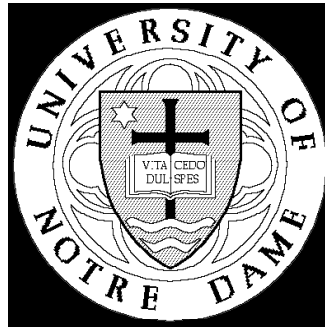


Guide to Undergraduate Teaching

*College of Arts and Letters
University of Notre Dame*



Academic Year 2009-2010

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 Honor Code (p. 27), including your responsibilities (p. 27), and recommended practices (p. 30).**
- **In your course syllabi, clearly state your class attendance policies (p. 31).**
- **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 (p. 25, 26).**
- **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. 33).**
- **Mid-term grade reports MUST be submitted to the Registrar (p. 35) 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. 35). 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. 34).**
- **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. 39).**

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 ninth year that these notes have been assembled, and we update them annually. If you have suggestions for improvements or changes, please pass them along to Assistant Dean Joe Stanfiel who is 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

Dear Colleagues and Friends:

Central to our mission in the College of Arts and Letters is to foster student learning, particularly their ability to think critically weighing different points of view, perhaps building on ideas others have already conveyed, in advancing their own ideas. Students should learn to challenge accepted assumptions and opinions, to explore alternative opinions, to compare one type of experience to another, and identify what causes something to happen and what the consequences are. These habits of mind are invaluable to our students' daily lives.

In turn, we can immerse students in scholarly "conversations" that encourage students' curiosity about how the world works and a desire to understand it in its full complexity from multiple points of view. Such an approach is what allows people to have power over their own lives because they learn to consider information around them carefully and critically, and to weigh competing points of view before making their own judgments. However, because students are learning to read, write, and think in a new context, they will need specific strategies for developing thoughtful questions and the tools for inquiry that will enable students to answer those questions within the acceptable conventions of our respective fields.

To help you develop your courses, we provide a guide to policies, procedures, and resources related to teaching within the College. Those who helped compile and edit this guide hope the information in the following pages will open a window onto the world of the students we serve and the practices established within Arts and Letters to create an environment for learning that is student-centered. Familiarity with the mechanisms in place that facilitate the administration of curriculum and instruction makes them more transparent. Such transparency, we trust, will facilitate your efforts to be effective guides and mentors for our undergraduates and in balancing teaching with the other demands of university life.

Those of us working in the Office for Undergraduate Studies are ready to assist you in any way possible. We value the contributions you make to the shaping of our students' lives and are firmly committed to providing you with the support needed to promote a vibrant and inclusive intellectual ethos within the College of Arts and Letters.

I look forward to working with you as colleague and friend.

Sincerely,

Stuart Greene, Ph.D.

Associate Dean for Undergraduate Studies

Profile of Notre Dame Students who Entered First Year Studies in the Fall 2008 (Class of 2012)

Notre Dame is one of a handful of truly national universities, with a student body drawn from all over the United States, as well as from abroad.

Summary of Statistics for the Class of 2012

Numbers:	13,948 Applied 3,727 Accepted 2,000 students enrolled
Incoming Class Academic Profile	(mid 50% ranges) 1370 - 1490 on the SAT I 32 - 34 on the ACT 1% - 5% rank in class
Geographical:	40% are from the Midwest 22% are from the Northeast 12% are from the Southeast 12% are from the West 10% are from the Southwest 4% are from other countries
Diversity:	9% Hispanic 7% Asian 3% African-American 1% Native American
Other Statistics:	84% are Catholic 85% were involved in community service 64% participated in varsity athletics 47% participated in performing arts 34% were active in student government

For more information, log on to the admissions website: <http://admissions.nd.edu/firstyear/statistics.cfm>

Fully 80% percent of the undergraduates live on campus and a large percentage are active in community volunteer work. There are no social fraternities or sororities at Notre Dame - the residence hall is the focus of social, religious, and intramural athletic activities.

Social, cultural, intellectual, recreational, and governance programs are coordinated and sponsored by more than 300 registered student clubs. All undergraduate student organizations fall under the umbrella of the Student Senate. The major groups are the Hall President's Council, Class Officers, Student Union Board, Multicultural Executive Council, Club Coordination Council, and Student Government.

Ninety-eight percent of the first year students return for their sophomore year. Ninety-six percent of the students in an entering class complete a Notre Dame degree within six years. Faculty in Arts and Letters teaches approximately 60 percent of a first year student's courses.

Specific undergraduate enrollment of the various colleges as of Fall 2008:

Undergraduates by College:

College of Arts and Letters	2,583
School of Architecture	186
College of Science	1,138
College of Engineering	794
College of Business Administration	1,671
First Year of Studies	2,074

* The above totals include dual degree students.

Annual undergraduate tuition and fees in 2009-2010 are \$38,480. Room, board, and phone charges averaged \$10,370, and \$950 was the average cost of books. Eighty percent of students receive some kind of financial aid; forty-five percent receive some sort of gift aid from the university.

What Students Do After Graduating from Notre Dame

54%	Full Time Employment
33%	Graduate or Professional School
11%	Service Program
2%	Military

Information provided by the Office of Institutional Research in May 2007 from a survey of May 2006 graduating seniors.

The Academic Calendar

For your convenience, you will find a copy of the 2009-2010 academic calendar on the following page. Please make note of deadlines for course registration, course discontinuance deficiency reports, study days, and the final examination period.

**UNIVERSITY OF NOTRE DAME AND SAINT MARY'S COLLEGE
 JOINT ACADEMIC YEAR CALENDAR FOR 2009-2010**

FALL 2009 SEMESTER

Aug. 20-22	Thur - Sat	Orientation and counseling for new students at Saint Mary's College
Aug. 20	Thursday	Orientation, advising, and registration for readmitted and new transfer students at Notre Dame
Aug. 21	Friday	Orientation for first year International students at Notre Dame Undergraduate halls open for first year student move-in beginning at 9:00 a.m. for ND
Aug. 22	Saturday	Orientation, advising, and registration for new graduate students at Notre Dame
Aug. 22-23	Sat - Sun	Residence halls open at 9:00 a.m. for Saint Mary's College
Aug. 23	Sunday	Orientation and advising for freshmen at Notre Dame Undergraduate halls open for upperclassman move-in beginning at 9:00 a.m. for ND
Aug. 24	Monday	Classes begin for Saint Mary's College
Aug. 25	Tuesday	Classes begin for Notre Dame Mass - formal opening of school year at Notre Dame
Sept. 2	Wednesday	Last date for all class changes
Sept. 7	Monday	Labor Day - classes are in session
Sept. 25	Friday	Last date to drop a class at Saint Mary's College
Oct. 16	Friday	Mid-Term deficiency reports submitted through insideND by 3:45 p.m. at Notre Dame
Oct. 17-25	Sat - Sun	Mid-Term break
Oct. 19	Monday	Mid-Term deficiency reports due in PRISM by 8:00 a.m. at Saint Mary's College
Oct. 30	Friday	Last day for course discontinuance at Notre Dame
Nov. 16-Dec. 2	Mon - Wed	Registration for the Spring 2010 semester at Notre Dame and Saint Mary's College
Nov. 25-29	Wed - Sun	Thanksgiving Holiday
Dec. 1-13	Tues - Sun	Course Instructor Feedback administered at Notre Dame
Dec. 10	Thursday	Last class day
Dec. 11-13	Fri - Sun	Reading days (no examinations)
Dec. 14-18	Mon - Fri	Final examinations
Dec. 19	Saturday	Undergraduate halls close at 2:00 p.m.
Dec. 21	Monday	All grades submitted through insideND by 3:45 p.m. at Notre Dame
Dec. 22	Tuesday	All grades due in PRISM by Noon at Saint Mary's College
Jan. 3	Sunday	January graduation date (no ceremony)

CLASS MEETINGS*

MWF	41
MW	28
TuTh	29

NUMBER OF CLASS DAYS*

	Mon	Tues	Wed	Thur	Fri	Total
August	1	1	1	1	1	5
September	4	5	5	4	4	22
October	3	3	3	4	4	17
November	5	4	3	3	3	18
December	1	2	2	2	1	8
Total	14	15	14	14	13	70

*The number of class meetings and class days differ for Saint Mary's College

HOME FOOTBALL GAMES:

Sept. 5 – Nevada ⌘ Sept. 19 – Michigan State ⌘ Oct. 3 – Washington
 ⌘ Oct. 17 – USC ⌘ Oct. 24 – Boston College ⌘ Nov. 7 – Navy ⌘
 Nov. 21 – Connecticut

SPRING 2010 SEMESTER

Jan. 10	Sunday	Undergraduate halls open for move-in beginning at 9:00 a.m. for ND
Jan. 11	Monday	Orientation, advising, and registration for new students
Jan. 11	Monday	Classes begin for Saint Mary's College
Jan. 12	Tuesday	Classes begin for Notre Dame
Jan. 20	Wednesday	Last date for all class changes
Feb. 12	Friday	Last date to drop a class at Saint Mary's College
Feb. 19-21	Fri - Sun	Junior Parents Weekend at Notre Dame
Feb. 28	Sunday	Deadline for 2010/2011 Financial Aid Applications at ND and SMC (for returning students)
Mar. 5	Friday	Mid-Term deficiency reports submitted through insideND by 3:45 p.m. at Notre Dame
Mar. 6-14	Sat - Sun	Mid-Term break
Mar. 8	Monday	Mid-Term deficiency reports due in PRISM by 8:00 a.m. at SMC
Mar. 17	Wednesday	Registration begins for the 2010 Summer Session at Notre Dame
Mar. 19	Friday	Last day for course discontinuance at Notre Dame
Apr. 2-5	Fri - Mon	Easter Holiday
Apr. 12-21	Mon - Wed	Registration for the Fall 2010 semester at Notre Dame and SMC
Apr. 19-May 2	Mon - Sun	Course Instructor Feedback administered at Notre Dame
Apr. 28	Wednesday	Last class day for Notre Dame
Apr. 29	Thursday	Last class day for Saint Mary's College
Apr. 29-May 2	Thur - Sun	Reading days for Notre Dame (no examinations)
Apr. 30-May 2	Fri - Sun	Reading days for Saint Mary's College (no examinations)
May 3-7	Mon - Fri	Final examinations
May 8	Saturday	Undergraduate halls close at 2:00 p.m.
May 10	Monday	All grades submitted through insideND by 3:45 p.m. at Notre Dame
May 11	Tuesday	All grades are due in PRISM by Noon at Saint Mary's College
May 14-16	Fri - Sun	Commencement Weekend

CLASS MEETINGS*

		<u>NUMBER OF CLASS DAYS*MWF</u>						
		Mon	Tues	Wed	Thur	Fri	Total	
MW	28	January	2	3	3	3	3	14
TuTh	29	February	4	4	4	4	4	20
		March	4	4	4	3	3	18
		April	3	4	4	4	3	18
		May	0	0	0	0	0	0
		Total	13	15	15	14	13	70

*The number of class meetings and class days differ for Saint Mary's College

2010 SUMMER SESSION

First Class Day - June 22; Last Class Day – August 6; Graduation Date (No Ceremony) – August 11

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

Stuart Greene is responsible for overseeing the Office of Undergraduate Studies and all undergraduate degree programs, including those programs not directly housed in a department and those offered in affiliated centers, programs, and institutes. He provides general supervision of all majors, supplemental majors; interdisciplinary minors, and area studies minors and communicates with the directors of undergraduate studies (DUS) within the College of Arts and Letters. He also oversees the Learning Beyond the Classroom program, which provides funding to support academic experiences aimed at enhancing teaching and student learning.

Assistant Deans

Paulette Curtis advises sophomores, juniors and seniors in the College. She serves on the collegiate admissions committee and the Committee on Collegiate Procedures. Paulette is also a member of College Council.

Adela Penagos advises sophomores, juniors, and seniors in all matters related to major, minor, and concentrations in the College, including studying abroad and exploring fellowship and internship opportunities. She oversees the "Hall Fire Chats", an endeavor that takes student leaders from the College into the residence halls to talk about the various intellectual opportunities offered to students in Arts and Letters. She is also a member of the Department of Romance Languages.

Ava Preacher, Associate Director of the Office for Undergraduate Studies, is university advisor for all prelaw students including those in Arts and Letters, a member of the collegiate admissions committee, advisor to the sophomores, juniors, and seniors and coordinator of the Truman Scholarship Program. Ava also serves as the campus Victim's Resource Person for victims of sexual assault.

Joseph Stanfiel advises students at all levels in the College. He also administers the Dean's Fellows, with Dean Preacher, and is faculty advisor for the *Journal of Undergraduate Research*.

Vicki Toumayan is the advisor for Arts and Letters Pre-professional students (premed), a member of the collegiate admissions committee, and an advisor to sophomores, juniors, and seniors. Vicki also advises students interested in non-Notre Dame study abroad programs.

Len Banas, C.S.C., is a part-time general advisor and 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:

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.

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, while others assign some or all faculty members a certain number of student advisees.

Pre-med, Pre-law, Pre-Graduate School, 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.

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, Dean Greene.

Graduation Progress System

Graduation Progress System 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.

Other Colleges and Their Advisors

The First Year of Studies

All students admitted to Notre Dame as first year students enter the First Year of Studies. 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. This also means that no first year student is enrolled in either a major or a college.

Certain courses and course areas in the First Year Curriculum are included among the university requirements for all undergraduate students at Notre Dame. 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: history, social science, philosophy, theology, or fine arts.

A team of fifteen professional advisors and approximately fifty peer advisors who are drawn from the senior class performs advising in the First Year of Studies Department. **Hugh Page** is the **Dean of the First Year of Studies** and his office is located on the second floor of the Coleman-Morse Building (phone number is **631-7242**). Dean Page is assisted by **Associate Deans Angie Chamblee and Kevin Rooney** who can be reached at **631-7364 and 631-7363 respectively** and **Assistant Deans Holly Martin, and Ken DeBoer** who can be reached at **631-7421**. If you experience difficulties with any first year student, please contact one of the deans who will direct you to the student's advisor.

Upon successful completion of the First Year Curriculum, Notre Dame students advance to one of the four undergraduate colleges: Arts and Letters, Mendoza College of Business, Engineering, and 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**. In addition, the Director of the Graduate Program is **Philip Bess**, 312 Bond Hall, phone **631-7739**.

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 four Academic Advisors: **Doug Hemphill, Gina Shropshire, Sharon Clancy Orban, 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 degree in: aerospace engineering, mechanical engineering, chemical engineering, civil engineering, computer science, computer engineering, environmental geosciences, and electrical engineering. The undergraduate program is under the direction of **Director of Academic Affairs, Assistant Dean Catherine 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 five undergraduate departments: biological sciences, chemistry and biochemistry, mathematics, physics, and pre-professional studies (health care). The undergraduate program is under the direction of the **Associate Dean, Steven Buechler**, 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/~corecrlm/>. 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	
*Philosophy	2	<i>*One of these requirements must be a University Seminar, numbered as appropriate</i>
*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 (whichever is not taken above)	1
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 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 pro-rated for these students.

Overloads

The normal course load in the College of Arts & Letters is five classes per term and no more than 17 credit hours. Every term, 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 academic good 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.

Note: Some students will incur an overload due to activity or experiential learning classes. While this is not a true overload and thus not subject to the above rules, students must still see an assistant dean to get into the extra courses.

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 one language 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, German, Russian, Greek, Latin, Chinese, Japanese, 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.

It is **impossible** to test out of the language requirement in Arts and Letters. Regardless of the scores on the placement examinations, everyone must take at least **one course** at Notre Dame, which deals with texts in the original language.

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.

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.
- 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.
 - 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, but can have two or possibly three majors depending on their schedule and situation.

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	Li Guo
Art History (Honors option)	306 Riley Hall	Charles Rosenberg
Art Design (BFA option)	306 Riley Hall	Fr. Martin Nguyen
Art Studio (BFA option)	306 Riley Hall	Fr. Martin Nguyen
Classics:		
Greek & Roman Civilization	304 O'Shaughnessy	Tadeusz Mazurek
Classics		
East Asian Languages & Lit:		
Chinese or Japanese	205 O'Shaughnessy	Dian Murray
Economics (Honors option)	245 O'Shaughnessy	Michael Mogavero
English (Honors option)	356 O'Shaughnessy	Chris Vanden Bossche
Film, Television & Theatre	230 Performing Arts Center	
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	David O'Connor
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	Felicita 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	
Italian (Honors option)	343 O'Shaughnessy	
Rom. Lang. & Lit.	343 O'Shaughnessy	
Spanish (Honors option)	343 O'Shaughnessy	
Russian (Honors option)	318 O'Shaughnessy	
Sociology (Honors option)	810 Flanner	Ann Power
Theology (Honors option)	130 Malloy	Bob Krieg

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 (ALP2)	104 O'Shaughnessy	Vicki Toumayan
Asian Studies (26 hours)	210 O'Shaughnessy	Howard Goldblatt
Africana Studies	327 O'Shaughnessy	Maria McKenna
Art History (24 hours)	306 Riley	Robin Rhodes
Chinese (24 hours)	205 O'Shaughnessy	Dian Murray
Classics (24 hours)	304 O'Shaughnessy	Tadeusz Mazurek
Computer Applications (CAPP)(24 hours)	848 Flanner	Louis Berzai
French (24 hours)	343 O'Shaughnessy	Shauna Williams
Gender Studies	325 O'Shaughnessy	Abigail Palko
German (24 hours)	318 O'Shaughnessy	Albert Wimmer
Greek & Roman Civilization (24 hours)	304 O'Shaughnessy	Tadeusz Mazurek
Italian (24 hours)	343 O'Shaughnessy	Shauna Williams
Japanese (24 hours)	205 O'Shaughnessy	Dian Murray
Latino Studies (24 hours)	330 McKenna Hall	Yolanda Marino
Medieval Studies (24 hours)	715N Hesburgh Library	Linda Major
Peace Studies (24 hours)	118 Hesburgh Center	Jaleh Dashti-Gibson
Philosophy (24 hours)	100 Malloy	David O'Connor
Russian (24 hours)	318 O'Shaughnessy	David Gasperetti
Spanish (24 hours)	343 O'Shaughnessy	Shauna Williams
Theology (25 hours)	130 Malloy	Bob Krieg

Minors

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

Departmental

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

Interdisciplinary Minors

Catholic Social Tradition
Education, Schooling & Society (ESS)
Gender Studies
Hesburgh Program in Public Service
Journalism, Ethics & Democracy (JED)
Medieval Studies
Peace Studies

Philosophy & Literature
Philosophy, Politics and Economics (PPE)
Philosophy within the Catholic Tradition
Poverty Studies
Religion & Literature
Science, Technology & Values (STV)
Technology, Business, and Society (TBS)

Area Studies

African 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

Although activity and experiential learning courses do not contribute toward a student's 17 semester hour limit, they will be counted that way by the system when a student registers. Should such courses lead to overload status, the student should see a dean. (**see p. 17**)

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*.

Dual Degrees vs. Dual Majors

Programs leading to dual degrees (two undergraduate degrees such as a bachelor of arts and a bachelor of business administration) are distinct from programs in which a student receives one degree with two majors (such as a bachelor of science in Physics and a major in Political Science or a bachelor of arts with majors in History and English).

Although the total number of credits varies, normally students need to obtain 30 credits over the higher minimum required in the two colleges. Dual degree programs in the College of Arts and Letters and another college require a minimum of: 154 hours for the College of Science, 156 for the College of Business, and 167-177 for the College of Engineering. Dual degree students are required to fulfill all University and College requirements for both Colleges including College Seminar and the language requirement. Dual degree programs require the permission of the deans of both colleges. There are additional requirements, which can result in the need for a fifth year.

Glynn Family Honors Program

In the Fall semester of 1983, the University inaugurated an honors program for a small number of outstanding students in the College of Arts and Letters and the College of Science. A limited number of students with academic intents for each college are identified for this program at the time of admission.

The program offers honors sections to fulfill most of the university and college requirements in the students' first and second years. At present, there are honors sections of theology, philosophy, physics, biology, mathematics, anthropology, psychology, economics, history, and political science, as well as a two-semester first year seminar, which satisfies the composition requirement in the fall semester and the literature requirement during the spring semester. Since these courses are restricted to honors students, they are smaller than non-honors sections and are usually taught in a seminar format. The teachers for honors sections are chosen from among the most outstanding in each college.

Starting in the sophomore year, each student's academic work will be centered mainly in his or her major fields of study but two 'honors electives' are also taken during these years. Most honors students are double majors. Each honors student is expected to complete a six-credit senior honors cap-stone project in his or her major field of study. Those doing senior theses in Arts and Letters work individually with a faculty advisor of their choosing while for those in Science, the project is usually the culmination of laboratory research begun as early as the sophomore year. The honors students also come back together in the senior year for a seminar each semester. The fall 'Senior Thesis/Research Seminar' provides the student with the opportunity to present their cap-stone projects as a work in process to their peers. The spring 'Moral Problems Seminar' provides the student the opportunity to discuss some of the pressing moral problems of the day in a critical seminar format.

Further information regarding the honors program may be obtained by contacting the co-directors: **Alex Hahn**, Department of Mathematics, phone **631-6459**, or **Cornelius Delaney**, Department of Philosophy, 402 Malloy Hall, phone **631-6653**, or **Wendy Wolfe**, Program Coordinator, phone **631-5398**.

Arts and Letters Dean's Fellows Program

The Dean's Fellows Program identifies students in Arts and Letters who have demonstrated exceptional promise in scholarship and leadership abilities since matriculation at Notre Dame and provides them with opportunities for continuing development through focused mentoring and expanded involvement in the academic and administrative life of the College of Arts & Letters. The goal of the program is to encourage students to fully engage the mission of the College by: actively seeking out scholarly pursuits and opportunities, such as undertaking research early in their careers under the mentorship and guidance of faculty scholars; engaging in internships; taking on leadership roles within our college community; fostering a love of scholarship that will lead them to engage in lifelong learning and leadership beyond Notre Dame, whether through graduate education, public service, or careers in the arts, business, industry and the not-for-profit sector. Each year two Dean's Fellows will serve one-year terms on the College Council.

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*)

Honors Convocation

The Arts and Letters Convocation is held each May on the Friday before Commencement. On this occasion Arts and Letters seniors who are graduating with national, university and departmental honors, as well as those who are being initiated into Phi Beta Kappa or receiving highest academic honors based on their cumulative GPAs, are recognized.

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 are 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 the 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 requires 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 (up 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 never hope to use.

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 (ex: 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 2008 guidelines for Preparing a Case for Renewal/Tenure/Promotion on the Provost's website <http://provost.nd.edu/academic-resources-and-information/>. 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://honorcode.nd.edu/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*.

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). For assistance with alternative means of detecting plagiarism, please contact **Michael Rea**, Professor of Philosophy and Faculty Honor Code Officer (**mrea@nd.edu**; 631 – 5568).

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>).

Prepare three signed copies of the report and distribute them to the Associate Provost, Student, and Instructor.

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 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. For your convenience, we have also included a copy below. If you need it, feel free to copy it. Please send a copy of the form you use to us so that we may keep the notice in the student’s permanent file. You can also e-mail the student and cc the appropriate dean in his/her college (see list on following page).

NOTIFICATION OF EXCESSIVE CLASS ABSENCES

Date: _____

To:

(Student's Name)

(College)

(Local Address)

From:

(Professor's Name)

Dear Student:

As of the date of this letter, you have reached your maximum allowable absences in the following class:

In accordance with the **Faculty Handbook, Article 13.2**, this letter serves notice to you that **further absences will result in a failing grade for the course.**

(Signature)

cc: Dean of Student's College (Assistant Deans Curtis, Penagos, Preacher,
Stanfiel, or Toumayan - Arts & Letters)
(Associate Dean – Joe Urbany - Business)
(Associate Dean - Steven Buechler - Science)
(Associate Dean Angie Chamblee - Freshman Year)
(Associate Dean Cathy Pieronek - Engineering)

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 Stuart Greene 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, 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 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 (see IMPORTANT NOTES...above).
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 "Faculty and Department" box at <http://registrar.nd.edu>. If you have questions, please contact the Office of the Registrar at 574-631-6488 during business hours or e-mail Jennie Brackett at jbracket@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, 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 link to 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.
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 finished grading and you 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 "Faculty and Department" box at <http://registrar.nd.edu>. If you have questions, please contact the Office of the Registrar at 574-631-6488 during business hours or e-mail Jennie Brackett at jbrackett@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, including a written explanation for the grade change, must be made by the instructor on the *Academic Grade Change* form and must 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.

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 mercilessly 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.

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*)

N.R. 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 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 of 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, cif.nd.edu, 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 College of Arts and Letters has one teaching award, **The Sheedy Award** named after a former dean of the College, is presented annually to a member of the teaching and research faculty in Arts and Letters for excellence in teaching.

The first stage in the selection process is the nomination. Nominations are solicited from all faculty and students. The announcement of the nomination process is circulated through fliers posted on campus and through announcements in the *Observer*. An announcement is also sent to chairpersons, who review teaching in their departments on an annual basis.

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 - The Dondanville Family Graduate Award in Arts and Letters has been established to emphasize the vital importance of maintaining undergraduate teaching excellence while promoting graduate programs. The award will consist of a \$1,000 stipend, paid through the University to a graduate student in Arts and Letters who has been most effective in working with undergraduate students in a teaching capacity.

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

IV.

Logistics and Faculty Support

Hesburgh Libraries

<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, Kresge Law Library, Mathematics Library, and Radiation Laboratory Reading Room.

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 **574-631-6258** or by chat or email at <http://asklib.nd.edu>.

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 (574) 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/>.

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 **574-631-7438**.

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 members of the Notre Dame and St. Mary's faculties for one year (due Oct. 1). They are subject to recall at any time. If you do not wish students to have access to your name and phone number from the library (to ask for a return of a book), please request a privacy hold on your name at the Circulation Desk. You will then receive a notice for return via e-mail or campus mail and the return date may be sooner than two weeks by the time you receive notice.

Books may be renewed using the My Account feature in ND catalog. Bound periodicals are loaned for two days. Unbound journals in the Periodical Room do not circulate outside Hesburgh Library. To borrow an item, present the item and your Notre Dame identification 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 university libraries. Allow a minimum of two weeks for delivery of materials. Photocopies can be sent to you electronically as PDF files or as hard copy via campus mail. <http://www.library.nd.edu/ill/>. 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 **574-631-9832**.

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 **574-631-7578** or visit their website at <http://www.library.nd.edu/reserves/index.shtml>.

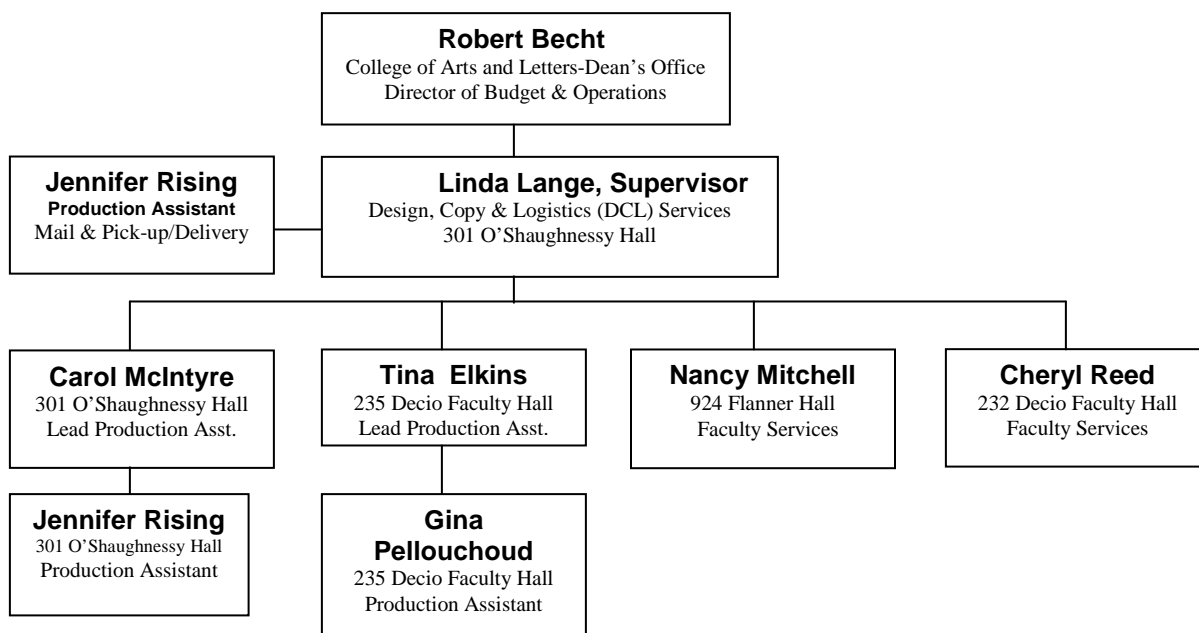
Design, Copy & Logistic (DCL) Services

A Notre Dame business—staffed and run by University employees who are dedicated to serving all of campus. Use the new DCL Services web site: dcl.nd.edu to see a full perspective of all of the services they provide.

The College of Arts and Letters - Design, Copy & Logistic (DCL) Services currently maintains three locations:

301 O’Shaughnessy Hall - Print Shop **631-5632**
235 Decio Faculty Hall - Print Shop **631-6672**
232 Decio Faculty Hall -Faculty Services **631-7746**
924 Flanner Hall - Faculty Services **631-7458**

The DCL Services Organizational Chart:



All DCL Services locations have office hours from **8:00 - 5:00 p.m.** (open during lunch), Monday through Friday during the school year. Summer hours are **8:00 - 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.

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 631-5632 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, we will do our best to deliver it the same day (i.e., send a file via e-mail).

Mail:

All departmental and faculty mail (direct mailing address to the appropriate department) is delivered to the departmental offices through DCL in 301 O’Shaughnessy Hall. All mail is delivered around **8:00 a.m.** weekdays and first class and warehouse packages are delivered after **9:30 a.m.** weekdays. All mail is delivered again in the afternoon around **1:00 p.m.**

Class Handouts:

Ask the DCL staff to setup 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. 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. 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. Please be realistic about requested timeframes, keeping in mind that other professors may have submitted copy jobs ahead of yours. For larger jobs, speak to one of the DCL staff members to ascertain when your job will be completed. Exams may require additional time. To expedite your copy jobs, send your order through our web site order form and attach your document or graphic image in three easy steps. Detailed instructions are located on the DCL web site within the “Copy” box on the Home Page.

E-mail addresses for the DCL locations are:

301 O’Shaughnessy Hall: copy301@nd.edu

235 Decio Faculty Hall: decioctr.1@nd.edu

924 Flanner Hall: flancopy@nd.edu

Course Packets:

The O’Shaughnessy and Decio locations will produce your course packet(s). The DCL staff is experienced in processing copyright permissions 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.”

Scanning

The DCL locations in 301 O’Shaughnessy Hall and 235 Decio Faculty Hall can scan photos, images, and text in color and black/white as .tif, .jpg, or .pdf files. They can be printed and saved on a memory card or CD, or you can have the file e-mailed to you directly (if the scanned file is not too large).

Faxes:

All DCL locations are equipped with fax machines for your convenience. If you receive a fax, the location that receives your fax will notify you or your department. The fax numbers for the locations are:

301 O'Shaughnessy Hall	574-631-4268
235 Decio Faculty Hall	574-631-8209
924 Flanner Hall	574-631-8700

Faculty Typing Services:

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.

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

The Bookstore highly recommends faculty use the on-line service for textbook ordering. You can access the web site by going to the ND home page and clicking on the "Visitors" link on the bottom far left, then clicking on "Shop Here" on the next page. Choose "edoptions" under Faculty Services or go to <http://www.ndbookstore.com> and select Faculty Services. The faculty password to get started is "700". If you have not used this service before, the store encourages you to experiment with the web site. Once you have submitted your order of course materials, you will receive an immediate e-mail acknowledgment. Orders can also be placed via campus mail; e-mail: **Robert Thomson** (rthomson@nd.edu) or **Rose McMahon** (rmcmahon@nd.edu); fax **631-7842**; and phone **631-7828**.

Ordering early makes the process easier for everyone. The ballpark due date for book orders is around mid-October for each spring semester, mid-March for each summer term, and mid-April for each fall semester. The Bookstore staff is extremely busy the first few weeks before classes begin. Although they will do everything possible to obtain books quickly, they cannot guarantee that late orders will arrive in time for the beginning of classes. Desk copies should be ordered directly through the publisher. The Bookstore can provide the phone numbers of the publishers.

The Bookstore will notify the instructor of any problems with text acquisition and will send a copy of the shelf tag with the status of each book before the beginning of classes each semester via campus mail.

Course Packets from Hammes Notre Dame Bookstore

You may obtain copyright-cleared course packets through **Xanadu Publishing**. Contact Rose McMahon for pdf forms and instructions. Please submit a copy of the materials and the order forms directly to the bookstore.

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-12pm and 1pm-5pm, Monday - Friday (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 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 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 oithelp@nd.edu, leave a voicemail at 631-8111, or log a help request in the Assyst incident tracking system at assyst.nd.edu.

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 secure.nd.edu.

Notre Dame provides McAfee antivirus and antispyware 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 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 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 oit.nd.edu/training.

The Kaneb Center also offers presentations on the effective use of technology in teaching. Visit kaneb.nd.edu/events 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 concourse.nd.edu.

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 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 listserv.nd.edu.

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 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 oit.nd.edu/store for more information. Colleges and departments purchase computers and peripherals for faculty use through the University's Procurement Services at 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 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 Computer Lab Support Supervisor at 631-2386. 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.

The Notre Dame Computer Store and Service Center

Faculty, staff and students can purchase computers, printers, software and other computer accessories at Notre Dame's on-campus computer store in Room 103 Information Technology Center. Educational discounts are available for many products, and campus customers can order computers and accessories online through the store's website at oit.nd.edu/store. Call 631-7477 to speak with an ND Computer Store representative.

The ND Computer Store also operates the Service Center, a fee-for-service repair facility, open to faculty, staff, and students of the Notre Dame community. The Service Center offers vendor-authorized warranty repairs on Apple, Dell, Gateway, and IBM computers, and various printers and peripherals. Non-warranty service is available, and is not limited to these product lines. The Service Center is located in Room 102 Information Technology Center (ITC). Call 631-7689 or visit the

Service Center website at oit.nd.edu/support/service.

Course Management Services

Concourse (formerly WebCT Vista) is Notre Dame's course management system. *Concourse* helps faculty use a Web site to enhance face-to-face class meetings by providing tools for structure, interactivity, and management. Many faculty members use *Concourse* to distribute student grades securely and privately, publish syllabi or other materials, assign a reading list, establish an on-line discussion, administer a quiz, or conduct a survey. You can access information about *Concourse* online at concourse.nd.edu.

Courseware provides a means for sharing files between faculty and students. Faculty can place files into directories and regulate how students access the files. Faculty must request that a courseware folder for each class and section be activated. The *Courseware* space is accessible via WebFile from any Web browser. More information about course management services, including training and course mailing lists, is available at oit.nd.edu/course_mgmt.

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 oit.nd.edu/training/documentation (NetID and password required).

Computer Training

The OIT offers technical training opportunities for faculty, staff, and students through a variety of training options. For more information about courses and scheduling, go to oit.nd.edu/training.

LISTSERV Discussion Lists

At Notre Dame, faculty and administrators may use e-mail LISERSV discussion lists to communicate with students. LISERSV lists are an automated e-mail distribution system wherein anyone subscribed to the list automatically receives e-mails sent to that list. The OIT automatically generates a LISERSV list for every class and section. The subscribers and owner are automatically updated every night with information from the Office of the Registrar. To determine the LISERSV list address for your course, go to learning.nd.edu/list. More information on LISERSV lists is at listserv.nd.edu. LISERSV is a registered trademark with the U.S. Patent and Trademark Office.

Reserving Classrooms

The general-purpose classrooms are available for use outside of class hours. Event requests may be made online at <http://classrooms.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. Any classroom use that is outside of the requirements or activities of a class must be scheduled with the Center for Continuing Education

(CCE), McKenna Hall (631-6691).

Departmental exams and final exams established by the Office of the Registrar will be scheduled and room assignments distributed. Equipment usage and the use of technology for events should be reviewed with OIT Educational Services at 631-8778. 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 631-8778. The DeBartolo Hall building manager (**Sheila Adkinson**, 631-8778) can assist with the unlocking and locking of DeBartolo classrooms, room temperature control, lighting needs, lost and found, and weekend activities. To schedule a time for training or computer testing prior to class, please call 631-6423.

To reserve a conference room, 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, 330 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.

V.

**Additional
University Resources
for Faculty and Students**

Institute for Scholarship in the Liberal Arts (ISLA)

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, call (574) 631-7531, stop by the Institute office located in 101 O'Shaughnessy Hall, or visit the website at <http://www.nd.edu/~isla/>.

Undergraduate Research Opportunity Program (UROP)

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 provides 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.

Learning Beyond the Classroom Grants

Learning Beyond the Classroom Grants provide funding to faculty and students in support of cultural excursions, travel to conferences, and other activities aimed at enhancing teaching and student learning beyond the classroom. There are two types of grants: Interim LBC grants and annual LBC grants. Students are eligible only for Interim LBC grants; faculty are eligible for either Interim LBC grants (up to \$5,000) or annual LBC grants (above \$5,000). Applications are available in the Office for Undergraduate Studies and on-line at:

<http://al.nd.edu/resources-for/undergraduates/research/learning-beyond-classroom>.

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 (**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 of Undergraduate Studies in the Office for Undergraduate Studies, 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/.

“Table Talk” - Funding for Entertaining Students

The purpose of Table Talk is to encourage interaction between undergraduate students and faculty in a relaxed social setting. It is important for students to view faculty as approachable.

The fund is designed to assist faculty with the costs of entertaining students in their homes where there will not be interruptions from other students or groups. Sharing a meal in a home builds meaningful relationships. Therefore, we urge faculty and TA’s to entertain in their home, if at all possible.

Table Talk is not intended for bringing treats into the classroom at the end of the term, however. As much as we all like to be treated, using the funding in this way neither allows the students interaction with us in another venue, nor affects future interaction within that class.

The Table Talk Request form may be downloaded in .pdf format at: <http://al.nd.edu/resources-for/faculty-and-staff/teaching-resources/documents/TableTalkForm.pdf>

The Travel and Expense form may be downloaded as an Excel spreadsheet at: http://controller.nd.edu/forms/travel_expense_excel.xls

Because studies show that interaction **early in the term** has more positive results, we offer the following reimbursement amounts.

<u>Total number of students</u>	<u>Before mid-semester break</u>	<u>After mid-semester break</u>
Fewer than 25	\$100.00	\$50.00
25-45	\$120.00	\$60.00
46-70	\$150.00	\$75.00
71+	\$180.00	\$90.00

Table Talk requests are limited to two per term. The *Table Talk Request* should be attached to the *Travel and Expense Report* form when returned to the office for reimbursement. The Accounting Office requires original receipts and your signature on a *Travel and Expense Report* form. Any request submitted without a *Table Talk Request* form, original receipts, and a signed *Travel and Expense Report* form **will be returned to you.**

Table Talk forms (and the attached *Travel and Expense Report* form) can be picked up in the Arts and Letters Office for Undergraduate Studies in 104 O’Shaughnessy Hall. Any request that is more than 120 days old will be taxed and the amount reimbursed will appear as income on your W-2. Reimbursement will be made as a direct deposit to your account at your bank or credit union by the Accounting Office. Reimbursement usually takes two to four weeks. You will receive an e-mail from the Accounting Office just prior to the deposit.

Meal Tickets

Meal tickets are available to faculty members who wish to join their students for breakfast, lunch, or dinner in either the North or South Dining Hall. Please send an email to **TableTlk@nd.edu** to request your meal tickets. In that email request, include your name, department, class being taught and how many of each ticket you would like, i.e. 2 lunch and 3 dinner, etc – totaling 5 or less. You do not need to request the full 5 meal tickets allotted all at once. The tickets will be placed in an envelope with your name on it for you to pick up in the Office for Undergraduate Studies (104 O'Shaughnessy Hall). The tickets may also be obtained by coming in person to the office in 104 O'Shaughnessy Hall. There is a maximum number of **5** tickets per faculty member per term.

The Office for Undergraduate and Post-Baccalaureate Fellowships

The Office for Undergraduate and Post-Baccalaureate Fellowships was created to raise awareness of the intellectual benefits of prestigious scholarship programs and to oversee the administration of the application process. The Fellowships Office serves as the primary contact for most post-baccalaureate scholarship programs, disseminates scholarship information through e-mail, postings, and informational meetings, and establishes and chairs various university selection committees.

The Fellowships Office also mentors students by facilitating interaction between students and faculty, assisting students with personal statements and interviewing skills, and providing information about various academic disciplines. The office has resources including computers for scholarship research and application completion, files on numerous fellowships, and publications outlining scholarships and grants.

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; Freeman Award for Study in Asia; Gilman International Scholarship for study abroad; 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; Jack Kent Cooke Graduate Scholarship for graduate or professional school; 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.

More detailed information can be found at the office website at **www.nd.edu/~fellows** and in the office at **346 O'Shaughnessy Hall**. We welcome inquiries and input from interested faculty regarding potential student applicants and mentorship opportunities. **Dan Lindley (Political Science)** is the Director, and **Roberta Jordan** is the Assistant Director, phone **631-0372**, **fellows@nd.edu**.

Center for Social Concerns

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 new Center for the Study of Languages and Cultures (CSLC) is the centerpiece of our master plan for advancing foreign language learning and promoting internationalism at Notre Dame. It comprises two units.

A multi-purpose classroom can be used for videotaped classroom observations, lectures, day-long language immersions, proficiency testing, and professional development workshops. An industrial kitchen along the north wall allows classes to prepare traditional cuisine, an overhead projector

allows access to international channels or present foreign language films, a rack of twenty rechargeable laptops are equipped with headsets and microphones for student use, and video cameras are available to record student skits and productions. The twenty tablet chairs are on wheels and can be reconfigured according to need so that students easily break away to form small conversation groups. The tablet can be tucked away behind the back of the chair so that the same chairs can cluster around large folding tables for craft or cooking activities during an immersion day.

The language center is a versatile, open area that houses a media center with high density storage for DVDs, foreign language newspapers, journals and print media, and classroom realia; small rooms for group study sessions, student tutorials, and observation evaluations; a director's office; an open lounge for individual study; desktop computers for student and faculty usage; a coffee counter for teachers and students; and a home theater for small groups of 8-10 to watch foreign films and international television. Larger groups or classes can reserve the multi-purpose room to watch foreign films or news programs. When the multi-purpose room is not reserved, it doubles as an extension of the lounge for student tutorials, group study sessions, or individual study.

The Center is surrounded by classrooms outfitted with technology for foreign language instruction. It is the hub of activity for students pursuing the study of foreign languages as well as for students who have completed study abroad programs and seek to reconnect, a learning space for peer tutoring sessions or self instruction, and a social space to practice language with peers, teachers, native speakers and friends.

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

The University Writing Center

The University Writing Center provides (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) aid in developing and leading workshops that introduce students to genres of writing, for example, writing grant proposals; (3) tutorial help on writing the senior thesis; and (4) expert instruction on writing personal statements and applications for fellowships. For more information, contact **Matthew Capdevielle**, Director of the Writing Center, at mcapdev1@nd.edu or **574-631-3844**.

The John Kaneb Center for Teaching & Learning

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

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, our 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

The Office of International Studies is located in 152 Hurley Building, phone number **631-5882**, <http://www.nd.edu/~ois>.

2009-10 Notre Dame Programs are located in Fremantle and Perth, Australia; Innsbruck, Austria; Leuven, Belgium; Rio de Janeiro, Salvador da Bahia and Sao Paulo, Brazil; Santiago, Chile; Beijing, Hong Kong and Shanghai, China; Cairo, Egypt; Cambridge, London and Oxford, England; Angers and Paris, France; Berlin, Germany; Athens, Greece; Dublin, Ireland; Jerusalem, Israel; Bologna, Rome and Rome ICCS, Italy; Nagoya and Tokyo, Japan; Monterrey and Puebla, Mexico; Moscow, St. Petersburg and Vladimir, Russia; Toledo, Spain; Catanina, Sicily; Kampala, Uganda; and Washington, DC.

Summer 2009 programs are located in London; Dublin, Ireland; Jerusalem, Israel; Paris, France; Taipei, Taiwan; Toledo, Spain; Uganda and Rwanda, Africa; Vienna, Austria; and in addition, there is a China Business and Culture Program which travels to four Asian locations.

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 from 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. The policy can be found at:

http://www.nd.edu/~ois/About_OIS/Opps_For_Faculty/opportunitiesrevised11_20_07.pdf.

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

Administrative and Teaching Opportunities Overseas for Faculty

The Office of International Studies offers the unique opportunity for Notre Dame faculty to teach or work overseas in cooperation with our programs abroad. Positions range from 5-year administrative directors to short term visiting faculty lecturers. The following is a list of overseas positions that are available to Arts and Letters faculty. Please contact the Office of International Studies for more information or refer to the following web site for more details:

http://www.nd.edu/~ois/About_OIS/Special_Opportunities_Abroad_Faculty.html.

Service and Teaching Assignments

- 1) Teaching positions in the Undergraduate London Program. 1 semester.
- 2) Director of Undergraduate Studies for the London Program. 3-5 year position, renewable.
- 3) Director, Notre Dame London Summer Program. 3-5 year position, renewable.
- 4) Summer Seminar Leader in Toledo, Spain. Teach 3 week summer course.
- 5) IES Custom-designed Summer programs. Locations vary.
- 6) Director of Undergraduate Studies for the Angers Program. 2 year position.

Faculty Development Opportunities

- 1) Visiting Lecturer in Innsbruck, Austria. 2-5 days.
- 2) The Naughton Distinguished Visiting Professor in Dublin, Ireland. 1 semester, fall.
- 3) Organizer of conferences in Innsbruck, Austria. Ad hoc position.
- 4) Organizer of conferences in London, England. Ad hoc position.
- 5) Faculty exchange with the University of Bologna, Italy.

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.

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

Mission Statement: 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, our 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.

We encourage 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 our 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 including the Global Internship Initiative, the Rogers Summer
- Internship Program for Arts & Letters Majors
- Internship Assistance Fund: sponsored by the Class of 2009

The Career Center conducted more than 5,800 individual student and alumni appointments in 2008-2009. Of these, more than 56% 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 7,865 active employers and more than 3,000 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 2008-2009, The Career Center's Arts & Letters team members collaborated with various college departments to offer the following programs:

- Alumni Design Conference
- Anthropology Summer Experiences Workshop
- Arts and Letters Leadership Development Program
- Arts and Letters Success in Investment Banking
- Careers for Peace Studies Majors
- Careers in Publishing
- Careers with the US State Department
- Economics Career Night
- English Career Night
- Grand Slam at O'Shaughnessy
- History Internship Night
- International Impact: Contributions of Arts and Letters majors to Business, Society, and Global Relations
- Making a Living Making a Difference: Landing a Nonprofit Job or Internship
- Political Science Career and Internship Night
- Sociology ProSeminar Presentations on Resumes, Graduate School, Internships and Careers

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

Career & Internship Fair 2009

- 132 corporations, nonprofit organizations, and government agencies participated
- 1,900 students attended
- 45 interview rooms were used by organizations on the day after the fair
- Attending employers included:

Central Intelligence Agency
Church World Service
DRAFTFCB
Edelman
General Electric
General Mills
IMC Chicago
Johnson & Johnson
Museum of Contemporary Art
News America Marketing
Peace Corps
Procter & Gamble
Starcom Worldwide
Teach for America
Under Armour

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: **Anita Rees, Rose Kopec, LaTonia Ferguson, and Bridget Kibbe.**

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 called McDonald's main office at 233-5754.

University Counseling Center

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, and evening appointments until 7:00 p.m. can be made on Tuesdays and Wednesdays during the fall and spring academic sessions.

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 brochures and tips for making 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 require 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

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

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.

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 the Coordinator of Disability Services (631-7157).

For additional information

Please visit the Disability Services web site at: disabilityservices.nd.edu

Sexual Assault Victim's Resource Person

Assistant Dean **Ava Preacher** serves as the Victim's Resource person. She informs victims of the processes, procedures and policies that apply when a sexual assault is reported to the University. She 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. She is also able to provide classroom presentations on sexual assault issues upon request. Professors should feel free to refer students to her directly at **631-8637** or call her for more information. The number of the dedicated line 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
Rob J. Becht	Director of Budget and Operations

Office of Undergraduate Studies

Stuart Greene	Associate Dean of Undergraduate Studies
Paulette Curtis	Assistant Dean
Adela Penagos	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 Publicity and Web Support

Chantelle Snyder	Assistant Director, News and Information
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Departments, Centers, and Institutes

For a complete listing, see: <http://al.nd.edu/departments.html>.

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.

The duties of the College Council are outlined in Article IV, Section 4 of the *Academic Articles*. The meeting schedule for the 2008-2009 academic year is posted on the College's administrative calendar. Each meeting takes place from 4:15 to 6:00 p.m. in 119 O'Shaughnessy Hall. If you have suggestions for agenda items, please contact the Dean or the Executive Assistant to the Dean.

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 13 committees:

<http://al.nd.edu/resources-for/faculty-and-staff/meeting-minutes/committee-rosters.cfm>

Standing Committees

- College Council
- Committee on Promotions for Associate Professional Specialists
- Dean's Advisory Committee
- Journals Committee
- Library Committee
- Nominating and Elections Committee
- Research Committee

Ad Hoc Committees

- Award of Appreciation Committee
- Dean's Advisory Committee for Non-Obligatory Promotion Cases
- Shakespeare at Notre Dame Committee
- Foreign Language Learning Council
- Honorary Degree Committee
- Undergraduate Studies Committee

Further Reading

Additional Notre Dame Resources

The Faculty Handbook 2006-2007 (which includes the Academic Code and the Academic Guide), available on-line at: <http://provost.nd.edu/faculty-handbook/>
Du Lac Student Guide
The Undergraduate Bulletin of Information

On Reflective Judgment Development (type of critical thinking)

<http://www.umich.edu/~refjudg/>
<http://www.missouri.edu/~wood/rjstages/rjstages.html>
<http://dhc.ucdavis.edu/fh/aa/RJO.html>

Karen Kitchener and Patricia King, (1994). *Developing reflective judgment*. (Jossey-Bass).

Perry, W.G., Jr. (1970). *Forms of intellectual and ethical development in the college years: a scheme*. Troy, MO: Holt, Rinehart & Winston.

On College Student Development

3 books by Sharon Parks:

1. *Big Questions, Worthy Dreams: Mentoring Young Adults in Their Search for Meaning, Purpose, and Faith*
2. *The Critical Years: Young Adults and the Search for Meaning, Faith, and Commitment*
3. *Common Fire: Leading Lives of Commitment in a Complex World*

3 books by Marcia Baxter Magolda:

1. *Making Their Own Way: Narratives for Transforming Higher Education to Promote Self-Development*
2. *Learning Partnerships: Theory and Models of Practice to Educate for Self-Authorship*
3. *Creating Contexts for Learning and Self-Authorship: Constructive-Developmental Pedagogy* (Vanderbilt Issues in Higher Education)

On College Teaching

Bain, Ken. (2004). *What the Best College Teachers Do*. Harvard University Press. Cambridge Massachusetts. London, England. A description of practices of nearly 100 professor identified as the best by their peers and their students.

Chickering, Arthur W., and Gamson, Zelda F. (1987). Seven principles for good practice in undergraduate education. *The Wingspread Journal*. Available from the Johnson Foundation, P.O. Box 547, Racine, WI 53401-0547 or <http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/7princip.htm>. Reports interpretations of the research in the form of 7 principles, shaped by a group of national experts.

McKeachie, W.J. and Svinicki, M. (2006). *McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers*. Houghton Mifflin Company. Boston, MA and New York, NY. A practical guide to planning and teaching with concrete suggestions for implementing a wide variety of teaching strategies.

Other books:

Astin, A. (1993). *What matters in college: Four critical years revisited*. San Francisco: Jossey Bass.

E. Pascarella and P Terenzini. (1991, new edition, 2005). *How college affects students*. (3 decades of research).

Academic Writing

Booth, Wayne, Gregory Colomb, and Joseph Williams. (1995). *The Craft of Research*. Chicago: Chicago University Press.

Greene, Stuart and Lidinsky, April. *From Inquiry to Academic Argument*. Boston: Bedford Books.

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
Classroom Scheduling	Linda Martellaro	631-5133
Office for Undergraduate Studies	Stuart Greene	631-9468
	Paulette Curtis	631-7098
	Adela Penagos	631-8636
	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	Steve Buechler	631-6375
College Seminar	John Duffy	631-9796
Copy Centers	Linda Lange	631-6672
		631-5632
Disabilities Office	Scott Howland	631-7157
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)	Alex Hahn	631-9146
OIT (Office of Information Technologies)	Help Desk	631-8111
Office of the Registrar		631-6997
School of Architecture	Michael Lykoudis	631-7473
Sexual Assault Resource Person	Ava Preacher	631-7728
University Counseling Center		631-7336
University Health Center		631-7497
Writing Center	Matthew Capdevielle	631-3844