

## **Welcome to the College of Arts & Letters!**

The *Guide to Undergraduate Teaching* is compiled for faculty each year by the Office for Undergraduate Studies. The *Guide* brings together helpful information for new faculty 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, policies, best practices and resources. While it is a good introduction to the College, it is just that – an introduction – that links you to a myriad of campus offices and services.

Above all, please consider the **Office of Undergraduate Services, in 104 O’Shaughnessy**, a primary resource as you begin to teach in the College of Arts and Letters. Our office is open Monday-Friday, 8 am - 5 pm. We can be reached by phone at **574-631-7098**.

We update information annually in August as we prepare for the new academic year. If you have comments or feedback regarding any of the information we have provided in current *Guide*, we would be glad to hear from you.

## **I. THE COLLEGE OF ARTS AND LETTERS**

***Explore the College of Arts and Letters where students can “study everything and do anything.”***

[The Dean's Office](#)

[Discover the College](#)

[The Institute for Scholarship in the Liberal Arts](#)

[Departments, Centers and Institutes](#)

[The Faculty](#)

[Arts and Letters Calendar](#)

## **II. UNDERGRADUATE ADVISING**

***Students build relationships with their college deans and departmental advisors to integrate resources and information in shaping a unique and challenging undergraduate experience.***

[Arts and Letters Office for Undergraduate Studies](#)

[Meet the Associate Dean for Undergraduate Studies](#)

[Meet the Assistant Deans and Staff](#)

[Pre-health Advising](#)

[Pre-law Advising](#)

Major/Departmental Advising: [Directors of Undergraduate Studies](#)

[Majors, Supplementary Majors and Minors](#)

[Outcomes by Majors](#)

[Arts and Letters YouTube Channel](#)

***Other Colleges and Their Advisors:***

[School of Architecture](#)

[Mendoza College of Business \(MCoB\)](#)

[College of Engineering](#)

[College of Science](#)

[First Year of Studies \(FYS\)](#)

[2018 National Conference on Advising Highly Talented Undergraduates:](#)

Research and Engagement, September 16-17, 2018, University of Notre Dame

McKenna Conference Center

**III. ARTS AND LETTERS UNDERGRADUATE ACADEMIC POLICIES**

***The following links show the academic requirements and policies for students in pursuing the Bachelors of Arts degree. Note, the University has introduced a new Core Curriculum that is in effect for first-year students in 2018. Upper-class students currently in Arts and Letters follow the “Old Core” requirements in effect before 2018.***

[Degree Requirements](#)

Core Curriculum: [Before 2018](#) and [Starting in 2018!](#)

[New Core Requirements Combined University and College 2018](#)

Special Courses:

[University Seminar](#)

[College Seminar](#)

[Moreau First Year Experience](#)

[Course Load and Overloads](#)

Credit Policies: [Double/Multi-Counting Courses](#)

Credit Policies: [Activity and Experiential Learning](#)

Language Requirement: [Before 2018](#) and [Starting in 2018](#)

[Adding/Dropping Classes](#)

[Activity and Experiential Credit Policies](#)

[Leave of Absence](#)

[Withdrawal](#) (Separation from the University)

**For a complete list of college academic policies, [click here](#)**

#### IV. COURSE ADMINISTRATION

***In developing and planning your courses, several offices will be essential. The [Office of the Registrar](#) (1-7043) will assist with logistics of scheduling, room assignments, registration, rosters, exams scheduling and access to your rosters and the grading system.***

***Registrarial Information***

[Academic Calendar](#)

[Student Registration Process](#)

[Standard Class Times and Meeting Patterns](#)

[Class Search](#) and [Bulletins of Information](#)

[Room Reservations](#)

[Exam Schedules \(Departmental and Final\)](#)

[Registration FAQs](#)

[Inside ND Faculty Services Task Center](#) (login required for essential functions such as Class Rosters, OnLine Photo, Class Search, and Grade Submission)

### **Course Materials and Design**

**As for course materials, your essential resources the links below for texts, electronic reserves, learning management system and digital support. The OIT Help Desk, 574-631-8111, provides assistance for Sakai, the Learning Management System.**

Textbook Orders/Hammes Bookstore: Bob Thomson, [rthomson@nd.edu](mailto:rthomson@nd.edu), 574-631-8235

[Course Reserves](#)

[Design, Copy and Logistics Services](#) (Course Packets)

[Sakai](#) (Learning Management System)

[Center for Digital Scholarship](#)

[Center for Creative Computing](#)

Office of Information Technology: [Classroom Technology](#) and [Digital Media](#)

### **Policies**

**All courses are subject to the policies stipulated in the [Undergraduate Academic Code](#), updated July 1, 2018. Your syllabi must state the basic policies concerning attendance, testing and grading. Full explanations can be found in the sections listed below.**

[Course Syllabi](#), see section 3.1.2, page 4

[Attendance Policy](#), see section 3.1.3 plus sub-sections 3.1.3.1-7 for excused absences, pages 4-6

[Reading Days](#), see section 3.2.4, page 7

[Final Exams](#), see sections 3.2.1, 3.2.2 and 3.2.3, pages 6-7

[Midterm Deficiency Grading](#), see section 3.3.1, page 7

[Final Grading](#), see sections 3.3.2 through 3.3.14, pages 8-10

[Change of Grades](#), see 3.3.6, page 8

[X Grades](#), see section 3.3.8, page 9

## V. ACADEMIC HONESTY AND LIBRARY RESOURCES

***Notre Dame sets the highest expectations for its students as emerging scholars. The following links detail the Undergraduate Code of Honor and the shared commitment among students and faculty for “academic honesty and intellectual integrity.” Resources from the Hesburgh Libraries will be particularly helpful in teaching students the specific rules of citation in your discipline. You should include a clear statement about the Honor Code on your syllabi and how it applies to the work of your courses. If you would like to discuss a particular student issue, contact the [College of Arts & Letters Honesty Committee Chair](#).***

[Undergraduate Academic Code of Honor](#)

[Honor Code Violation Report](#)

[Procedural Appendix](#)

[Hesburgh Libraries](#)

[First Year Librarian](#)

## VI. FACULTY RESOURCES AND RECOGNITION

***The following offices and units offer pedagogical support, and technical assistance, recognition of teaching excellence and resources for your wellbeing.***

[New Faculty Resources](#)

[Faculty Handbook](#)

[Undergraduate Academic Code](#) (July 1, 2018)

[Kaneb Center for Teaching and Learning](#)

[Course Instructor Feedback](#) (Teaching Evaluations)

[Arts and Letters Computing Office \(ALCO\)](#)

[Teaching Beyond the Classroom Grants](#)

[Table Talk and Meal Tickets](#)

[Faculty Awards](#)

[Human Resources New Faculty Toolkit](#)

[Human Resources Well-being for Life Toolkit](#)

## **VII. STUDENT ACADEMIC RESEARCH, ENGAGEMENT AND SUPPORT**

***The following links provide information on undergraduate research, intellectual and cultural engagement, professional development and academic support services for students.***

[Institute for Scholarship in the Liberal Arts](#)

[Center for Undergraduate Scholarly Engagement](#)

[Notre Dame International \(Study Abroad\)](#)

[Center for the Study of Languages and Culture](#)

[Center for Social Concerns](#)

[Snite Museum of Art Faculty Resources](#)

[DeBartolo Performing Arts Center](#)

[ND Arts in the Curriculum Fall 2018](#)

[Center for Career Development](#)

[Arts and Letters Business Boot Camp](#)

[Internships and Discipline-Specific Opportunities](#)

[Writing Center](#)

[Learning Resource Center](#)

[Program in Academic Excellence](#)

## VIII. STUDENT WELLBEING AND IMPORTANT CAMPUS RESOURCES

***The following links provide information about the various campus resources for student health and wellbeing. If you are concerned about the health, well-being or academic progress of one of your students, please reach out first to the [Assistant Dean](#) who advises that student. We are here to help with connecting students to campus resources and will initiate the necessary processes. In cases of emergency, contact the appropriate ND offices immediately.***

[University Health Services](#)

[University Counseling Center](#)

[Care Consultants](#) (Assistance for connecting students to campus health resources)

[McDonald Center for Student Wellbeing](#)

[Sara Bea Center for Students with Disabilities](#)

[Title IX and Sexual Harassment](#)

[Gender Relations Center](#)

[Office for Student Enrichment](#) (Resources for first-generation and/or low-income student communities at Notre Dame)

[Financial Aid](#)

[Multicultural Student Programs and Services](#)

[International Student and Scholars Affairs](#)

[ROTC](#) and [Office of Military and Veteran Affairs](#)

[Student Activities Office](#) (Comprehensive list of Student Clubs and Organizations)

[Du Lac: A Guide to Student Life](#) (Comprehensive Student Handbook)

[A Guide to ND Acronyms](#) (From your friends in OSHAG!)

## IX. IMPORTANT PHONE NUMBERS

***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 get an outside line, dial 8 and then dial number as if off campus. Feel free to contact Undergraduate Services with any questions!***

<b>Arts and Letters Undergraduate Services</b>	<b>1-7098</b>
Arts and Letters Computing Office (ALCO)	1-7021
Office of the Registrar	1-7043
College of Business	1-7236
College of Engineering	1-5530
College of Science	1-6375
School of Architecture	1-6137
First Year of Studies	1-7421
OIT Help Desk	1-8111
Hammes Bookstore/Textbooks	1-8235
Sara Bea Center for Students with Disabilities	1-7157
International Student and Scholars Affairs	1-3825
Academic Services for Student Athletes	1-5585
Arts and Letters CARE Consultant	1-0084
University Health Services	1-7497
University Counseling Center	1-7336
Notre Dame Security Police	1-5555