

Preface

The Guide to Undergraduate Teaching is compiled each year by the Office for Undergraduate Studies and is based on input from offices and individuals all over the University of Notre Dame.

The Guide is meant to orient new faculty to the College of Arts and Letters and its unique structure, rules and regulations, best practices and resources. While it is a good introduction to the College of Arts and Letters, it is just that – an introduction – and should be used with other resources you will encounter in these pages and throughout your first year in the College of Arts and Letters.

For the most up-to-date information about specific resources, rules and programs, please consult the links provided here. If you have comments or feedback regarding any of the information we have provided in this year's *Guide*, we would be glad to hear from you.

* The information contained herein was accurate as of the date of publication. Since the Guidebook is updated yearly, in August, please refer to listed websites for the most up-to-date information.

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Introduction from the Dean of the College of Arts and Letters

Welcome to the faculty of the College of Arts and Letters at the University of Notre Dame. The College's goal is to educate 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 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 eleventh year that these notes have been assembled, and we update them annually with the most accurate information available at the time of publication. If you have suggestions for improvements or changes, please pass them along to the Office for Undergraduate Studies, the entity responsible for assembling these materials.

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

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

Welcome from the Associate Dean for Undergraduate Studies

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

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

Indeed, we would hope that, after taking our courses, our students would find it completely natural to engage in such conversations about important ideas.

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

JoAnn DellaNeve
Associate Dean for Undergraduate Studies
College of Arts and Letters

THE COLLEGE OF ARTS AND LETTERS

The Dean's Office

John T. McGreevy	I.A. O'Shaughnessy Dean, College of Arts and Letters
Margaret Meserve	Associate Dean for the Humanities and Faculty Affairs
James Brockmole	Associate Dean for the Social Sciences and Research
Peter Holland	Associate Dean for the Arts
JoAnn DellaNeva	Associate Dean for Undergraduate Studies
Matt Zyniewicz	Dean's Executive Administrator
Rob J. Becht	Senior Director, Finance and Administration
Thomas Merluzzi	Director, Institute for Scholarship in the Liberal Arts
Kate Garry	Director, Office of Communications
Maria di Pasquale	Academic Advancement Director

The Office for Undergraduate Studies

JoAnn DellaNeva	Associate Dean for Undergraduate Studies
Joseph Stanfiel	Assistant Dean, Director of Advising
Collin Meissner	Assistant Dean
Ava Preacher	Assistant Dean
Nicholas Russo	Assistant Dean
Vicki Toumayan	Assistant Dean

The Institute for Scholarship in the Liberal Arts

The Institute for Scholarship in the Liberal Arts (ISLA) supports and advances the research, scholarship, and creative work of faculty, graduate students, and undergraduates in the College of Arts and Letters. For a complete listing of ISLA's programs and services, see <https://isla.nd.edu/>

College Council and College Committees

The College Council consists of the Deans, the Chairpersons, many Directors of Centers and Institutes, an equal number of elected faculty members, two undergraduate students and two graduate students. Each year approximately one-third of the elected faculty members rotate off the College Council. Faculty and Deans also serve on a number of **standing and ad hoc committees**. The College Council serves as an advisory Council to the Dean on curricular, governance, and policy matters.

Departments, Centers and Institutes

The College of Arts and Letters consists of 20 academic departments that span the arts, humanities and social sciences. For a complete listing, see <https://al.nd.edu/academics/departments/>. Arts and Letters faculty are also associated with nearly three dozen centers and institutes across the University. For a complete listing, consult <https://al.nd.edu/about/centers-institutions-and-special-programs/>.

I. Undergraduate Advising

The Office for Undergraduate Studies

104 O'Shaughnessy ▪ 631-7098 or 631-8636 ▪ <https://al.nd.edu/advising/>

The Office for Undergraduate Studies is the central advising office of the College of Arts and Letters (AL). Five assistant deans, led by an Associate Dean, serve the advising needs of all AL students. The Deans also oversee programs that enhance student intellectual engagement and regularly consult with faculty and administrative units across campus. Students are advised in cohorts according to last name, as follows:

A-E – Dean Collin Meissner

F-K – Dean Nicholas Russo

L-Q and Pre Law – Dean Ava Preacher

R-Z – Dean Joseph Stanfiel, Director of Advising

APH2 (Pre-Med Students and Neuroscience and Behavior) – Dean Vicki Toumayan

JOANN DELLANEVA

Associate Dean for Undergraduate Studies and Director of the Office for Undergraduate Studies

JoAnn DellaNeve is the Director of the Office for Undergraduate Studies and oversees the work of the assistant deans. She monitors all Arts and Letters Undergraduate degree programs, including College-wide undergraduate programs not housed in a department (such as Glynn Family Honors) and those offered in affiliated centers, programs, and institutes; she helps to coordinate and develop inter-collegiate programs and supervises supplemental majors, interdisciplinary minors, and area studies minors. JoAnn chairs the Undergraduate Studies Committee, which reviews student proposals for self-designed majors and faculty proposals for departmental and interdisciplinary minors as well as general undergraduate matters. She works with departments on College-wide requirements and initiatives that include thesis writing, undergraduate research, writing intensive requirements, honors tracks, and both the University and College Seminars. Her duties also include overseeing the selection of faculty teaching awards in the College, monitoring enrollment issues, handling appeals in Honor Code violation cases, and helping to coordinate and plan the collegiate portion of University events such as First Year Orientation and admissions recruitment visitations.

She oversees two faculty funding initiatives: Table Talk and Teaching beyond the Classroom. JoAnn serves as liaison to a number of University units including the Office of the Registrar, the Office of Student Affairs, the Office of International Studies, the Career Center, the Center for Social Concerns, the First Year of Studies, the Kaneb Center for Teaching and Learning, the Office of Undergraduate Admissions and the other Colleges in the University.

Staff for the Associate Dean

BRENDA TESHKA, *Senior Administrative Assistant*

The Assistant Deans

COLLIN MEISSNER

Collin Meissner advises students in the A-to-E last-name cohort. In addition to general and specialist Arts and Letters advising, Dean Meissner is responsible for communicating college policies in various formats, including the *Guide to Undergraduate Teaching*. In addition, Collin advises and interviews Oxford Study Abroad candidates, is a member of the Rogers Internship Selection Committee, the College Council, and serves with the other assistant deans on the Collegiate Admissions Committee.

NICHOLAS V. RUSSO

Nick Russo advises sophomores, juniors, and seniors in the F-to-K last-name cohort. In addition to general College advising, he also serves as the contact for Notre Dame students enrolled in the Saint Mary's College Education Certification Program. His other responsibilities include various technology initiatives such as piloting the e-Portfolio advising project and serving on a selection of College committees.

AVA PREACHER

Ava Preacher is an Assistant Dean. She supervises the office staff and advises undergraduate students in the L-Q last-name cohort at the sophomore, junior, and senior levels. As is the case for all the assistant deans, these advising matters include study abroad, overloads, dropping and adding classes, leaves, dismissals and other general policy matters, as well as scholarship and fellowship possibilities, funding for research and internships, and individual academic interests and trajectories. Along with the other assistant deans, Ava serves on the College Admissions Committee for transfer and readmitted students and the College Council. She is the director of pre-law advising for the University and serves as one of the two University Sexual Assault Resource Persons.

JOSEPH STANFIEL, Director of Advising

Joseph Stanfiel is Director of Undergraduate Advising. He advises students in the R-to-Z last-name cohort. He oversees the implementation of various intellectual enrichment initiatives, including the Dean's Fellows, the annual public debate, and senior thesis opportunities. In addition, Joe advises and interviews Oxford Study Abroad candidates, is a member of the Rogers Internship Selection Committee, the College Council, and serves with the other assistant deans on the Collegiate Admissions Committee.

VICKI TOUMAYAN

Vicki Toumayan advises sophomores, juniors, and seniors in APH2 (Arts and Letters pre-med and Neuroscience and Behavior) major. Along with the other assistant deans, she is a member of the College Council and the Collegiate Admissions Committee. She has a particular interest in international study, overseeing the non- Notre Dame study abroad leave of absence and participating in the Global Citizenship Learning Community. Vicki also serves on the Roger's Summer Internship selection committee and the Campus-Wide Internships Programming Committee.

Staff for the Assistant Deans

LISA SUHANOSKY, *Administrative Assistant*

JOLENE BILINSKI, *Administrative Assistant*

DARLA KARAFI, *Staff Assistant*

Undergraduate Advising in Arts and Letters

The College has a two-tiered undergraduate advising system (Collegiate and Major/Departmental Advising) and a number of specialized tracks.

Collegiate Advising

The five Assistant Deans in the Office handle all non-major advising for Undergraduate Studies in 104 O'Shaughnessy. Students should consult their Assistant Dean for answers to questions about their general academic progress. Departmental advisors, even the Directors of Undergraduate Studies may not be familiar with all the complexities of university and college requirements, so it is recommend that faculty consult with or refer students to our office for all non-departmental/ non-major questions.

Major/Departmental Advising

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

Pre-health, Pre-law, and Education

In addition to departmental and collegiate advising, some career-related advising is available in the College. **Pre-health** and **pre-law** advising are both available in the Office for Undergraduate Studies with Deans Toumayan and Preacher, respectively. While Notre Dame does not offer courses in **Education**, a cooperative arrangement with the Department of Education at Saint Mary's College allows Notre Dame students to take education courses and 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, Assistant Dean Nicholas Russo.

Graduation Progress System

The Graduation Progress System (**GPS**) is a web-based advising tool that is accessible via *insideND*. Not designed to replace advisors, the GPS is meant to increase students' awareness of their degree requirements and to help advisors and students make more productive use of the time that they spend together. Students who have specific questions about the GPS and their degree progress should talk to their Assistant Dean.

Other Colleges and Their Advisors

First Year of Studies (FYS)

219 Coleman-Morse Center • 631-7421 • <http://fys.nd.edu/>

All first year Notre Dame students enter the First Year of Studies (FYS). The responsibilities of FYS are to arrange the academic programs of first years and to provide the guidance they need as they adjust to Notre Dame. The academic program for each first year student is constructed around the First Year Curriculum, each term of which includes five courses plus ROTC (if applicable), and the Moreau First Year Experience course. The First Year of Studies also houses the Program in Academic Excellence (which provides individual assistance and one-credit courses on effective study skills) and the first-year librarian (who will meet with first-year classes to discuss information literacy and/or meet one-on-one with students for research consultations to help them organize their research efforts for various classes). Those programs can be found at:

<http://fys.nd.edu/fys-resources/academic-excellence/>

<http://fys.nd.edu/fys-resources/first-year-librarian/>

The courses that comprise the First Year Curriculum are University requirements that the University Academic Council has stipulated must be completed during the first year. These include the University Seminar, a Writing and Rhetoric course, two semesters of Mathematics, two semesters of either Science or a Foreign Language, and at least one semester of a course in the humanities, social sciences or arts.

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

Led by **Dean of the First Year of Studies, Rev. Hugh Page Jr.**, a team of professional advisors and approximately fifty peer advisors work together to assist first year students. Dean Page is assisted by **Associate Dean Holly Martin** and **Assistant Deans Elly Brenner** and **Maureen Dawson**. If you have questions or concerns about any first year student, please feel free to contact the First Year of Studies.

Mendoza College of Business (MCoB)

Room 101, Mendoza College of Business Bldg • 631-6602 • <http://mendoza.nd.edu/>

The Mendoza College of Business offers undergraduates curricula leading to the degree of Bachelor of Business Administration in one of five disciplines (Accountancy, Finance, Management Consulting, Information Technology Management, or Marketing) offered through four academic departments. The college offers a minor in entrepreneurship to business students through the Gigot Center for Entrepreneurship. Within the Management majors (Consulting and ITM) there are also concentrations available on a limited basis. These include Business Analytics, Finance and Financial Accounting, Mobile Web Development, and Visual Interface Design for ITM majors and Business Intelligence for Consulting majors. Certain courses, given the discipline code “BAUG”, are open to Non-Business students without restrictions, though normal prerequisites apply. Additionally, there are certain courses available to the Business Economics minor and Economics major for College of Arts and Letters juniors and seniors under the discipline code of BAAL. Admission to Mendoza is via a separate admissions process and is limited to 550 students per year.

The Assistant Dean for Undergraduate Studies in MCoB is **Dale Nees**, assisted by five Academic Advisors: **Doug Hemphill, Gina Shropshire, Sharon Clancy Orban, Alison Levey, and Amy Radvansky**.

College of Science

215 Jordan Hall of Science • 631-6375 • <http://science.nd.edu/>.

The College of Science offers undergraduates curricula leading to the degree of Bachelor of Science in one of six departments: applied and computational mathematics and statistics, biological sciences, chemistry and biochemistry, mathematics, physics, and pre-professional studies (health care). The undergraduate program is directed by **Associate Dean, Malgorzata Dobrowolska- Furdyna**.

College of Engineering

257 Fitzpatrick Hall • 631-5530 • <http://www.engineering.nd.edu>.

The College of Engineering grants the Bachelor of Science in Engineering degree in aerospace engineering, mechanical engineering, chemical engineering, civil engineering, computer engineering, electrical engineering and environmental engineering (beginning with the Class of 2016), and the Bachelor of Science degree in computer science, and environmental earth sciences. The undergraduate program is directed by **Assistant Dean for Academic Affairs, Michael Ryan**.

The School of Architecture

110 Bond Hall • 631-6137 • <http://architecture.nd.edu/>.

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**, the Associate Dean for Research, Scholarship and Creative Work is Dennis Doordan, and the Assistant Dean and Undergraduate Academic Advisor is **Rev. Richard Bullene, C.S.C.**

II. The Curriculum

University and College Requirements

Every student graduating from the College of Arts and Letters must earn at least 120 credit hours (122 for students who matriculate beginning Fall 15) and 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 **do not** satisfy university or college requirements. Committees composed of faculty from multiple departments are responsible for ensuring that courses designated as fulfilling university requirements are aligned with the rationale articulated for that requirement. The following are indicated in the *Bulletin of Information* for all Notre Dame undergraduates, regardless of their college. For the rationale behind the curriculum, see <http://www.nd.edu/~coreclm/>.

University Requirements (14 total)	Courses
Writing and Rhetoric	1
Mathematics	2
Science	2
*Theology	2
*Philosophy	2
*History	1
*Social Science	1
*Fine Arts or Literature	1
Moreau First-Year Experience	2

- One of these requirements must be a University Seminar

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

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

Every Arts and Letters student 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 with a minimum 12- credit hour load and maximum of 17 credit hours per term. The Academic Code requires all undergraduates at Notre Dame to be full-time students. Only second semester seniors may elect to be part-time in their final semester with permission from the Office for Undergraduate Studies. Tuition is prorated for these students.

Overloads

The normal course load in the College of Arts and Letters is five classes per semester and/or no more than 17 credit hours. Every semester, 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

Five-Course Overloads

Students can request a five-course overload at any time. A five-course overload is defined as five

courses that exceed 17 hours. (Normally, students taking two sciences and an intensive language class will exceed 17 hours and will require an overload approval.)

Language Requirement

Students in the College of Arts and Letters are required to reach the intermediate level in one of the following languages: French, Spanish, Italian, Portuguese, German, Russian, Greek, Latin, Chinese, Japanese, Korean, Arabic, or Irish. For the specific requirements of 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 that are given during first-year orientation and prior to the Spring pre-registration period each year.

Regardless of the scores on these exams, ***it is impossible for a student to test out of the language requirement in the College of Arts and Letters.*** Every student in Arts and Letters must take at least one course at the appropriate level that deals with texts in the original language. For the specific details of a given language offering or program, check with the relevant department.

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

University Seminar

University Seminars are designed to foster intense interaction between first-year students and teaching and research faculty in small settings of approximately 18 students. In the University Seminar (USEM), class discussion is the dominant mode of instruction used to introduce the paradigms of an academic discipline. The USEM is also a writing intensive course in which students write and read simultaneously and continuously throughout the semester. A minimum of 24 pages and at least one rewrite of a corrected paper are expected.

Every first-year student must take one University Seminar, and these courses are open only to first-year students. Consequently, University Seminars provide a unique opportunity to showcase the value of a liberal arts education at a pivotal moment when students are choosing their major and their College. Each department in Arts and Letters offers a prescribed number of University Seminars that satisfy the university requirement in history, literature, fine arts, social science, or the first course of the requirement in philosophy or theology. For more information about the USEM and for a listing of upcoming USEM courses, see <http://fys.nd.edu/current-students/courses-for-first-years/fall-courses/university-seminars-fall-2016/>.

College Seminar

The College Seminar (CSEM) is a unique one-semester course taken by all students in the College of Arts and Letters. CSEM should be taken in the sophomore year, but overrides can be granted by the CSEM office for students who need to take it later. All Arts and Letters students must fulfil the CSEM requirement, with the exception of PLS students and Honors Program students.

CSEM introduces students to the diversity and distinctive focus of Arts and Letters. Each section varies in its topics and texts, and students are taught in seminars of 12-15 by faculty from nearly every department in Arts and Letters. All CSEMs are interdisciplinary, are committed to engaging with important questions, major works, and emphasize the development of oral skills (e.g. discussion, debate, presentation, and speeches).

If you are interested in teaching a CSEM, please contact **Essaka Joshua**, the Joseph Morahan Director of the College Seminar Program. CSEM's Administrative Assistant is **Laurie Mastic**. For more information about the CSEM program and for a listing of courses, consult <http://csem.nd.edu/>.

Majors and Minors

The College of Arts and Letters offers majors, supplementary majors, and minors. Many Arts and Letters students do a combination of majors and minors, but are required only to complete one major. Supplementary majors and minors are optional and should be looked at by students as opportunities to enhance their first major.

Some students declare their major – and certainly their College – by the end of their first year, but many more declare later in their academic career. Students who wish to declare a major, minor, and/or program after their first year should pick up a *Student Academic Program Selection* form in the Office for Undergraduate Studies. The form requires the approval of a student's intended academic department and an assistant dean.

While students outside Arts and Letters are able to declare a major in AL, some are interested in receiving degrees in Arts and Letters. ***At this time, the only recognized dual degree program in the University exists between Arts and Letters and Engineering.*** Students must check with the assistant deans in AL and in Engineering to determine their eligibility.

A few students in Arts and Letters may be able to pursue a self-designed major. For additional information about this option, consult the most recent *Bulletin of Information* at: <http://registrar.nd.edu/BOI.shtml>.

Majors usually consist of 8-12 courses (24-36 hours) in one of the units listed below. Majors can stand alone in qualifying a student for an undergraduate degree. Many majors also have honors tracks. For a listing of current majors and minors, see: <https://al.nd.edu/academics/majors/>.

Activity and Experiential Learning

Many students participate in extracurricular and experiential learning activities and courses. *Students in AL may apply three credits from the following activities and courses towards their 120/122 credit requirement:*

Band (Marching and Concert), Chorale, Liturgical Choir, Music Lessons and Ensembles (different requirements for music majors), Debate, Orchestra, Glee Club, Folk Choir, Ballet, Social Concerns Seminars.

III. Course Administration and Course Policies

Sources of Information

Information regarding the administration of courses and related policy issues (i.e. grading, absence policies, academic honesty) can be found in a number of places, namely *The Academic Code*, *The Academic Code of Honor*, and *The Academic Guide*, all of which can be accessed at <http://provost.nd.edu/information-for-faculty/faculty-handbook-academic-codes/>. For information on Notre Dame's programs of study, academic requirements and course offerings, please consult *the Bulletin of Information*, which is available on the Registrar's website at <http://registrar.nd.edu/BOI/BOI.php>.

Much of the following text is drawn from ***The Academic Code***. Revisions were implemented on July 1, 2016. The Code governs the attainment of academic credit and degrees by undergraduate students and its regulations are binding on all undergraduates and faculty teaching undergraduates. The Code

outlines the rules and regulations regarding admission and readmission, registration and enrollment, student progress towards the degree, the evaluation of student work (e.g. assigning grades, final exams), and leaves and separation from the University.

The following information was compiled to assist you in the administration of your courses, but we still **strongly** encourage you to refer directly to the Code, the Academic Guide and other sources to understand their larger context and for more extensive coverage of items touched upon here.

Registration

Registration begins in November for spring term and in April for fall term. Many students register at the beginning of the registration period, but may register until the sixth class day of the semester.

Students register using NOVO, which is accessed through InsideND. Students in each class level are given Time Tickets that are assigned to them based on their classification. Each Time Ticket represents a start time, which will not end until the end of on-line registration, which is 11:59 p.m. of the sixth class day of the term. Time Tickets are assigned in a way that does not conflict with students' current class schedules.

The automated registration system defines the requisite classes and other class restrictions (e.g. majors only, juniors only) students must meet in order to be able to web register successfully. **A faculty member can never register a student for a class. All students are required to officially register themselves for any class they will attend and they must also make any changes or additions to their schedules themselves.** If students are not able to register for your class, they must see the department representative.

Up until the sixth class day, students register for courses using NOVO, accessed through *insideND*. After this point, students may only make changes to their schedule by initiating the appropriate eForm and receive approval from the academic department and an Associate/Assistant Dean. The eForms will be available to students, departments, and deans through *insideND*.

Additional information about registration can be found on the Office of the Registrar's website at

<http://registrar.nd.edu>.

Course Enrollment

Wait Lists and Adding Students to Full Courses

Some academic departments – though not the Registrar's Office - maintain wait lists for specific classes. Each department determines the priority given to students on a wait list, and department personnel manage the electronic permission for wait-listed students to register for a class. ***It is essential that students attending your class who are not properly registered do so by the sixth class day.*** If registration limits have been reached for your class, but you want to add additional students, consult with the appropriate administrative personnel in your department (i.e. admin. assistant, DUS, DGS) before or by the sixth class day. Keep in mind your department and the College's philosophy about class size, availability of larger classrooms, and other concerns articulated by the Dean's office. When a student needs to be added to your class, and doing so will either increase the class limit over the "maximum seat count" or change the department's "seat allocation," the student must go to the department of the course to initiate the appropriate eForm, which requires the approval of the department representative and our office.

Adding and Dropping Courses

The registration and enrollment period for students continues through the first six class days of a given academic year semester. The term “six class days” refers to the first six days that classes are in session University wide, *not* the sixth class meeting of a given course. The sixth class day for Fall 2016 is Tuesday, August 30; for Spring 2017, it is Tuesday January 24. ***Students have until the sixth class day to add a course.*** You should take attendance by the fifth or sixth class day to ensure that all students who are attending your class are properly registered. Courses cannot be added after that point except under unusual circumstances and only with an Assistant Dean’s permission.

Students may drop a course until the Friday after mid-semester break. Students are allowed to drop a course only if the drop does not reduce their load below 12 credit hours. It is important that faculty provide feedback to students on their grade status (through mid-term grading, before the mid-semester break); therefore, plan to have a major exam or paper graded and returned to students before the break so they know how they are doing in your class.

After the sixth class day, adding and dropping is done via the appropriate eForm and requires the approval of an Assistant Dean. If a student is added to your class list after the sixth class day, or if they drop your course after that point; you will be notified.

Class Rosters

Class rosters can be obtained online under the Faculty Services Task Center through *insideND* in one of several ways:

1. Under ***Online Photo*** in ***Faculty Services Task Center***, or ***Advising Services Task Center***. Online photo is the ***ONLY*** option that includes all the students in your class, including those in cross-listed sections. This option is available only to the instructor of record for the course.
2. Under ***Faculty Services Task Center***. Go to the link for either ***Class List -Detailed*** or ***Class List - Summary***. The detail list contains the name, ID number, classification, majors and departments and registration status of each student. The summary list contains only the name and ID of each student and their undergraduate status, but does not include students who are in cross-listed sections.
3. Under ***Advising Services Task Center***. Go to the link for ***Class Roster***. It is similar to the ***Class List - Detailed***, but does not include students who are in cross-listed sections.

Be sure that your list contains the names of every student in your course. 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 check off their names. If you do not take attendance early on, students can sometimes spend an entire term in a class without knowing they are not registered. This is an obvious problem for students and also for our office, since we would have no way of tracking a student’s progress or performance.

If a student believes he or she is in your course, but is not on your roster, they are not properly registered and their work cannot be graded. Send them to the Office for Undergraduate Studies, 104 O’Shaughnessy Hall, to settle the problem. Keep in mind that after the sixth class day, the student needs to obtain signed approval from the academic department and an Assistant Dean to be added. In whatever way the matter is resolved, ***students must register themselves for each class. Your verbal permission does not count, and you cannot register them into your course.***

Note that student information is private and must be used in compliance with the Family Educational Rights and Privacy Act (FERPA). For more information, see <http://registrar.nd.edu/students/ferpa.php>.

Administering Your Course

Class Time Periods

The following are the class time meetings for all undergraduate courses at Notre Dame. The asterisk (*) denotes prime time hours, which are typically overbooked. Instructors, in consultation with their departments, are strongly encouraged to consider alternatives to these meeting times when determining their schedules.

50 - MINUTE CLASSES

MWF* 8:20 a.m. to 9:10 a.m.
MWF* 9:25 a.m. to 10:15 a.m.
MWF* 10:30 a.m. to 11:20 a.m.
MWF* 11:30 a.m. to 12:20 p.m.
MWF* 12:50 p.m. to 1:40 p.m.
MWF* 2:00 p.m. to 2:50 p.m.
MWF 3:30 p.m. to 4:20 p.m.
MWF 5:05 p.m. to 5:55p.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 5:05 p.m. to 6:20 p.m.

75 - MINUTE CLASSES For Upper-Level (non 10000-level) Courses

MW* 8:00 a.m. to 9:15 a.m.
MW* 9:30 a.m. to 10:45 a.m.
MW* 11:00 a.m. to 12:15 p.m.
MW* 12:30 p.m. to 1:45 p.m.
MW* 2:00 p.m. to 3:15 p.m.
MW 3:30 p.m. to 4:45 p.m.
MW 5:05 p.m. to 6:20 p.m.

The Syllabus

Faculty ***must*** provide a syllabus for each course. This is an opportunity to invite your students to join you in an intellectual journey and as such, should contain a brief description of learning goals, topics the course will cover and required and optional texts and assignments. It also serves as a contract between you and your students, clearly stating your policies on class attendance and class absences (for more on this, see below), grading policies, due dates for assignments, dates of tests and exams, and the date and time of the final exam. It should also include your office hours and the best way for students to reach you, including your preference for voice-mail or e-mail. Finally, a statement regarding the Honor Code should also be mentioned (for more information on the Honor Code, please see Chapter IV).

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 for in addition to yours. They will need to plan and prioritize their time commitments for major projects and assignments, presentations, and examinations, so try not to change your syllabus mid-semester unless absolutely necessary (e.g. a book did not arrive on time).

If you need help constructing your syllabus, contact the staff in the Kaneb Center; they would be happy to assist you. Please see the entry on the Kaneb Center in Chapter VI.

Syllabi are also important for faculty. Departments collect syllabi from faculty for each class they teach, and they play a role in teaching evaluations. See the information at the following link: <https://provost.nd.edu/administrative-resources/guidelines/#teaching>

A Syllabus Upload Tool became available to faculty in insideND at the beginning of the Spring 2013 semester. This enables faculty to upload a pdf version of their course syllabus for campus-wide access via the University's Class Search application. Uploaded pdf syllabi display as a "clickable" paper clip icon in Class Search, and the tool automatically uploads the syllabi for cross-listed course sections as well. Only individuals who navigate to Class Search via insideND using their netID and password can view the uploaded syllabi. Examples of uploaded syllabi can be found in Class Search for the Spring 2013 semester for courses in Computer Science Engineering (CSE); Film, Television, and Theatre (FTT); and Science, Technology & Values (STV).

Attendance Policies

Unexcused Absences

You are free to determine your own attendance policy, i.e., how many unexcused absences will be considered excessive. Please state your policy clearly in the syllabus. You also should indicate the consequences for missing more than the allowed number of classes, for example, "More than three unexcused absences will result in lowering your grade one letter." Your class attendance policy concerning absences on the days before and after holidays and/or vacations should also be indicated. Maintaining attendance records is left to you.

The *Academic Guide* also notes that ***"At the beginning of the term, each instructor will state in writing the class policies concerning attendance, grading, and allowable number of unexcused absences. At the instructor's discretion, a failing or reduced grade may be given for excessive unexcused absences. Instructors have discretion over class attendance, with the exception of officially excused absences as described in du Lac."*** Excuses for officially excused absences are issued by the Office of Community Standards (formerly the Office of Residence Life) or by the advising offices in the colleges for illness, death in the family, or duties performed for the University (see more on this

below). The instructor has full discretion as to the acceptance of excuses and permission to make up work.

We also encourage you to email students who have begun to rack up absences. When you do so, you should copy the appropriate dean in the *student's* college. Remember that students who may have a major in Arts and Letters are not necessarily enrolled in the College of Arts and Letters. You may also use an **Excessive Absence** form, which is available on the Office for Undergraduate Studies website. For example, if the roster indicates that Jane Doe is SC, this means that you need to notify the College of Science (for a list of the advising deans in other colleges, see Chapter I). Please send a copy of the completed form to the Office for Undergraduate Studies so that we may keep the notice in the student's file.

Excused Absences

Professors ordinarily decide whether to accept a student's excuse and to permit make-up work, but there are three times in which this is not the case: student illness, death in the immediate family, and duties performed for the University. If one of these three scenarios is the case for your student, you should ask them to contact the Office for Undergraduate Studies so that the absence can be verified. When an absence is approved, an official form is forwarded to the instructor(s) involved.

Office Hours

Instructors should make themselves available as often as they can 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 keep a consistent schedule, while bearing in mind that students who can't see you because of a class conflict at 11:00 on Tuesday probably won't be able to on Thursday at 11:00 a.m. either. The same holds true for those with MWF schedules. The ideal schedule would include office hours on Monday/Tuesday, Tuesday/Wednesday, Wednesday/Thursday, etc., to accommodate students' MWF and TR schedules.

Missing and Cancelling Class Meetings

If the instructor does not appear within 15 minutes of a class' start time, students can presume that class is cancelled (*Academic Code, Article 3.1.3*). If you have an emergency and do not have time to arrange for a substitute, call your department office and ask that a sign be taped to the door or written on the chalkboard announcing that class has been canceled for the day. Likewise, if you reschedule class for a different room (e.g., if you are viewing a film, conducting class on the lawn), tape a sign to the door of the room where you normally meet for students who may not remember or may have been absent when you announced the venue change. Inform the departmental administrator of the department offering the class.

Faculty who will miss two classes or be out of town for more than three to four days should clear their intended absence with the Chair. When making arrangements to make up a missed class, make sure you do not place students in conflict with another class, lab or athletic practice. The best times for rescheduling classes are normally early mornings or evenings. Faculty who miss classes because of **scholarly activities and professional meetings** are expected to reschedule. Classes before holidays and vacations should not be cancelled unless for a compelling reason.

Guidelines regarding class field trips

In general, instructors should avoid organizing field trips that would require their students to miss another instructor's class (or a required lab session associated with a class). Such field trips often impose a dilemma on students who are forced into a difficult situation not of their making; they also impose appreciable extra work (i.e., composing a discrete makeup quiz or exam) on the instructors of classes that are missed. However, if an instructor does decide to arrange a field trip that requires students to miss another class, these guidelines must be followed:

- An instructor cannot require students to participate in a field trip that would force them to miss another instructor's class. If an instructor designs a course assignment that requires participation in such a trip, an alternative assignment must be designed for students not participating in the trip. No penalty of any kind can be assessed on a student who chooses not to participate in such a trip.
- It is the responsibility of the instructor organizing the trip (and not the student) to contact the instructors of every class that will be missed. The instructor should inform other instructors of the time/nature of the trip and should explicitly recognize the right of each instructor to decide whether or not to grant an excuse for such an absence.
- The College's Teaching Beyond the Classroom program will not sponsor any trip that requires students to miss another instructor's class.
- It is strictly forbidden to organize such a trip during the week before break (i.e., midterm week) or the week before finals (i.e., the last week of classes) or during finals week.

Questions regarding this policy should be directed to the Associate Dean for Undergraduate Studies.

Grading

Basic Grading System

Whatever means by which you assess students' performance should be communicated in your syllabus, but we strongly recommend that you use letter grades exclusively in the actual grading of tests, papers, and classroom performance. The grading system is fully explained in the Academic Code (see Article 3.3.8). We have abbreviated it below:

Grade	Value	Description
A	4.000	Truly Exceptional
A-	3.667	Outstanding
B+	3.333	Very Good
B	3.000	Good
B-	2.667	More than Acceptable
C+	2.333	Acceptable, Meets All Basic Standards
C	2.000	Acceptable, Meets Most Basic Standards
C-	1.667	Acceptable, Meets Some Basic Standards
D	1.000	Minimally Passing Work
F	0.000	Failing
"X" (see below)	0.000	Given w/ approval of Asst. dean for extenuating circumstances

Note that there is no grade of A+, D+, D-, nor is there an "I" (Incomplete) for undergraduates.

Satisfactory/Unsatisfactory (S/U)

Some courses (e.g., physical education, internships, and experiential learning courses) are graded satisfactory/unsatisfactory (S/U). S/U courses are not included in a student's grade point average computation. This is the grading method for all students enrolled in the class and is not the same as the pass/fail option (see below).

Pass/Fail Option (P/F)

Juniors and seniors have the option of taking one course pass-fail (up to 4 credits) per term, though not summer term. Students cannot take courses P/F in the Mendoza College of Business, that are in their major or minor, or that fulfill general requirements and hence must be an elective. Students can designate a course P/F only during the first six class days, and once they elect the P/F option, it cannot be reversed. Grades of "A" to "D" are considered passing grades (See the *Academic Code, Article 3.3.11*). Instructors are not informed if a given student is taking their course P/F, but they may refuse to allow the pass-fail option for selected courses. The "F" grade counts in the grade point average.

The X Grade

While undergraduates cannot be given an "Incomplete" if they have not finished work in a term, there is a provision for handling emergency situations (e.g. illness, death in the immediate family, personal situations) that result in incomplete work at the end of term. That provision is the "X" grade. In the event you would like to award an X grade, please fill out the X grade eForm which will be routed to the student's Assistant Dean for approval. The Assistant Dean's office will determine whether an "X" grade is warranted. In the event that it is, we will notify the Registrar's Office as well as you that the student merits the accommodation.

The X grade allows the student a maximum of 30 days into the next term (fall or spring) to complete the remaining work. The faculty member must submit an *Academic Grade Change* form to change the grade from "X" to the proper grade by the 30th calendar day after the next immediate term begins. If the grade change form is not submitted by the 30-day mark, the Registrar will change the grade from "X" to "F". (*Academic Code, Article 3.3.8*).

NR Grades (Not Reported)

If a faculty member fails to submit a grade for the student, 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 points.

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

Mid-Term Grade Reports and Deficiencies

Mid-term Grade Reports for First Year Students

A letter grade *must* be submitted to the Registrar at mid-semester for each first year student in an instructor's course. (*Academic Code, Article 3.3.1*)

Grade Reports for Athletes

At about the same time that you submit mid-term reports, you will receive a list of varsity athletes in your class from Academic Services for Student Athletes (ASSA) and a request to indicate where they stand, even if they are not in danger of failing. ASSA pays close attention to the academic performance of varsity athletes. They provide free tutoring for any athlete

who requests it and mandatory advising and tutorial sessions for those who are having academic difficulty. Please comply with these requests. These reports help our athletes succeed academically.

Mid-term Deficiencies for Upper Division Students

If a sophomore, junior, or senior during the first half of a semester is doing unsatisfactory work (i.e. C-, D or F), you **must** report this to the Registrar using the Faculty Grading Tool, accessed through insideND. **Additionally, instructors will need to affirm if there are no students in a class receiving deficient grades in the same manner.** Some instructors assume that turning in mid-term reports is voluntary, but this is not correct. **According to the Academic Code (Article 3.3.1), mid-term reports are mandatory if a student is performing unsatisfactorily.** Also note that if a student has not attended class and has not turned in work but is still on the class list, you must turn in an "F." Do not assume that he/she has dropped the course.

Mid-term deficiency notices are sent to students by the Registrar, but do not become a part of a student's permanent record. Such notices are not "bad" for students in any way (though no student likes being confronted with the specter of doing poorly), and can, in fact, help students bring their averages up to B's, or even A's, by the end of the term. By submitting a deficiency report, you help students by signaling that there is a problem. Often, receiving a deficiency report serves as a "wake-up call," and students are able to take responsibility for their academic program.

The deficiency report is also a vital tool for the Assistant Deans. Because we track students in academic trouble and identify students "at risk", we rely on you to let us know who is having 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.

Students who receive a deficiency in more than one class or students on academic probation who receive at least one deficiency report are called into the Office for Undergraduate Studies for an advising session. **Mid-term grade reports are due by 3:45 p.m. on the Monday of break week.** For further information, please visit <http://registrar.nd.edu>.

Examinations and Reading Days

Reading Days

Between the last day of class and the first final exam, the University grants students up to four reading days. These days are meant to be used by students for studying. **Reading Days are not to be used for the unauthorized rescheduling of final exams. (Academic Code 3.2.4)**

Regular or Mid-term Examinations

In some courses, grades are based on a combination of examinations, papers and/or projects. In others, final grades are based on a series of examinations, including a final exam. Whatever is the case for you, **it is important that you have at least one exam, 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.

Final Examinations

Final examinations can be administered to undergraduates only at the time and place stipulated in the official examination schedule. If final papers or projects are due during finals week, the due date must fall on the same day as the scheduled final examination of that class. Any exceptions to these policies must be approved by the chair of the department offering the course and reviewed by the dean (or the dean's designee) of the college in which the course is listed (Academic Code, Article 3.2.2.1). Exceptions to this must be approved by the department chair and reviewed by Assoc. Dean JoAnn DellaNeva and/or Asst. Dean Ava Preacher. For undergraduate courses, the final exam, or an equivalent summative assessment of student learning at the end of the semester, may not be weighted for less than one-fifth or more than one-half of the semester's work in determining the student's final grade (Academic Code, 3.2.1).

Departmental Examinations

In several departments, multiple sections of the same course share a common syllabus and synchronize their regular exam schedules. In these cases, exams are scheduled on Tuesday/Thursday mornings at 8:00 a.m., since TR classes do not begin until 9:30. Departmental exams 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 or Dean's office, and are scheduled by the Office of the Registrar.

Final Examination Conflicts

No student shall be required to take in one calendar day more than two scheduled examinations worth 15 percent or more of the student's final grade (**Academic Code 3.2.3.1**). If a student finds he/she has such a conflict, this should be reported to the Office for Undergraduate Studies. A dean will check and verify the student's schedule, inform the faculty member of the conflict, and grant the student permission for a make-up exam in one course according to the guidelines in the Academic Code. (See the *Academic Code 3.2.3.2* for guidelines).

Submitting Grades

Final grades must be submitted to the Registrar within 72 hours after final exam period ends. It is imperative that you submit your grades on time. Within twenty-four hours after grades are due, the Registrar sends our office a list of students in academic trouble who are be subject to academic probation or dismissal. There are usually a fair number of students who are borderline and whose academic status for the following term is in question. If these students are missing grades, we cannot take academic action or provide students with a sense of where they stand, which is important for students planning for the following term. So please remember to submit your final grades on time! Also remember that grade reports are sent to us, department chairs, hall rectors and the Office of Financial Aid, and are available to students as well.

Instructors submit both midterm grades (for first years and deficiencies/affirmations) and final grades online. For your reference below, we have provided step-by-step instructions for the online submission of grades, but for more extensive information, view the Grading Tutorial in "Training and Support" at <http://registrar.nd.edu>. If you have additional questions, contact the Registrar at 631-

6050 or Ms. Dianna Beirne at dbeirne@nd.edu.

Grade Submission Instructions for *insideND*

1. Log into insideND.
2. Go to the Faculty Services Task Center. Click on Grade Submission. This opens a list of the courses you are assigned as instructor.
3. Choose the class you want to grade by clicking on the Subject of the class. This list only shows the classes for which you are listed as an instructor.
4. The roster of the course loads lower on the page.
5. Click in the box under the Final Grade Column for the first student.
6. Click on the drop down arrow for each student under the Final Grade header 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 "Save" often to save the grades you have entered.
9. Continue entering final grades for the students.
10. Press "Save" before moving on to the next page 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.** You can increase the amount of students viewable at a time by going to the bottom of the page and increasing the per page amount.
11. If you have another class to grade, click on that class's Subject and repeat steps 1-10.
12. When finished grading make sure you have pressed "Save" to save the grades entered. Saving the grades, submits them to the Registrar Office. To close the browser, click on the "X" in the upper right corner of the screen.

Changing Grades

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 changed online.

Grades should not be changed except for *bona fide* error on the part of the instructor. Miscalculations or inaccurate entries are common errors. If this is the case, initiate the appropriate grade change eForm on insideND, indicating what grade was originally assigned, what the new grade is, and the nature of the mistake. The Department Chair, Arts and Letter Dean and a **dean in the student's college must then approve the form.**

Unacceptable Reasons for Changing a Grade

A student's grade cannot be changed on the basis of work received after the term has ended.

Because undergraduates cannot be given incompletes, the final grade must be based on work received before the term ends. Grades are normally not changed for students on academic probation or who are subject to dismissal. Keep in mind that students in academic trouble often try to have professors change their grade in an effort to avoid dismissal or to return to academic good standing. If you are uncertain whether you should change a grade, or feel pressured to do so by a student or by his/her parents, call the Office for Undergraduate Studies. We will be happy to talk with you and help you deal with the situation.

Academic Standing

Latin Honors (Graduation Honors)

Latin Honors are granted to the top 30% of students 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 on Latin Honors can be found in *the Academic Code* (Section 5.6.1) and at the following website: <https://registrar.nd.edu/students/LatinHonorsTerm.php>

Dean's List

For undergraduate students, the dean's honor list is restricted to 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 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 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 students in the sophomore year and beyond (*Academic Code 4.4*)

Academic Probation

Failure to retain good standing will result in academic probation, which makes a student ineligible for class, residence hall, and University offices and privileges, and for intercollegiate and club athletics; also, the student's academic program may be restricted at the discretion of the student's dean (or the dean's designee). (*Academic Code 4.5*)

Academic Dismissal

Undergraduate students shall be dismissed for two consecutive semesters on probation, or a total of three non-consecutive semesters on probation, or failure to achieve a semester average of 1.000 regardless of previous academic work. For purposes of this provision, consecutive spring and fall semesters on probation will result in dismissal regardless of summer session performance. (*Academic Code 6.2.4.1*)

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. 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, proposed the development of the current CIF online system. Department chairs determine the instructors and sections designated for CIF surveys. To take team teaching into account, the analysis unit 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 factors associated with perceptions of effective teaching. A feature of the online CIF system is the combination of a tier of questions posed for all courses at Notre Dame and another tailored to the course type. The latter asks students to rate their progress toward a set of learning goals. Departments can set default learning goals for groups of courses with similar purposes. Instructors can, however, modify or add to those goals to create an even better match if they so choose.

The CIF feedback window begins just prior to the end date for a particular instructor-section combination, and the length of the window is determined by the duration of the course (i.e., shorter courses have shorter feedback windows). The window usually includes reading days at the end of the semester and closes before finals. Before the feedback window opens for students, instructors are notified by e-mail that they can add their own questions and review and modify, if desired, their course's associated goals.

After grades have been submitted and rolled into the Registrar's database, instructors can view online statistics for each section and responses to the open-ended questions (<http://www.nd.edu/~cif/cif.shtml>). Your chair, your dean, and the Provost can view the same statistical reports, but do not have access to the open-ended comments or the results of items you specifically added. If you teach in a department other than that of your appointment, the chair and dean for that department can also view the reports for that course.

Teaching Awards

The Sheedy Excellence in Teaching Award

The Sheedy Award is presented annually to an outstanding teacher in the College of Arts and Letters. The Sheedy award was begun in 1970 to honor Rev. Charles E. Sheedy, C.S.C., who served as dean of the College from 1951-69, and acknowledges a faculty member who has sustained excellence in research and instruction over a wide range of courses. This individual must also motivate and enrich students using innovative and creative teaching methods and influence teaching and learning within the department, College, and University. For more information, visit: <https://al.nd.edu/about/the-faculty/sheedy-teaching-award/>.

Joyce Awards for Excellence in Undergraduate Teaching

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

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

Dondanville Family Graduate Award in Arts & Letters

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

Madden Teaching Award

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

The Academic Code of Honor

The Academic Code of Honor, which was approved in accordance with *The Academic Code* on May 5, 2014, provides faculty and undergraduates guidelines for maintaining the academic standards of the University, including how suspected academic dishonesty is evaluated and adjudicated. **All faculty and undergraduates are responsible for becoming familiar with the Code.** The Code of Honor can be found online at the following links:

- <http://facultyhandbook.nd.edu/governance/>
- <http://honorcode.nd.edu/the-honor-code>

You may also consult the *Faculty Guide to the Academic Code of Honor*, which is available above, or in printed form from the Arts and Letters Dean's Office in 100 O'Shaughnessy and your individual academic department.

Faculty Responsibilities Under the Academic Code of Honor

To highlight some of the most important sections of the Code of Honor for you, we have drawn much of the following text from the *Academic Code of Honor, Section V*. We still recommend that you consult the Code for extensive coverage of the items touched upon here.

Instructors are expected to explain the conditions under which students are allowed to share their work. Under our Honor Code, 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 on your syllabus, the first day of class and before assignments are due. When assigning written work in their courses, instructors are encouraged to distribute a handout with information about what constitutes plagiarism. What are the 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. Once again, both clarity and completeness are important.

Each faculty member will strive to establish an environment conducive to evaluating students in a fair and reasonable manner. The purpose of the Code is not to test students' ability to perform in a highly competitive, stressful environment, but to help them develop habits of moral character. Faculty members play a critical role in reinforcing academic integrity. Faculty members may be present in classrooms during exams, fostering an environment that reinforces honesty and that does not create the opportunity for dishonesty.

Practices that Promote Academic Integrity

The following practical suggestions for promoting academic integrity in the classroom are drawn from the University Code of Honor Committee's 2010 "Recommended Practices to Promote Academic Integrity: Ideas for Notre Dame Faculty and Teaching Assistants."

In The Syllabus

Reprint the Honor Code pledge: "As a member of the Notre Dame community, I will not participate in or tolerate academic dishonesty" or a statement developed by the faculty member that outlines his/her expectations regarding student behavior relating to the Honor Code.

*Specify your expectations regarding academic integrity: State clearly when collaboration is forbidden and when it is acceptable to work with others. Clearly define when students may and **may not** use electronic support (e.g. calculators, laptops, cell phones).*

Explain to students where they can get help for rules on citation. Point them to the appropriate reference sources for your discipline. Advise them to seek help from Notre Dame's Writing Center. Faculty teaching First Year students should particularly stress the places where student might get assistance for learning proper citation rules.

Indicate your intent to follow the policies and procedures of the Academic Code of Honor, and recommend they consult the Student Guide to the Academic Code of Honor. The student guide is available at the following link: <http://honorcode.nd.edu/honor-code-guides>

In The Classroom

Orally emphasize that you support and will enforce the Honor Code on the first day of class and throughout the semester.

Introduce issues of academic integrity into your class discussions. Provide examples of how academic misconduct in your field has damaged the scholarly enterprise.

Be a good role model. In your lectures, cite the people who originated the ideas you present in class. Let your students see that 'giving credit where it is due' is a behavior that each instructor follows.

Restate acceptable and unacceptable forms of collaboration for completing homework assignments, take-home quizzes/exams, papers, etc. If possible, do this multiple times each semester.

Instruct students about proper research techniques including appropriate citation methods. Inform them of the dangers of using Internet sources without attribution and providing incomplete citations.

In The Assigning Of Essays And Papers

Avoid assigning exactly the same paper topics semester after semester.

Consider requiring students to sign a statement like the following on the cover page of 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."

Pay attention to how students cite. Use search engines to assist you.

Google or TurnItIn.com (see more below) can be useful if you suspect that a paper might include material from un-cited Internet sources.

On Tests And Exams

Include the Honor Code pledge on the cover of your exams and require students to sign it. 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. Some dorms maintain files of tests from previous semesters.

If you are using objective test questions, consider creating different versions of the test. Students sitting next to one another can then see a different order to the problems or answers printed on the test booklet.

Provide adequate space between students sitting for exams, if possible. Instructors can schedule larger rooms for exams. Departmental administrative assistants can direct faculty to the office responsible for room scheduling.

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.

What to do if You Suspect Academic Dishonesty

The following is drawn from the Academic Code of Honor, Section V:

Anyone with the responsibility to teach or assist in a course must not tolerate academic dishonesty. If you suspect a violation of the Code has occurred, you **must** do one of following things:

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/honor-code-violation-report/>, which you must then send to the Provost's Office.

If you and the student cannot reach an agreement, 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* that is available at the following link: <http://honorcode.nd.edu/honor-code-guides/>.

Tools that Check for Plagiarism

While the University does not maintain an institutional subscription, faculty can get individual subscriptions to TurnItIn.com, a service that assists instructors in checking for possible plagiarism. This expense is incurred by the University, and not the instructor; it generally takes several days to order this service. For assistance purchasing an individual license to Turnitin.com, please contact **Susan Penrod** in the Provost's Office at spenrod@nd.edu or 1-5716.

Two other effective means of detecting plagiarism are *Google* (you can run a search on suspect passages by copying text from the paper or assignment and pasting it into the search box) and *WCOPYFIND 4.1.1*, a freeware program that is available at <http://plagiarism.bloomfieldmedia.com/z-wordpress/software/wcopyfind/>

Hesburgh Libraries

library.nd.edu

574.631.6258 • asklib@nd.edu Hours available online

The Hesburgh Libraries is a diverse system featuring the flagship Hesburgh Library (that houses three specialty libraries/centers) and eight branch libraries and specialty centers located throughout the Notre Dame campus.

In an effort to further its core mission of "connecting people to knowledge," the Libraries offer a vast array of expertise, services, resources and spaces to ensure the academic success of the faculty and student community. Whether through the expertise of subject librarians and specialty services or the access to various sources of knowledge, we continuously evolve to meet the ever-changing needs of the Notre Dame community in the 21st century.

We often hear people, "If only I had known sooner how much help I could get from the Libraries...my job would have been much easier!" Reference and Subject Librarians offer research assistance in all academic disciplines and are available face-to-face, by email, phone and chat. Visit our website at library.nd.edu for a list of subject librarians, digital librarians, resource guides and special programs to help focus your efforts and develop research skills.

Locations

Main Library – Hesburgh Library

library.nd.edu • 574-631-6679

The iconic Theodore M. Hesburgh Library opened in 1963 as “Memorial Library” and was one of the largest collegiate libraries of its day. Home to many core services and resources as well as reference and subject librarians, the Hesburgh Library continues to serve as the flagship building of the Hesburgh Libraries system here at Notre Dame. In addition to the general research collections in open stacks, three specialty Libraries and Centers reside within the Hesburgh Library building:

Center for Digital Scholarship

1st Floor NE, Hesburgh Library

574-631-1763

library.nd.edu/cds

Medieval Institute Library

7th Floor, Hesburgh Library

574-631-5724

library.nd.edu/medieval

Rare Books and Special Collections

102 Hesburgh Library

574-631-0290

rarebooks.library.nd.edu

University Archives

607 Hesburgh Library

574-631-6448

archives.nd.edu

Branch Libraries and Specialty Centers

Library services have expanded beyond the building adorned with the Word of Life mural to include 8 branch libraries and centers across campus:

Architecture Library

117 Bond Hall

574-631-6654

library.nd.edu/architecture

Mahaffey Business Library

L001 Mendoza College of Business

574-631-9098

library.nd.edu/business

Chemistry-Physics Library

231 Nieuwland Science Hall

574-631-7203

library.nd.edu/chemistry

Engineering Library

149 Fitzpatrick Hall
574-631-6665
library.nd.edu/engineering

Kellogg-Kroc Library

318 Hesburgh Center for International Studies
574-631-8534
library.nd.edu/kelloggkroc

O'Meara Mathematics Library

001 Hayes-Healy Center
574-631-7278
library.nd.edu/mathematics

Radiation Chemistry Reading Room

105 Radiation Research Building
574-631-6163
library.nd.edu/radlab

Visual Resources Center

216 Riley Hall
574-631-4273
library.nd.edu/vrc

Note: The Kresge Law Library is administered separately from the Hesburgh Libraries.

Kresge Law Library

574-631-7024
<http://law.nd.edu/library>

Hesburgh Library Renovation

renovation.library.nd.edu

The Hesburgh Library is currently undergoing a multi-phase, multi-year renovation. There is a website (renovation.library.nd.edu) with news, construction maps and galleries to keep you informed of progress along the way. Subscribe to "Ren-Alerts" at <http://renovation.library.nd.edu/archive> for up-to-date renovation alerts that might impact your navigation of the Hesburgh Library.

Hours

library.nd.edu/about/hours

During the academic year, the Hesburgh Library is open every day, with 24-hour access 5 days per week. A complete list of hours for all the library branches and service points, can be accessed at library.nd.edu/about/hours

Subject Librarians

library.nd.edu/subjects.

More than 40 subject librarians provide invaluable expertise and support services for the teaching, research and scholarship initiatives of the University community. A complete list is available at library.nd.edu/subjects. Services offered by Subject Librarians include research consultations, library instruction requests, and subject librarians are also your liaison to specialty research services within the Hesburgh Libraries and throughout the campus community. Purchase requests can be directed to your subject librarian. It is important for students to begin their career at Notre Dame by initiating and building a relationship with their Subject Librarian(s) as soon as possible. You can connect face-to-face, by email, phone or chat, and through: library.nd.edu/subjects.

Residence Hall Librarians

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

For your reference and of interest to your students, every residence hall has been assigned a librarian who serves as the first point of contact for any questions about the library in general or about specific research needs. Residence Hall Librarians keep students informed about library resources, programs, and special events.

Research Consultations

asklib.nd.edu

Subject Librarians are also your liaison to specialty research services within the Hesburgh Libraries and throughout the campus community. Research consultations and immediate library assistance can be found at: asklib.nd.edu.

Library Instruction

library.nd.edu/instruction

Library Instruction for undergraduates, graduate students, and faculty can be arranged with a librarian and range from fundamental search and catalog skills to subject-specific database guides. Classes can be taught in the library or in your classroom, depending on your specific needs. Contact your subject librarian for information on topics that can be covered in library instruction sessions, or visit library.nd.edu/instruction.

Online Research Portals

Pot of Gold, an interactive web-based tutorial, is an important resource that helps students learn to efficiently locate, retrieve, evaluate and use new information. **Remix.nd.edu** is a digital resource portal that guides and accelerates the research process using emerging digital tools. (Remix-t is the faculty companion for teaching.) These are just two of our many programs that build information and digital literacy, essential lifelong skills in every area of scholarship. For more information about these and other resources, visit library.nd.edu.

Custom Orientations and Workshops

One-on-one and small group orientations are available upon request at any time throughout the year. Please see: <http://library.nd.edu/about/workshops.shtml> for details and registration for general orientations.

Libguides

libguides.library.nd.edu

Librarians can also help faculty develop Libguides. Libguides are **library course guides** specifically designed to support course research assignments. Please visit libguides.library.nd.edu for examples and contact your subject librarian(s) for more information

Course Reserves

library.nd.edu/reserves

Library Reserves works with faculty to make required materials for class assignments accessible to students. Materials can include books, articles, book chapters, videos and music. Videos and music can be streamed so that students can have access from anywhere with an internet connection. Faculty members may place personal or library copies of books, articles, etc. on reserve at the library and online. **Keep in mind that the Reserve Book Room adheres to copyright laws when posting articles and excerpts from books. The library will seek permissions and pay any reasonable fees on the behalf of the instructor. Faculty who post directly to Sakai has the sole responsibility for ensuring material is Copyright compliant and pay any required fees.** For additional information, contact the Reserve Book Room at reserves.1@nd.edu, **631-7578** or **631- 6318**. For more information, visit the following website: library.nd.edu/reserves

Research Help Desk

asklib.nd.edu

The **Research Help Desk**, located on the first floor of Hesburgh Library, offers assistance with all facets of library use. For more information, contact the Information Desk at **574-631-6258** or by chat or email at asklib.nd.edu.

Interlibrary Loan (ILL)

library.nd.edu/ill

Interlibrary Loan (ILL) is a complimentary service that procures from other libraries research materials not available in the University's collection. Delivery of electronic materials is provided through your ILL account interface. Be sure to take time to create your Interlibrary Loan account to ensure service when you need it. ILL specialists are located on the first floor of Hesburgh Library, or you can submit an electronic request form at http://www.library.nd.edu/ill/direct_request.shtml. For more information about ILL, visit library.nd.edu/ill.

Document Delivery

library.nd.edu/docdel

Document Delivery is a service that can be used to retrieve materials from many of our collection locations. Upon request, materials for faculty and administrative staff can be delivered to your departmental mailbox. Graduate and Undergraduate students must pick materials up in person at one of our service point locations. Articles are delivered via email unless you indicate a preference for paper copies. **An electronic form to request articles is available at library.nd.edu/docdel, books for delivery may be requested directly from the library online catalog.** For more information, contact **631-5758**.

Dissertation and Thesis Camps

Thesis and Dissertation Camps, co-hosted by the Libraries and The Writing Center, are designed to provide structured and supported time for undergraduate and graduate students to focus on research output. The camps are 5-day events offered during fall and spring breaks. Meals are provided to allow time and attention to be focused upon learning new research and writing techniques, applying time management tips, meeting members of the student community, exchanging ideas, and building a community beyond one's own discipline. The Libraries encourage faculty to let their undergraduate and graduate students know about these camps so that they can take advantage of focused work time and expert support from librarians and Writing Center tutors.

Writing Center Consultations

The Libraries feature an on-site partnership with the Writing Center. The Writing Center has evening hours within the Hesburgh Library Sunday-Thursday during the regular academic year.

Faculty Borrowing Privileges

Books are loaned to faculty and administrative staff for up to a year with a due date of May 31st.

Visiting faculty have loans periods for up to one semester. The due date is always the same as the last day of final exams. **Regardless of posted due date, all materials must be returned before leaving campus.** Bound periodicals are generally loaned for seven days, while current unbound journals do not circulate. Because the Library is a shared resource that relies on a spirit of collegiality and cooperation among its patrons, books are subject to recall at any time. Library circulation staff will provide the name of a borrower of a specific item only upon request, in person, to patrons with a valid Notre Dame ID card (a borrower who does not want his or her name revealed should fill out a "Patron Confidentiality Form" available on the web or at the circulation desks). To borrow an item, you may either present your Notre Dame ID card at the Circulation Desk or at the self check-out machines on the first and lower floors of Hesburgh Library. Books may be renewed using "My Account" in the Library catalog.

Music and Media Centers

library.nd.edu/media/index.shtml

Music is currently located on the second floor of Hesburgh Library and Media/Video Center is located on the Lower Level. Both have an extensive collection of recordings for both class assignments and leisure. Faculty can check out titles for up to 5 days unless item is on reserve for a course. Students may borrow titles for three days. Faculty who will be using a title in class may want to put the item on Reserve for that semester to ensure availability for Instructor and students. Titles on Reserve may only be used in house by students. Faculty are also able to suggest titles for purchase by contacting Hesburgh's subject librarians. For more information, please contact the Audio/Video center at 574-631-7438 or avcenter@listserv.nd.edu.

Center for Digital Scholarship

library.nd.edu/cds

The Center for Digital Scholarship (CDS) is located in Hesburgh Library's northeast corner on the 1st floor. The CDS leverages state-of-the-art technologies, enabling students and faculty to explore new methodologies, analyze complex data and share research results in ways never before possible. The CDS is nimble, capable of rapidly adopting new technologies as they emerge—transforming how teaching, research and scholarship are performed at Notre Dame.

With partnerships campus-wide, the Center for Digital Scholarship serves as a hub that enhances the teaching, learning, and research process across academic disciplines. The Center empowers and equips our next generation of scientists and scholars to create new knowledge in a digital environment and make a more profound impact in the world.

• CDS Expertise

The Center offers cross-disciplinary library expertise, including a Metadata Librarian, Digital Humanities Librarian, Geographic Information System (GIS) Librarian and a Digital Initiatives Librarian. Subject Librarians are also important contributors to and conduits for the Center's impact. To meet specialty needs, the Center has developed partnerships with various campus research providers, such as the Center for Research Computing, the Office of Research, the Kaneb Center for Teaching Excellence, the Office of Digital Learning and the campus OIT's Academic Technologies Unit. Our structure ensures that areas of expertise will evolve to meet the changing demands of our University community for research and scholarship in the 21st century.

- **CDS Services**

The Center's services include:

- GIS (Geographic Information Systems) Consultation
- Data Usage and Analysis
- Text Mining and Analysis
- Digital Humanities Consultation
- Data Management Consultation
- Metadata Services
- Digitization Services and Referral Services
- Workshops and topical sessions are available on a regular and recurring basis, or by request. Please see library.nd.edu/cds for more information.

- **CDS Technology Includes:**

- PC Computer Cluster
- Specialized Software
- 3D Printing
- Large-Format Scanning & More

- **CDS Spaces**

- High-Tech Classroom
- Conference Room
- Collaboration Stations
- One Button Studio
- Sound Studio

- **CDS Workshops**

library.nd.edu/cds/workshops.shtml

Rare Books and Special Collections

rarebooks.library.nd.edu

The Department of Rare Books and Special Collections includes more than 175,000 volumes of printed books and periodicals, manuscript holdings ranging from medieval codices to collections dating from the late twentieth century, and various other format materials including printed ephemera, maps, newspapers, and numismatics. Our collections provide researchers and students with the means to challenge preconceptions and enhance their understanding of and appreciation for the past.

Curators organize exhibits several times a year, often in conjunction with major symposia or events on campus. The Department is happy to provide instruction to classes at the request of instructors or teaching assistants. This offers students an excellent opportunity to view and use original source materials discussed in class. Faculty may arrange to have curators make presentations [within the departmental classroom](#), co-present materials, or reserve the Special Collections classroom and rare materials themselves with minimal involvement from Departmental staff.

University Archives

archives.nd.edu

The University Archives collects, preserves, and makes accessible the official records of the University of Notre Dame. Additionally, the Archives collects and maintains records, papers, photographs, printed material, and audio-visual material that document the life of the Catholic Church and her people as lived in the American context, and is recognized as one of the nation's foremost archival repositories for the study of American Catholicism.

The availability of these important scholarly resources at Notre Dame is a major contribution to the academic mission of the University. Located on the 6th floor of Hesburgh Library, University Archives welcomes researchers and students at all levels.

Curate ND

curate.nd.edu

CurateND is a multifaceted digital research repository designed to manage and preserve Notre Dame research and associated data so that it can be globally discovered, accessed and shared. Key features include the ability for researchers to: manage self-deposits, create unique profiles, fulfill data management and sharing mandates, upload multiple data formats, build data collections, link to unlimited associated works, set permissions and embargo periods, and optimize global discovery and access.

The Hesburgh Libraries will continue to expand CurateND over the course of the year with enhanced features for research data and campus collections. For more information and support, contact hl-curate-support-list@nd.edu.

Design and Print Services

Design, Copy & Logistic (DCL) Services

Design, Copy and Logistics (DCL) Services is a full-service design and print shop. Staffed by Notre Dame employees, it is supported by the College of Arts and Letters and serves the larger Notre Dame campus. DCL Services is located in 301 O'Shaughnessy and the DCL-Faculty Services office is located in 232 Decio Faculty Hall.

The following is a snapshot of what DCL Services offers faculty. For more information, visit <http://dcl.nd.edu/> or contact DCL Services Supervisor Tina Clark, who can be reached at either

telkins@nd.edu or 631-6672.

The Print Shop offers free pickup/delivery on campus and is open 8:00 – 5:00 p.m./Monday – Friday. Summer hours are 8:00 a.m.– 4:30 p.m./Monday – Friday. For more information, contact by e-mail: copy301@nd.edu; phone: 631-5632, 631-6672, 631-4348, 631-8069 or 631-4267; or fax: 631-4268.

Course Packets

Course packs, which are an organized way of presenting materials for a course, can reduce departmental costs. Students purchase them as they would a required textbook. DCL Services processes copyright permissions (at no additional charge), and sells packets to students who can pay by student account, charge card, cash or check.

Printing Services

DCL Services can do **High Production Black & White** printing (in an excellent gray scale) and **High Production Color** printing, which can be used for class/research materials, transparencies, graphics, brochures, flyers, course packets, posters, etc. Printing can be done on cardstock, parchment, bond, or other paper stock. A new **Color Plotter** has 44" printing capability on matte paper and photo luster paper.

Related Printing Services

Scanning in Color and Black/White (pdf, jpeg, and tiff formats). **Laminating** (Wallet size up to 11"x 17" sizes). **Cutting Services** (to the millimeter up to 22"). **Binding**, both vinyl-heat (narrow, medium, wide up to 2") and Spiral (Comb)-binding up to 2" in a variety of colors.

Design Services

DCL Services can design lecture posters, flyers, brochures, invitations, certificates, etc., at no charge. Linda Lange is still available to work with you regarding the information and layout for your project. Linda is working from home on an as needed basis, despite her retirement, to fulfill design needs of faculty and staff. Printing discounts are provided for the designs that Linda creates with you.

Arts and Letters Mail Distribution

DCL Services processes the mail delivered to O'Shaughnessy and forwards A&L mail to other buildings. The central mailroom in 235C O'Shaughnessy has locked mailboxes assigned to departments and individuals. Questions regarding mail should be directed to Tina Clark.

DCL Faculty Services

Scantron Tests: To eliminate time spent grading exam papers, DCL-Faculty Services in 232 Decio Hall provides Scantron forms for exams, and processes the final grades for your entire class. Contact Cheryl Reed at 631-7746 for more information.

Typing Services

Cheryl Reed (631-7746) in 232 Decio provides typing services for A&L faculty. She can type letters, forms, CV's/resumes, and manuscripts that include tables, footnotes, etc. Cheryl can also type book manuscripts that are "camera-ready books" (instructions from the publisher).

Conversion from PDF to MSWord documents

Cheryl Reed (631-7746) and Nancy Milliken (631-4348) can scan text documents into .pdf files and convert .pdf files into an editable MS Word document.

Ordering Course Materials

Hammes Notre Dame Bookstore

Textbook Department, Hammes Bookstore • **631-7828**

Book Orders can be placed by contacting **Robert Thomson** (rthomson@nd.edu) or **Rose McMahon** (rmcmahon@nd.edu) or by ordering online.

To order books **online**, visit www.ndbookstore.com or the Hammes bookstore link under *insideND*, by selecting "Quick Links" and "Services Menu." Scroll to "Online Adoptions" near the bottom of the page.

If you are using the **online** service for the first time the faculty password to register is "0700." The store encourages you to experiment with the web site. Once you have submitted your course materials order, you will receive an immediate e-mail acknowledgment. The benefits of using the system include one-click adoption in future terms, as well as a working history for your future classes.

In order for Notre Dame to maintain compliance with the recent **H.E.O.A.** (Higher Education Opportunity Act) legislative action, it is mandatory that instructors order textbooks early or on time. Fall orders are due the end of April and Spring is due the end of October. This is critical because it allows students to view course books while they are enrolling in classes and provides the bookstore the necessary time to research, order and shelve books for your classes.

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

Textbook Rental or Rent-a-Text, is now available to students. Students can save 50% or more on the price of their textbooks. The list of rentable titles is extensive. To see if titles you are using are available for rent, contact the bookstore.

Print or digital **Course Packets** can also be ordered through the Hammes Bookstore. Please contact Bob Thomson at the email above for more information.

Computer Services

Arts and Letters Computing Office (ALCO)

115 O'Shaughnessy Hall • 631-7021 • <http://www.nd.edu/~alco/>

The Arts and Letters Computing Office provides College faculty and staff with computing consultation, advanced technical support and procurement services. College policy requires all computing related purchases (hardware, peripherals, software etc.) to be made through the ALCO office using BuyND and approved University suppliers. The office is open from 8 a.m.- 5 p.m., Monday - Friday. For the fastest response, technical support calls should be directed to the Office of Information Technologies (OIT) Help Desk at [574-631-8111](tel:574-631-8111). Issues not resolved at the OIT Help Desk are escalated to the ALCO support team.

Office of Information Technologies (OIT)

128 DeBartolo Hall • 631-8111 • oit.nd.edu

Notre Dame has a variety of information technology (IT) services and resources, many of which are offered through the Office of Information Technologies (OIT). What follows is a snapshot of the many services OIT offers. Additional information about getting started at Notre Dame is available at oit.nd.edu/start/.

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 accounts.nd.edu/activation. When prompted you will need your ndID number (located on your Notre Dame ID card) and your birth date.

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 and provides support via phone, email, walk-in and online chat. Visit the Help Desk website at oit.nd.edu/helpdesk/ for additional information. If you have a computer-related issue when the Help Desk is closed, you can email oithelp@nd.edu or leave a voicemail at **574-631-8111**.

Computer Security

The OIT Information Security division offers a variety of services to promote and ensure safe computing practices. 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 antivirus and antispyware software to employees at no cost under a campus license agreement. This software is available for University-owned Windows and Macintosh computers. Visit oithelp.nd.edu/antivirus (NetID and password required) for information on how to obtain this software. Be sure to review *Responsible Use of Information Technologies at Notre Dame* policy at oit.nd.edu/policies/rup.shtml.

Learning Management: Sakai

Sakai is the learning management system (LMS) designed to facilitate teaching, learning, and collaboration at Notre Dame. Whether your course is taught face to face, as a 'blended' course, or you'd like to explore more fully online learning methods, using Sakai enables you to extend your course design beyond the four walls of the classroom.

Sakai has a variety of valuable features which will help you:

- Publish a course syllabus
- Manage and post grades
- Facilitate discussions
- Provide resources, including files and links to related websites
- Create and administer online tests and quizzes
- Conduct surveys
- Administer and collect assignments electronically
- Invite or assign students to form study and/or project groups
- Add library reserves directly to your course site
- Add video content using the integrated Kaltura Media Gallery

For more information, visit sakai.nd.edu.

Class Email Lists

The OIT creates an email list for each course section you teach to help you easily communicate with your students. List membership is updated automatically as students add or drop a course. You can find the address of your course email lists linked from the onlinephoto.nd.edu/ web page.

You also can join or create other lists that offer open, informal "communities of practice," where you will find a group of others who share a particular interest, such as Google Groups. To learn more about lists, join an existing group or to request a new group, visit:

<http://oithelp.nd.edu/gmail-and-google-apps/groups/>

Technology Workshops

OIT has a variety of technical training opportunities. In addition to scheduled, instructor-led classes, there are also special-request training options, including one-on-one instruction for faculty, guest instruction in faculty classrooms when students need technology training and a variety of other alternatives designed to meet teaching and learning needs. OIT also offers monthly or yearly licenses to lynda.com for a discounted fee. To inquire or request these services, email training@nd.edu or call **574-631-7227**. For a schedule of courses and other resources, visit oit.nd.edu/training/. The Kaneb Center at [/kaneb.nd.edu/events.html](http://kaneb.nd.edu/events.html) also offers presentations on the effective use of technology in teaching.

Online Documentation

OIT provides documentation to assist computer users, accessible at oit.nd.edu/training-classes/documentation. Your NetID and password are required. Topics include both Notre Dame specific

information and more general applications. The documents provide reference materials for commonly used computer products on campus, and are available at no charge to members of the Notre Dame community.

Computer Service & Repair

The ND Computer Service Center is a fee-for-service repair facility located at 102 Information Technology Center. It is an Authorized Service Provider for warranty repairs on Apple, Dell, and Lenovo computers. It also can provide non-warranty service on these and other computer brands as well as most HP monochrome laser printers. The ND Computer Service Center offers competitive pricing, as well as quality service and faster turnaround time. It also offers computer laptop rentals, so you can arrange to rent a laptop while your computer is being repaired. If you are conducting University business overseas and need to take a mobile device, review the recommendations for traveling securely at: <http://ntrda.me/international>

For additional information on the ND Computer Service Center, go to: oit.nd.edu/computer-service-center.

Check The Status of IT Services

How do you find out about the status of IT services? Follow the OIT on Facebook (oithelpdesk), Twitter (OITatND) and Google+ (oit.nd.edu/gplus).

Student Computer Labs

OIT manages five student computer labs configured with Windows and Mac computers. Student computer labs offer the same software as the Registrar's classroom lectern computers. All OIT-operated student computer labs offer high-quality, black-and-white printing. Color printers are also available in several locations. Other campus departments also operate computer labs for special purposes, for their own students, or both. For hours and locations of OIT-operated labs, go to: oit.nd.edu/academic-support/oit-computer-lab-locations-and-hours/

Classroom Technology

Registrar's classrooms (157) are equipped with audio video systems that allow students and faculty to present information from a variety of sources. Two computer classrooms with student workstations are located in DeBartolo Hall. All registrar-controlled classrooms can be reserved for instructional purposes. For additional information, go to: learningspaces.nd.edu/

Audio Video Checkout

Small, portable devices such as cameras, audio recorders, and microphones can be checked out for academic use from the OIT at 115 DeBartolo Hall. Equipment rental service for special events held either on- and off-campus is available to faculty, staff and students. Events that are not directly related to class instruction may incur a fee. Contact **574-631-6423** for details, or visit: oit.nd.edu/academic-support/equipment-rental.

Multimedia Services

Faculty can also take advantage of other teaching and meeting support services, including videoconferencing, video streaming, web conferencing, video and audio production, and post-production services, including media duplication. Additional information is available at: oit.nd.edu/academic-support/media-services.

Academic Technologies Services

OIT also identifies and facilitates the adoption of emerging technologies that advance teaching, learning and research. Staff regularly review and test a wide range of technologies that enable faculty and students to be more creative and collaborative both inside and outside the traditional classroom. Located in B003 DeBartolo Hall, the Academic Technologies Lab regularly hosts vendor demonstrations, faculty focus groups, and experiments to test new technologies that have potential for use by Notre Dame faculty and students in classrooms, labs or other on-campus learning spaces. To learn more about the recent work and upcoming events, visit oit.nd.edu/at/.

Reserving and Scheduling Classrooms

Registrar-controlled classrooms, especially during prime-time hours, have limited availability. Standard class times help improve efficient use of space, allowing the maximum number of courses to be offered throughout the day. Each college is allocated a number of time slots to use each semester; once the allocation is met, no additional courses may be added at that time slot. Classes that meet during standard class times are assigned rooms 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 instructor's technology needs. 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 Registrar via e-mail at roomreq@nd.edu or by phone at **631-5133**. Due to demand for full-technology rooms, especially during prime-time hours, some requests may not be met.

Departmental exams and final exams are established by the Registrar, who sets the exam schedule. courses holding a final exam will have a room assigned based on the exam schedule.

Registrar-controlled classrooms are available outside of class hours for study sessions, review sessions, and class meetings to all faculty and staff. The website, <http://scheduling.nd.edu> is opened up for reservations (weekday requests) at the beginning of each term; available dates are posted at the top of the reservation templates. This website also offers users the option to request the use of space for special events and weekend usage; these requests are reviewed by the building managers and there may be costs associated with the use of the space. For further assistance, call the Registrar's office at 631-5133 or contact them via email at roomreq@nd.edu.

V. Intellectual Resources for Faculty and Students

Institute for Scholarship in the Liberal Arts (ISLA)

101 O'Shaughnessy, 631-5730, <http://isla.nd.edu/>

ISLA supports and advances the research, scholarship, and creative work of faculty, graduate students, and undergraduates in the College of Arts and Letters by providing the following services:

- **For Faculty:** ISLA provides information, advice, and assistance in finding and obtaining grant funds from public and private agencies to support research, scholarship, and creative works. Staff assist faculty with drafts of grant proposals and budgets and help faculty usher proposals through the administrative review process. ISLA partners with the Office of Research to provide post-award support as well.

In line with the academic mission of the University, ISLA also offers: internal grants, workshops on grant writing and academic publishing; and assistance with conference and lecture series planning.

- **For Graduate Students:** ISLA offers Graduate Student Research Grants (GSRAs) and American Dream Summer Grants (undergraduates eligible as well) and the Diana M. Sciola Catholic Tradition and Italian Artistic Culture to support a wide range of research and creative projects.
- **For Undergraduates:** ISLA's Undergraduate Research Opportunity Program (UROP) enhances undergraduate education by providing financial support to students who wish to engage in independent research, do creative projects, or present their research at conferences. Students may design projects independently or propose a project related to some aspect of a faculty member's research. In either case, a faculty member must endorse the proposal and supervise the project.

During the academic year, UROP provides support through Senior Thesis Grants, Conference Presentation Grants, Diana M. Sciola Catholic Tradition and Italian Artistic Culture Grants, and Research and Materials Grants. For summer research and creative projects, UROP offers: Summer Comprehensive Grants, Da Vinci Interdisciplinary Grants, and American Dream Grants. As each grant has its own eligibility and application guidelines, students and supporting faculty members are urged to consult ISLA's webpages for details.

Teaching Beyond the Classroom

104 O'Shaughnessy Hall • 631-9468

Teaching Beyond the Classroom (TBC) Grants are available to faculty who wish to enrich student learning by inviting students in a class to participate in a local or regional cultural excursion or by arranging for a cultural or intellectual event on campus. Examples include taking students to a play, concert, exhibit or other cultural activity on campus, in the South Bend community, or within a relatively short distance from campus, inviting a guest lecturer to speak primarily to undergraduates within a class or specific department, inviting undergraduates to accompany a faculty member to an academic conference, or organizing a department-wide event, such as a cultural festival. Faculty may request up to \$1500 per year for their own classes, which may be divided among a faculty members' courses over an academic year. Directors of Undergraduate Studies or others charged with arranging departmental events may request further funding for support of programs not affiliated with a class. TBC grants are administered by the Office for Undergraduate Studies. Further information is available at

<https://al.nd.edu/advising/faculty-teaching-resources/tbc-grants/>

Class Trips. A student group, if accompanied by a faculty member, may take trips if the purpose of the trip is to further students' academic training in a particular course. The group's faculty advisor, the chairperson of the department that offers the course, and the Dean of the College must approve such trips. Each student is then responsible for seeking clearance from 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 (see *Academic Guide*). Funding may be available for this through TBC Grants. However, TBC funds will not be given when the trip would involve students missing other classes.

If you are planning a class trip, students must sign a waiver and release of liability form, which may be obtained at the Office of Risk Management (**631-5037**). Transportation Services (<http://www.transportation.nd.edu/>) rents cars and vans to students, faculty, and staff for University business. For more information, please call **631-6467**. Remember that **International travel** involving students

and faculty requires permission. Please see this link for more information
<http://international.nd.edu/international-studies/notre-dame-sponsored-travel/>

Table Talk. Learning is deepened when students develop an intellectual relationship with their professors. In order to encourage more faculty-student interaction outside the classroom, the College funds 5 meal tickets, per semester per faculty member actively teaching, that can be used by faculty members when **dining** with students in Notre Dame dining halls. Some of the most effective teachers in the College eat once a week with their students. Funds are also available for faculty who would like **to host students in their homes**.

Reimbursements range from \$50 to \$180, depending on the size of the class and whether the event takes place early in the term. Receipts are necessary for reimbursement and need to be filed through the faculty member's TravelND, after completing the online form: <http://goo.gl/forms/KrL3DwfKB7>. For more information: <https://al.nd.edu/advising/faculty-teaching-resources/table-talk-and-meal-tickets/>.

The John A. Kaneb Center for Teaching and Learning

353 DeBartolo Hall – 631-9146 – <http://kaneb.nd.edu>

The Kaneb Center supports the pursuit of teaching excellence by stimulating scholarly reflection and conversation about teaching and encouraging the adoption of practices that enhance learning.

The Center provides research-based services, programs, and resources that support teaching and reflective practice at Notre Dame. We offer workshops and collaborative consultations that explore a variety of pedagogical approaches with an emphasis on the creation and implementation of student-centered learning experiences. The Center maintains a lending library of resources on topics including course design, classroom strategies, assessment design, student feedback, and academic career development. Additionally, our staff can help you identify and integrate technology tools to enhance your students' learning, develop Scholarship of Teaching and Learning (SoTL) projects, and plan and implement assessment of program learning outcomes. Stop by or contact us for more information and visit our Faculty/TA lounge (350 DeBartolo Hall) when you are teaching in the building.

Kaneb Center Staff

Alex Ambrose, Associate Program Director of ePortfolio Assessment Kevin

Barry, Director

Chris Clark, Assistant Director and Learning Technology Lab Coordinator

Dan Hubert, Associate Program Director of Learning Outcomes Assessment

Kristi Rudenga, Assistant Director of Graduate Student Programs

Joanna Sherbun, Coordinator of Office Services

The Flatley Center for Undergraduate Scholarly Engagement (CUSE)

110 Brownson Hall, 631-0371, cuse@nd.edu

In support of the University's mission, the **Flatley Center for Undergraduate Scholarly Engagement (CUSE)** promotes the intellectual development of undergraduates through scholarly engagement, research, and the pursuit of fellowships. CUSE aims to stimulate the life of the mind across campus by building a scholarly community to engage and support students in intellectual and creative endeavors inside and outside the classroom; creating opportunities for undergraduates to develop and share their research, scholarship, and creative work; connecting them to resources to assure their success; and increasing students' competitiveness for and participation in nationally competitive fellowships. To learn more about how you can get involved, visit <http://cuse.nd.edu/>.

CUSE's **Undergraduate Research Initiative (URND)** is a university-wide resource that promotes participation in undergraduate research at all stages of a project. URND staff and programs help students brainstorm ideas, identify faculty mentors, develop grant proposals, apply for funding for research and scholarly engagement activities, and present their work in various venues, including the annual Undergraduate Scholars Conference at ND. URND also offers a series of workshops, both at CUSE and in classes, designed to guide students through all phases of the research process. In addition, URND advisors provide guidance and feedback on applications for ISLA's Undergraduate Research Opportunities Program (UROP), the Glynn Family Honors Program, College of Science Research and Materials and COS-SURF grants, and funding opportunities for First Year students via the ND Ignite Program, among others. See also: <http://cuse.nd.edu/undergraduate-research>.

CUSE is the primary contact for Notre Dame undergraduates and alumni for the most prestigious and highly competitive **national fellowships**. Examples include the Rhodes Scholarship, the Marshall Scholarship, the Truman Scholarship, the Goldwater Scholarship, the National Science Foundation Graduate Research Fellowship, and the Fulbright U.S. Student Program, among others. CUSE promotes the intellectual benefits of these prestigious scholarship programs, recruits and mentors potentially competitive applicants among undergraduates and alumni, and oversees the administration of the application process for those fellowships requiring university nomination. CUSE's mentoring includes facilitating interaction between students and faculty; assisting applicants with personal statements, research proposals, and interviewing skills; and providing information about academic disciplines and professional trajectories. For more information, please visit <http://cuse.nd.edu/fellowships>.

The CUSE Team

Dr. Deb Rotman, Paul and Maureen Stefanick Faculty Director
drotman@nd.edu or CUSEDirector@nd.edu; 631-7125

Dr. Jeffrey Thibert, Associate Director
jthibert@nd.edu or fellows@nd.edu; 631-0372

Dr. Yvonne Mikuljan, Assistant Director of Undergraduate Research
ymikuljan@nd.edu or urnd@nd.edu; 631-8634

Zoë Gioja, National Fellowships Coordinator
zgioja@nd.edu or fellows@nd.edu; 631-9062

Kati Schuler, Administrative Coordinator
kschule1@nd.edu; 631-0371

Center for Social Concerns (CSC)

Geddes Hall • 631-5293 • <http://socialconcerns.nd.edu/>

The Center for Social Concerns (CSC) 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 CSC connects faculty with more than 80 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 170 courses with a community-based component were taught by Notre Dame faculty in every college and school, as well as many centers and institutes. CSC 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 such a course, contact **Dr. Connie Snyder Mick**, Director of Community-Based Learning, at cmick@nd.edu. You may also visit <http://socialconcerns.nd.edu/faculty/cblcourses.shtml>

Course Development Grants, Community-Based Research Grants, and Faculty Fellows. The CSC provides financial support for community-based teaching and research through 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 support innovative research projects that pair community and university experts in an effort to answer questions held in common. The Faculty Fellows program recognizes faculty 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. You may also consult the following site: <http://socialconcerns.nd.edu/faculty/cbr.shtml>.

Community Engagement Faculty Institute. This summer institute is designed for all who want to deepen their knowledge, skills, and passion for community-based teaching, research, and scholarship. The three-day Faculty Institute is itself a model of engaged learning. It features a mix of lectures by faculty and community experts on the theory and practice of academic community engagement along with travel into the local community to learn with community partners who address a range of social concerns, such as poverty, healthcare, and education. Community partner connections and institute curriculum are tailored to the learning objectives and interests expressed by the emergent cohort each year.

For information about the Faculty Institute including Participant Profiles, Presenter Profiles, Institute Activities, Recommended Resources, CBL Syllabi and Projects, Community-Based Research links, and Professional Organizations and Conferences visit <http://blogs.nd.edu/community-engagement-faculty-institute/>. Applications are typically due February 1; the Institute runs the end of May. Address questions to Dr. Connie Snyder Mick at cmick@nd.edu.

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 (CSLC)

329 DeBartolo Hall • 631-5881 • <http://cslc.nd.edu>

The Center for the Study of Languages and Cultures (CSLC) is an interdisciplinary initiative dedicated to advancing language acquisition and cultural understanding at the University of Notre Dame. The CSLC offers a comprehensive suite of innovative spaces and programming for language-

culture exposure, interaction and communication combined with innovative technology and effective second-language language pedagogy. The CSLC emphasizes a learner-centered communicative approach to language-culture study and seeks to integrate this knowledge with the greater humanities educational experience, while also advancing internationalism and diversity across and beyond campus. In order to fulfill its mission, the CSLC collaborates closely with scholars and practitioners across a range of departments, institutes, and affiliate institutions, and fosters discourse and coordination among these entities. The CSLC's facilities, programming, and staff are interdisciplinary in nature and committed to developing critical inquiry via multiple literacies in language and culture.

Design. The CSLC features an innovative design incorporating an open lounge and language discussion area alongside semi-private study booths for pair or small-group work. A large multipurpose classroom provides space for the language learning enterprise, including technology-based course instruction, small group work, video recording for class projects, as well as a variety of language learning events. The multipurpose room's versatility and size are ideal for conducting pedagogical workshops and hosting scholarly lectures, cross-cultural activities, and language events such as the Japanese Sweets-Making Workshop, Portuguese dancing, German opera singing, Halloween cultural events, Irish-language idol, French and Italian movie nights, etc, etc.

Technology. The CSLC offers a host of innovative language instructional technologies alongside targeted programming for student interaction. Computers with a variety of language software applications are available at every station throughout the center, and language books and periodicals can be checked out from the CSLC reception desk. In addition to the technologies, the CSLC provides pedagogical consultation and logistical deployment of instructional technology integration in the classroom—on campus and abroad.

Programming. The CSLC also offers a variety of original and shared departmental programming to provide students with opportunities to learn about and be exposed to additional languages and cultures. Students are provided the opportunity to practice using their target language with fellow students and native speakers. With language departments and individual professors, the CSLC offers Summer Language Abroad grants, specialized language peer tutoring programs, conversation partnerships with international students, language discussion tables, academic and non-academic reading groups, cross-cultural discussions and celebrations, among many other programs. The CSLC also administers Oral Proficiency Interview (OPI) testing and houses programs in TESOL and English for Academic Purposes (EAP).

For more information about the CSLC, including information on the staff, visit <http://cslc.nd.edu/> or contact the Center at 631-5881. See also [facebook.com/theCSLC](https://www.facebook.com/theCSLC) or twitter.com/theCSLC

CSLC Staff

Dr. Brian Ó Conchubhair, Director

Dr. Denise A. Ayo, Assistant Director

Lisa Joy Oglesbee, English for Academic Purposes

Dr. Hana Kang, Second Language Acquisition

Joachim Castellano, Technology and Administrative Program Manager

Dr. Leonardo Francalanci, Language Assessment Coordinator

The Learning Resource Center

Director: Nahid Erfan Alexandrou

228 Coleman-Morse Center • 631-7904 • <http://fys.nd.edu/lrc>

The Learning Resource Center (LRC), an academic service provided by the First Year of Studies, offers first-year students a comfortable and supportive learning environment where they can get help with course material that they find difficult to master. These programs are open to all first-year students regardless of major. Sessions are free of charge and meet in the evenings in the Coleman- Morse Center once or twice a week.

Collaborative Learning groups organize students to work together to understand course concepts and problem-solving processes. These groups are led by upper-class students who encourage first- year students to form relationships with people in their classes and to share their insights with others. Students must pre-register with the LRC to participate in these groups.

The **Tutoring** program allows students to review the concepts their professors have covered in class in a lecture-based format delivered by an upper-class student. Pre-registration with the LRC is required and enrollment in these sessions is usually kept to fewer than fifteen students. Private tutoring (1 student, 1 tutor) and small group tutoring (4 students, 1 tutor) are also available on a limited basis for students who have participated in group tutoring but still require additional help.

Walk-in **Help Sessions** are available for all calculus and chemistry classes that first-year students take. These sessions do not require pre-registration and have upper-class tutors on hand to answer questions about course content and homework. Special help sessions are offered for students who did not take calculus in high school and require extra help.

The LRC is not meant to replace any resource offered by instructors or departments. Rather, it is an additional support mechanism for the newest members of Notre Dame's academic community who may be struggling with the transition to the demands of a rigorous college curriculum. Instructors are welcome to refer students to the LRC and to contact them about potential support they might provide. Please check the First Year of Studies website for the current semester schedule of services.

Study Abroad

105 Main Building • 631-5882 • <http://international.nd.edu/education-abroad/study-abroad/>

Notre Dame International (NDI) Study Abroad sends hundreds of Notre Dame undergraduates abroad each year. In 2016-2017, Study Abroad offers undergraduate programs in Fremantle and Perth, Australia; Salvador da Bahia and São Paulo, Brazil; Santiago, Chile; Beijing, Hong Kong and Shanghai, China; Copenhagen, Denmark; Angers and Paris, France; Berlin and Heidelberg, Germany; Athens, Greece; Budapest, Hungary; Dublin, Ireland; Jerusalem, Israel; Bologna and Rome, Italy; Nagoya and Tokyo, Japan; Amman, Jordan; Seoul, Korea; Puebla, Mexico; Rabat, Morocco; Moscow, St. Petersburg, and Vladimir, Russia; Kigali, Rwanda; Dakar, Senegal; Singapore; Alcoy and Toledo, Spain; Geneva, Switzerland; London, Norwich, Oxford, and St. Andrews, United Kingdom.

Students with compelling academic reasons may petition to participate in a semester study abroad opportunity outside those listed above while still earning ND credits and grades. For additional information, check the Study Abroad website.

Summer 2016 programs were offered in Brazil, China (multiple destinations), Germany, Greece, Ireland, Israel, Italy, Japan, Russia, South Africa, Spain, United Kingdom, Uganda and Rwanda.

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 may earn credit but must apply for a leave of absence for study abroad to non-Notre Dame programs through Dean Toumayan in the Office for Undergraduate Studies. To apply to most St. Mary's College Programs, students must also have applied to two ND study abroad programs and have a release from NDI Study Abroad. These students must also apply for a study leave of absence through Assistant Dean Toumayan who may be contacted at **631-7098**.

Notre Dame Policy on International Travel Involving Undergraduates

For international travel involving students, the faculty member organizing the trip or accompanying the group abroad is required to enter travel information in the Notre Dame Travel Registry. For resources and detailed information about the International Travel Policy, please visit the Travel and Safety website at <http://international.nd.edu/travel/>

The Career Center

248 Flanner Hall, Notre Dame, IN 46556 Phone 574-631-5200 careercenter.nd.edu

Students trust your advice! They come to you with all kinds of questions, including

- What can I do with this major?
- I have no idea what I want to do with my life – do you think I could teach?
- What internships are out there for me?

The Career Center can help you out with these! We share your commitment to the intellectual, spiritual, and emotional development of our students. At the Career Center, we are about engaging undergraduate students early, helping them explore the professional world, and assisting them with their internship and post-graduate searches. The Career Center Liaisons to the College of Arts & Letters want to work with you to ensure that Arts & Letters majors know how to communicate the value of their liberal arts education. Arts and Letters students are uniquely qualified to pursue a vast array of internship and post-graduate opportunities in a multitude of industries. Let us know how we can work with you to better serve your students in their career development.

COLLEGE OF ARTS & LETTERS CAREER CENTER LIAISONS

Maureen Baska, Career Coach – Engagement Team maureen.baska@nd.edu 1-1741
Anita Rees, Career Coach – Exploration Team arees@nd.edu 1-3314

ACADEMIC YEAR OFFICE HOURS

Monday-Friday: 8:00 – 5:00 pm

Walk-in hours: Monday-Friday 1:00 – 4:30 pm

CAREER CENTER SERVICES

- Individual Appointments
- Career Assessment Tools
- On-campus, Off-site, and Virtual Career Fairs
- Job, internship, and industry exploration resources free to ND students
- Extensive on-campus recruiting
- Mock Interviews
- Arts and Letters Specific Programs/Workshops: Arts and Letters Career Fair Panel, Resume Reviews, and A&L Career Conversations

On-Campus Recruiting and Go IRISH Database

Go IRISH allows students access to employer's job and internship descriptions, applications, on-campus recruiting/interviewing dates, and information sessions, in addition to on-campus career fairs.

ARTS & LETTERS SUMMER INTERNSHIP FUNDING PROGRAM

As one of ten internship funding programs offered through The Career Center, the ALSIP is funded by Notre Dame alumni that specifically wish to support Arts and Letters students. These alumni want to ensure those students are able to participate in an unpaid internship or an internship where the pay does not meet the standard cost of living by helping to cover the cost of food, transportation, and housing that are incurred during their experience. Find more information about the program on the homepage of The Career Center's website; careercenter.nd.edu.

ARTS & LETTER COLLEGE SEMINAR AND CLASS PRESENTATIONS

Career Coaches can provide brief or full session class presentations on numerous career topics, including but not limited to resume writing, interviewing, and career fair prep. We also have a relationship with the College Seminar program to offer specific presentations to these classes emphasizing the verbal communication and other skills developed through the liberal arts, how to translate the value of a liberal arts degree to a professional setting, and why employers and graduate schools want A&L students. Please contact College Liaison, Maureen Baska (maureen.baska@nd.edu), if you are interested in this.

CAREER EXPERIENTIAL EDUCATION PROGRAMS

- Arts & Letters Business Boot Camp
- Career Treks in Chicago, Indianapolis, DC, Los Angeles, Silicon Valley, and more.
- Mentoring Programs

As you interact with A&L students and encounter some who may have concerns about their professional opportunities, please let them know three keys:

- 1. Many industries hire late in the academic season – this has nothing to do with their major**
- 2. Major does not define career path**
- 3. The Career Center is here to help with career-related decisions**

Email Maureen or Anita if we can help you help your students!

Resources for Both Faculty and Students

The University Writing Center

203 Coleman-Morse Center ▪ <http://writingcenter.nd.edu> ▪ **631-3844**

The University Writing Center provides one-on-one consultations for writers at all levels of writing proficiency in any academic discipline. Consultants work with undergraduates, graduate students, postdoctoral scholars, and faculty who are working on a wide range of projects. They offer feedback at any stage of the writing process, such as planning the project or paper, developing a thesis, organizing the argument, using evidence, and revising the finished product. The Center also offers workshops that introduce students to particular genres of writing, such as grant proposals, fellowship applications, and job materials.

For longer projects, like senior theses, dissertations, or articles, students and faculty are welcome to make use of the "Read-Ahead Service" to get the most out of their consultations, sending a draft of a larger piece of writing (like a thesis chapter or book section) in advance so that the consultant will have time to review the piece before the meeting. Standing weekly appointments are also available for students and faculty working on extended projects to get consistent feedback from an attentive reader throughout the writing process.

The Writing Center also offers writing-across-the-curriculum support to faculty, including one-on-one consultations in assignment design, sequencing, and assessment.

To request a 10-minute classroom visit from a writing consultant or for more information on the Center, visit the website or contact **Dr. Matthew Capdevielle**, Director of the Writing Center, at mcapdev1@nd.edu or **631-3844**.

VI. Medical, Counseling, and Disability Resources

University Health Services

Saint Liam Hall • 631-7497 • <http://uhs.nd.edu/>

University Health Services (UHS) is Notre Dame's student health center, serving 12,000 students in 30,000+ clinical encounters each year. We are located in Saint Liam Hall, conveniently located just north of the Main Building.

Services

Specializing in care of the young adult, University Health Services offers primary care, sports medicine, psychiatry, travel services, women's health, allergy desensitization, immunizations, laboratory diagnostics, and case management of students with serious medical conditions. Our Inpatient Observation Unit is available for students who need overnight nursing care and are admitted by a UHS physician. We have onsite x-ray, lab, pharmacy and physical therapy. Our staff includes a full complement of top-notch and compassionate health care professionals and support staff.

During the academic year, members of the Notre Dame community, including 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 and according to the benefits of your health insurance plan. Please see our [website](#) for hours and information.

Hours

During the academic year, UHS is open 24 hours a day, 7 days a week. Students may come in any time to be evaluated by a nurse. In addition, students may make appointments to be seen by one of our five physicians, who are available Monday through Friday from 9am to 5pm.

UHS Medical Excuse Note Policy

University Health Services will provide a [medical excuse note](#) to patients who are evaluated by University Health Services for an injury or illness that could have an adverse academic impact. Students may submit a copy of the note to their professors as needed.

Students should discuss their potential need for a medical excuse note at the time of initial service.

Wellness Center

The Notre Dame Wellness Center is an innovative onsite medical facility for the University of Notre Dame faculty, staff and their eligible dependents. Operated by Take Care Health Systems, a Walgreens Company, the wellness center offers a new model of care that treats the whole person. The Notre Dame Wellness Center provides a full suite of health services customized specifically for your needs, delivering patient-centered, quality care in a nurturing environment including:

- Primary medical care (family medicine, internal medicine, women's health)
- Pediatrics
- Laboratory services
- Pharmacy, including over-the-counter medicine and drive-thru
- Physical therapy
- Occupational Health, including Worker's Compensation

- Online health services

The Notre Dame Wellness Pharmacy, operated by Walgreens, is a full-service pharmacy offering prescription services and private consultations. The pharmacy's over-the-counter products, such as cold medicine, are discounted by 15-20% in comparison to Walgreens local retail prices, a terrific savings for Notre Dame faculty and staff and their families.

University Counseling Center

St. Liam Hall, 3rd Floor • 631-7336 • <http://ucc.nd.edu/>

The University Counseling Center (UCC) offers professional services to all currently enrolled, 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. The UCC operates under an ethical code of strict confidentiality. The University Counseling Center is staffed by licensed professional psychologists and social workers, counselors, a nutritionist, and a staff psychiatrist.

The UCC's **C.A.R.E Team** (campus assessment, response, and education) consists of a small group of qualified and dedicated Notre Dame professionals whose mission is to promote the academic success of students through holistic support within the Catholic, Holy Cross traditions. Specifically, the team aims to:

1. provide early detection and intervention to any student in need,
2. gather information to determine the most effective plan of action,
3. provide a structured, positive method for addressing student behaviors that may impact the University community and may involve mental health and/or safety issues,
4. prevent situations from occurring or escalating,
5. provide consultation and support to faculty, staff, and students in assisting students who display concerning behavior,
6. balance individual needs of the student and those of the greater campus community,
7. coordinate resources and follow-up to ensure holistic and individualistic care, and
8. educate the campus community about behaviors of concern and reporting procedures.

Regardless of the complexity or seriousness of the situation, the team encourages any member of the University community to make a notification when concerned about a student or in need of support. Please contact Dr. Erica Kelsey, Care Consultant for Student Affairs (ekelsey2@nd.edu, 574-631-0084). A response will be made typically within 24 hours.

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 may include body acceptance, depression, stress management and relaxation training, eating disorders, performance enhancement, "not the perfect family," obsessive compulsive disorder, complicated

grief, anger management, 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. There is no charge for UCC services. The center is open from 9:00 a.m. to 5:00 p.m., Monday through Friday. Hours during holiday and academic breaks may vary.

Some students do not desire or 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 website for locations and times.

Urgent crisis telephone conversation is available twenty-four hours a day by calling **631-7336**. The UCC website contains online self-help materials as well as tips for recognizing students in distress and making appropriate referrals. Please see <http://ucc.nd.edu/>.

Sara Bea Disability Services

Sara Bea Center for Students with Disabilities • 631-7157

<http://sarabeadisabilityservices.nd.edu/>

The University of Notre Dame ensures that qualified students with disabilities have access to the University's programs and facilities. Federal laws mandate this access (*The Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act*), requiring that post-secondary institutions 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 Sara Bea Disability Services office 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 student's responsibility to disclose his/her disability and request an accommodation.* Students must provide Sara Bea 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 information Sara Bea Disability Services that verifies the disability and the appropriateness of the accommodation. If the student is not registered with Sara Bea Disability Services, he/she should be referred to the office 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. 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, Sara Bea Disability Services staff 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 Sara Bea Disability Services. Sara Bea Disability Services is responsible for making the final determinations as to the eligibility for and nature of the reasonable accommodations.

Confidentiality. The confidentiality rule applies to all information, regardless of its source. You may, for example, receive confidential information from a representative from Sara Bea 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 student and/or a member of the Sara Bea Disability Services staff (**631-7157**). For additional information, please visit the Sara Bea Disability Services web site: <http://sara.beadisabilityservices.nd.edu>

Reporting a Sexual Assault

Filing a Police Report

The University of Notre Dame encourages all victims of sexual assault to report such incidents to the appropriate police agency. **If the incident occurred on Notre Dame property, [Notre Dame Security Police](#) (574.631.5555) is the appropriate agency.** For most **off-campus incidents**, the appropriate agency will be either the St. Joseph County, South Bend, or Mishawaka Police Departments. **Notre Dame Security Police is available, at any time, to help you identify which police agency has jurisdiction and to assist you in reporting an assault.**

If you contact **Notre Dame Security Police** about the assault, **a specially trained investigator is assigned to follow up on the initial report.** Filing a report with Notre Dame Security Police does not commit you to any subsequent course of action. You will be given information about options and alternatives but the final decisions are up to you. Throughout this process, every effort will be made to preserve confidentiality.

[Title IX / Sexual Assault Resources](#)

Notre Dame's Conduct Process

The **University's conduct process** (administered through the [Office of Community Standards](#)) and the **criminal justice system** (police and prosecutor's office) are **two very different routes** for addressing an incident of sexual assault, and they are by no means mutually exclusive.

To learn more about the University's conduct process, you can either contact the **Deputy Title IX Coordinator** at **574.631.7728**. Should a student wish to **file a formal report at the University**, they can do so through the **Deputy Title IX Coordinator** or the **Office of Community Standards**.

The **University encourages the reporting of sexual misconduct, especially sexual assault**. At times, victims are **hesitant to report** to University officials because they are concerned that they themselves may be charged with policy violations, such as intoxication or parietais. The University recognizes that it is in the community's best interest that victims feel supported and encouraged to report sexual assaults or misconduct; accordingly, **student victims will not be subject to the conduct process in connection with their reporting of sexual assault or misconduct**.

Reporting a Sexual Assault

- [Victims & Survivors](#)
- [Reporting a Sexual Assault](#)
- [NDSP Investigators](#)
- [Help a Friend or Loved One](#)
- [Emergency Contacts / 24-Hour Help](#)
- [University Resources](#)
- [Local, State & National Resources](#)
- Quick Links
 - [Get HelpEmergency Contacts & SARP](#)
 - [Get InfoFind out more about sexual assault.](#)
 - [Get InvolvedContact the Gender Relations Center \(GRC\)](#)

A Few Things to Keep in Mind: A Quick Reference Guide

When You Have Questions.....

- About rules, regulations or other College policies? About a student's performance? Ask the Assistant Deans in the Office for Undergraduate Studies (<https://al.nd.edu/advising/>)
 - About what to do if you suspect cheating or plagiarism? Review the Academic Code of Honor (<http://www.nd.edu/~hnrcode/>).

A few suggestions....

- State your class attendance policies in your syllabus.
- Take attendance regularly, especially the first two weeks.
- Have at least one major examination or paper graded and returned to the students BEFORE the mid-term break.

Things to Remember....

- Don't forget to submit mid-term grade reports to the Registrar
- For first-year students and for upper division students performing unsatisfactorily (C- work or below).
- If a student has not turned in assignments, but is still on the official class list, you must turn in an "F".
- Don't forget that a two-hour final examination or term paper MUST be given/collected at the time and place stipulated in the official examination schedule (page).
- There is no "Incomplete (I)" for undergraduates at Notre Dame. Final grades MUST be based on work students completed *during* the term.

Some Important Links

- Academic Calendar. <http://registrar.nd.edu/calendar/>
- Academic Code. <http://facultyhandbook.nd.edu/governance/>
- Academic Code of Honor. <http://www.nd.edu/~hnrcode/>
- Arts and Letters Faculty Resources. <https://al.nd.edu/for-faculty/>
- The Bulletin of Information. <http://registrar.nd.edu/BOI.shtml>

- College of Arts and Letters. <https://al.nd.edu/about/>
- Design, Copy & Logistic (DCL) Services. <http://dcl.nd.edu/>
- Du Lac (Notre Dame Student Handbook). <http://dulac.nd.edu/>
- Faculty Handbook. <http://facultyhandbook.nd.edu/>
- Multicultural Student Programs and Services. <http://msps.nd.edu/>
- Office of the Provost. <http://provost.nd.edu/>
- Office of Residential Life and Housing. <http://orlh.nd.edu/>
- Office for Undergraduate Studies. <https://al.nd.edu/advising/>
- The Registrar. <http://registrar.nd.edu/>
- University Policies. <http://policy.nd.edu/>
- Women in Arts & Letters. <http://wal.nd.edu/resource/college-of-arts-and-letters/>

Phone Quick Reference

- The area code for South Bend is 574
- Your office phone is 631 + 4 digit extension
- To call an office on campus, dial 1 + 4 digit extension
- To call a student dorm, dial 4 + 4-digit extension
- To get an outside line, dial 8 and then dial number as if off campus

Some Important Phone Numbers

ALCO	1-7021
Classrooms	1-5133
College of Business	1-6602
College of Engineering	1-5530
College of Science	1-6375
Disability Services	1-7157
First Year of Studies	1-7421
Office for International Studies	1-5882
OIT	1-5600
Office of Residential Life	1-5878 or 1-5551
Office for Undergrad. Studies	1-8636 or 1-7098
The Registrar	1-6007
School of Architecture	1-7723
University Counseling Center	1-7336
University Health Services	1-7497