Counseling Center (UCC) offers professional services to all degree-seeking undergraduate and graduate students of the University. The highly trained staff at the UCC is devoted to assisting college students with navigating their adjustment to college life as well as helping them with their problems and concerns. These concerns might include personal growth and self-enhancement, vocational issues, academic anxieties, interpersonal relationships and social difficulties, depression, substance abuse and addiction, and a number of more severe emotional and psychological problems. Thus, services are offered for a full range of psychological issues. The UCC operates under an ethical code of strict confidentiality. The University Counseling Center is staffed by licensed professional psychologists, a licensed social worker, counselors, a nutritionist, and a consulting psychiatrist.

The UCC also provides consultation to the University community through a service called Warm Line. Warm Line is a non-emergency help line that provides responsive consultation to faculty and staff in their efforts to help Notre Dame students with psychological concerns. UCC offers this service to encourage faculty to think about calling UCC staff when concerned about a student before an emergency arises. The Warm Line number is 631-7336, and is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. The faculty member can ask to speak to the next available Warm Line therapist.

Each semester the UCC offers a variety of structured groups and workshops for individuals interested in addressing particular personal concerns or building academic and interpersonal skills. Topics include body acceptance, depression, stress management and relaxation training, eating disorders, performance enhancement, "not the perfect family," obsessive compulsive disorder, grief, anger management, study abroad/reentry, self esteem, and alcohol/drug abuse. Interpersonal growth groups are also offered for undergraduate and graduate students.

Professional services are usually by appointment and can be arranged either in person or by telephone, but provision is always made for an emergency. Services at the center are offered on a minimal fee scale of \$4 per session. Students are offered unlimited credit and can defer payment. If fees still pose a problem, arrangements will be made. There is no charge for the initial appointment. The center is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. Hours during holiday breaks may vary.

Some students do not desire or do not need counseling but could benefit from consultation with a professional. UCC staff members also provide free, individual, confidential, 15-20 minute consultation visits at various campus locations called "Let's Talk." At "Let's Talk" students can receive support, identify solutions, and learn about helpful resources. See the UCC web site for locations and times.

The University Counseling Center is located on the third floor of Saint Liam Hall, near Stanford and Keenan Halls. For information or an appointment call **631-7336**. Twenty-four-hour emergency service is available by calling **631-7336**. The UCC web site contains online self-help materials as well as tips for recognizing students in distress and making appropriate referrals: <http://ucc.nd.edu/>

Disability Services (631-7157)

The University of Notre Dame ensures that qualified students with disabilities have access to the programs and facilities of the University. Federal laws mandate this access¹ which requires post-secondary institutions to provide reasonable, individualized academic modifications for students who have disclosed their disability and have requested accommodations. Examples of reasonable accommodations may include readers, note takers, sign language interpreters, or a modification in the way a student takes an exam. Reasonable accommodations do not lower the standards of a course or alter essential degree requirements. Instead, the accommodation gives students a better opportunity to demonstrate their academic abilities.

The Coordinator of Disability Services is responsible for coordinating reasonable accommodations at Notre Dame. Each request for an accommodation must be handled on a case-by-case basis because of the differences in disabilities and classroom environments. Nonetheless, there are some general principles that must be applied to all requests.

Disclosure of a Disability and Request for an Accommodation

It is the responsibility of the student to disclose his/her disability and request an accommodation. Students must provide the Coordinator of Disability Services with information that documents their disability and supports their request. If a student makes a request for an accommodation directly to a faculty member, that faculty member should ask the student for a letter from the Coordinator that verifies the disability and the appropriateness of the accommodation. If the student is not registered with Disability Services, he/she should be referred to the Coordinator to register. This ensures that the student is qualified under the law as having a disability and that the accommodation he/she requested is appropriate for the disability. Faculty should not ask students directly if they have a disability and need an accommodation. If a student is having difficulty in the course and a faculty member suspects a disability, it is appropriate to discuss the difficulty (i.e., poor writing) as they would with any student. However, concerns about a possible disability should be discussed first with the Coordinator.

Determination of Reasonable Accommodations

There are two primary concerns when determining reasonable accommodations. First, the accommodation must effectively provide access for the student to the course or academic program and second, the accommodation must not compromise academic standards. Based on the student's documentation as well as his/her input on what accommodations have worked in the past, the Coordinator determines the accommodation that will be used. The professor may be consulted regarding course requirements and student expectations to ensure that an accommodation would not compromise the academic standards of the course. As mentioned previously, the student initially must make all requests to Disability Services. The Coordinator of Disability Services is responsible for making the final determinations as to the eligibility for and nature of the reasonable accommodations.

¹ *The Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act.*

Confidentiality

This confidentiality rule applies to all information, regardless of its source. You may, for example, receive confidential information from a representative from Disability Services, who is sharing the information with you on a need-to-know basis. You should also treat any accommodations provided to a student as confidential, and should share the details of such accommodations only on a need-to-know basis. There may be times when someone directly asks you for information about a student with a disability that is considered confidential. For example, classmates of a student with a disability who is receiving an accommodation may inquire as to why the student receives extra time on a test, or why the student is never in the classroom on test days. An appropriate response to such inquiries regarding students with disabilities may be: "Each student's academic program is confidential, including your own, and I'm unable to discuss any student's situation with his or her classmates."

If you have any questions regarding confidentiality while working with a student with a disability, such as who qualifies for the "need-to-know" exception to confidentiality, you should discuss the issue with the particular student and/or **Scott Howland**, the Coordinator of Disability Services (**631-7157**).

For additional information

Please visit the Disability Services web site at: <http://disabilityservices.nd.edu/>

Sexual Assault Victim's Resource Persons (631-7728)

Assistant Dean **Ava Preacher** (Arts and Letters) and Assistant Dean for Academic Affairs **Cathy Pieronek** (College of Engineering) serve as the Victim's Resource persons. They inform victims of the processes, procedures and policies that apply when a sexual assault is reported to the University and will make referrals as appropriate, furnish materials on support services on and off campus, and provide information on civil and criminal investigation and adjudication processes. They are also able to provide classroom presentations on sexual assault issues upon request. Professors should feel free to refer students to them directly at **631-8637** or **631-4385** or call either of them for more information. The number of the line dedicated for sexual assault information is **631-7728**.

VII.

College Governance and Committees

College Structure

Dean's Office

John T. McGreevy	I.A. O'Shaughnessy Dean of the College of Arts and Letters
Maura A. Ryan	Associate Dean for Faculty Affairs and the Humanities
Dayle Seidenspinner-Núñez	Associate Dean for Strategic Planning, Advancement, Infrastructure, and Special Projects
Daniel J. Myers	Associate Dean for Centers, Research, and the Social Sciences
Peter Holland	Associate Dean for the Arts
JoAnn DellaNeva	Associate Dean for Undergraduate Studies
Rob J. Becht	Director of Budget and Operations

Office for Undergraduate Studies

JoAnn DellaNeva	Associate Dean for Undergraduate Studies
Paulette Curtis	Assistant Dean
Ava Preacher	Assistant Dean
Joseph Stanfiel	Assistant Dean
Vicki Toumayan	Assistant Dean

Institute for Scholarship in the Liberal Arts

Agustin Fuentes	Director
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Office of Communications

Marie Blakey	Director
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Departments, Centers, and Institutes

For a complete listing, see: <http://al.nd.edu/departments/>
<http://al.nd.edu/about/centers-and-institutes/>

College Council

“The College Council of each undergraduate college consists of an equal number of *ex officio* and elected members. The *ex officio* members of each undergraduate college consist of the dean of the college, associate and assistant deans, the chairpersons of all departments under the jurisdiction of the College, and any other administrators designated by the respective College Council” (2006-2007 *University of Notre Dame Faculty Handbook*, p. 40).

In the case of the College of Arts and Letters, the College Council consists of the deans, the chairpersons, the Director of the College Seminar Program, the Director of the Medieval Institute, an equal number of elected faculty members, and two student members. Each year approximately one-third of the elected faculty members rotate off of the College Council.

College Committees

The College of Arts and Letters has both standing and *ad hoc* committees. Please refer to the following web site for more information on all committees: http://al.nd.edu/assets/26642/al_cmt_rosters_2010_2011.pdf

Standing Committees

- Advisory Committee on Women in Arts and Letters
- College Council
- College Honesty Committee
- Committee on Promotions for Associate Professional Specialists
- Library Committee
- Nominating and Elections Committee
- Research Committee
- Undergraduate Studies Committee

Ad Hoc Committees

- Award of Appreciation Committee
- Dean's Advisory Committee for Non-Obligatory Promotion Cases

QUICK REFERENCE PHONE LIST

The area code for Notre Dame is **574**.

Your office phone is **631 + (4-digit extension)**.

If you wish to call an office on campus, simply dial **1 + 4-digit extension**.

To call a student dorm, dial **4 + 4-digit extension**.

To obtain an outside line, dial **8** and then continue to dial as if you were off campus.

<u>Office</u>	<u>Contact Person</u>	<u>Phone</u>
ALCO (Arts and Letters Computing Office)		631-7021
The Career Center	Lee Svete	631-5200
Center for Social Concerns	Mary Beckman	631-5293
Center for the Study of Languages and Cultures	Lance R. Askildson	631-5881
Classroom Scheduling	Linda Martellaro	631-5133
Office for Undergraduate Studies	JoAnn DellaNeva	631-9468
	Paulette Curtis	631-7098
	Ava Preacher	631-8636
	Joseph Stanfiel	631-7098
	Vicki Toumayan	631-8636
College of Business Administration	Sam Gaglio	631-6602
College of Engineering	Cathy Pieronek	631-5531
College of Science	Bei Hu	631-6375
College Seminar	John Duffy	631-9796
Copy Centers	Linda Lange	631-6678
		631-5632
		631-4367
Disability Services	Scott Howland	631-7141
First Year of Studies	Angie Chamblee	631-7364
Honors Program	Neil Delaney	631-5398
Office of International Studies	Kathy Opel	631-5882
Kaneb Center (Teaching & Learning)	Kevin Barry	631-9146
OIT (Office of Information Technologies)	Help Desk	631-8111
Office of the Registrar		631-6997
Sexual Assault Resource Person	Ava Preacher	631-7728
School of Architecture	Rev. Richard Bullene, CSC	631-7723
University Counseling Center		631-7336
University Health Center		631-7497
Writing Center	Matthew Capdevielle	631-3844