



EMPLOYEE GUIDEBOOK

For Part Time Faculty

August 2006

Letter from the Provost

Dear Colleague,

Welcome and thank you for joining our NDNU community. I hope you will find the experience to be professionally rewarding and personally satisfying.

This part time faculty guidebook serves as an introduction to the who, what, when, where, and how for teaching at NDNU. The Deans took primary responsibility for its development; we trust it will be a useful and comprehensive guide.

Sharing your academic and professional expertise with students is your motivation to be here. Facilitating student learning is an energizing and challenging experience. Students come with a range of preparation, interests, skills, and experiences. We count on you to broaden and deepen their knowledge, understanding, competence and compassions and to hold them to high standards. On behalf of NDNU, I thank you for your service and commitment.

Beyond your work in the classroom, I encourage you to participate in the life of the University as your time and interest permits. There is an extraordinary array of events from which to choose: theatre, music, sports, art, guest lectures, alumni activities, and more.

Your Dean and your departmental colleagues will obviously be your best source of information and support. I want you to feel part of this wonderful community. Please feel free to call on any of us for information and support, particularly if you are facing a difficult situation with a student. Best wishes for a very successful experience.

Sincerely,

Judith Maxwell Greig

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I. Introduction

Mission Statement

Adopted 1998, revised April 2003

Founded upon the values of the Sisters of Notre Dame de Namur and rooted in the Catholic tradition, Notre Dame de Namur University is committed to providing strong liberal arts studies and undergraduate and graduate professional programs while addressing the constantly changing educational needs of our diverse society. We encourage our students to develop their potential in a supportive environment and challenge them to share what they have learned through service and the promotion of social justice and global peace. We are a center for values-based learning where students are enabled to build character, competence, and confidence for life and work.

Hallmarks of a Notre Dame de Namur Learning Community

Adopted by Sisters of Notre Dame de Namur, California Province, 2005

Hallmark One

We Proclaim By Our Lives Even More Than By Our Words That God Is Good

- a) We believe, even in the midst of today's reality, that God is good, and we stand firm in our commitment to honor that goodness in ourselves, in others, and in our world.
- b) We value life as an on-going spiritual journey of deepening relationships with self, others, and God.
- c) We make relevant to the life of our contemporary learning community the Sisters of Notre Dame de Namur history and the spirit of St. Julie Billiart. We seek to live this heritage by allowing it to influence our actions in today's world.
- d) We create decisions and policies that reflect the mission and values of the Sisters of Notre Dame de Namur and that are sensitive to the various stakeholders.
- e) We make decisions respecting and informed by the gospel values of our Catholic tradition and teachings.

HALLMARK Two

We Honor The Dignity And Sacredness Of Each Person

- a) We develop and appreciate relationships that respect individual differences (also see Hallmark 5).
- b) We create environments that encourage the development of the whole person.
- c) We dedicate time, space, and personnel in support of the individual's spiritual/personal journey.

HALLMARK Three

We Educate For And Act On Behalf Of Justice And Peace In The World

- a) We educate on behalf of justice and are willing to take socially responsible actions against injustice (e.g., issues of discrimination against women and racial discrimination).
- b) We ground our action on behalf of justice in the spiritual practice of reflection-action-reflection.
- c) We infuse classroom experience with global perspectives and integrate classroom learning with civic and cultural interactions.
- d) We live and act with reverence for the earth and the environment.
- e) We commit ourselves to create just systems and relationships within our learning community.
- f) We make conscious the effect our decisions and actions will have on the lives of the poor by making choices which are rooted in the gospel.
- g) We foster responsible global citizenship and to that end we commit ourselves to the practice of dialogue, nonviolence, and conflict resolution.

HALLMARK Four

We Commit Ourselves To Community Service

- a) We integrate service-learning (community based learning) into the academic curriculum and co-curricular activities.
- b) We create partnerships with community agencies that facilitate service-learning processes.
- c) We ground our service in the spiritual practice of reflection-action-reflection, and we incorporate this process into our service-learning commitments.

HALLMARK Five

We Embrace The Gift Of Diversity

- a) We welcome to our community people of diverse cultures, ethnicity, race, socio-economic circumstances, gender, age, sexual orientation and faith traditions.
- b) We develop educational programs which expand our knowledge and understanding of the diversity in our world community and which celebrate the richness of that heritage.
- c) We initiate strategies and support services which respect individual learning styles and which build the self-esteem of each student.

HALLMARK Six

We Create Community Among Those With Whom We Work And With Those We Serve

- a) We remember and honor the legacy of friendship between the Sisters of Notre Dame de Namur co-foundresses, Julie Billiart and Françoise Blin de Bourdon, and we foster a spirit of friendship as foundational to our learning community relationships.
- b) We value and implement community-building activities, both social and spiritual, between and among all members of our learning community.
- c) We design and foster collaborative processes wherever possible; we ground decision-making in active participation and the principle of subsidiarity.

- d) We create interactive and collaborative educational experiences.
- e) We create an atmosphere of open and direct communication.

HALLMARK Seven

We Develop Holistic Learning Communities Which Educate For Life

- a) We design and implement academically excellent educational experiences.
- b) We create curricular/co-curricular interactions that facilitate student-centered learning/teaching environments.
- c) We actively support the intellectual, emotional, spiritual, psychological and social growth of the members of our learning community.
- d) We provide an environment and appropriate training for leadership development.
- e) We foster educational activities that develop self-directed learners capable of self-evaluation, critical thinking, and creative responses to life situations.
- f) We work with and within a risk-taking and flexible organization which
 - exhibits compassionate and socially responsible actions in response to issues of justice;
 - bases its curriculum on cross-cultural perspectives and understandings;
 - respects and explores the unique and complementary roles and gifts of women and men in society.

II. General Information

A. Public Safety

Emergency Contact General Information

To contact NDNU Public Safety, call one of the two cell phone numbers: **(650) 740-1483** or **(650) 504-0656**. Public Safety can also be contacted through the switchboard, Monday-Thursday 8:00AM-7:00PM and Friday 8:00AM-5:00PM, or the Public Safety office located in **St. Joseph Hall #101**, phone number (650) 508-3502. To report an emergency, please call the Public Safety, and then call 9-911. (**Note: Public Safety does NOT carry pagers.**)

Natural Disasters

In the event of an earthquake, power outage, etc., listen to the radio (KCBS-740 AM or KGO-810 AM) for University closure. Do not call the University. Your Department Chair/Program Director will try to contact you with an update. Keep a list of the students in your class at home and/or in your office, so you can contact or email them. The decision to close is made on a University-wide basis, not course-by-course or program-by-program.

B. Faculty Resources

1. Faculty ID

ID's are available in the Gellert Library. You must bring your ID number with you. Your faculty ID number is printed on your payroll stub and can also be obtained from your department coordinators. The ID also serves as an NDNU library card and can have monetary balances added at the Business Office to use in the Dining Hall.

2. **Mailboxes**

NDNU Mail Center distributes both internal and external mails. Some instructors receive their mails through their administrative assistant's or Dean's offices or in such locations as the St. Mary's Hall locked mail boxes and the locked mail room in Cuvilly Hall.

For privacy and security reasons, please have students utilize the campus inter-office blue mail boxes located inside the St. Mary's Hall Lobby, Cuvilly Hall, and the 2nd and 3rd floor back landings of Ralston Hall to send document to you through the inter-office mail.

Outgoing external mail is delivered at 3:00 PM, M-F, to the USPS Office on Masonic in Belmont. If you miss pickup time, you may drop USPS mail in the USPS mail box on the curb outside of the north entrance to St. Mary's Hall (nearest the Business Office). The pickup time there is 4:30PM, M-F.

3. **Phone Directory**

The phone directory can be accessed (as a Read-Only Excel Document) through [Garnet/NDNU_Documents/CampusTelephoneDirectory/Directory](#).

4. **Office Supplies**

Please check with your school coordinator to request office supplies. Note that textbooks are not included as "office supplies" – NDNU does not pay for textbooks, since they can be requested from the publisher.

5. **Copying**

Copy codes are required for all copy machines. Each person is issued a separate number. Please do not let anyone else use your number. Please request copy codes and copier locations you would like to access through your department coordinator. The codes are then entered manually into each machine requested. Copy machines are located in St. Mary's Hall (Switchboard, Registrar, and next to Room 118), Ralston Hall (Color/the only campus color copier in the Mail Center and Black/White in the Mail Center, 2nd Floor, and 3rd Floor), Ralston Annex, and Cuvilly Hall (2nd Floor), as well as the Library and various other departmental locations throughout the campus.

Copy jobs may be requested to be completed by Copy Center personnel in person at the Switchboard or Mail Center, or via Interoffice Mail in the 4 locked Interoffice Blue boxes (in St. Mary's Hall, the Cuvilly Mail Room, and

the Ralston Hall 2nd and 3rd Floor back stairwell landings). Copy Request forms are available through the Mail Center (ext. 3530) and the Switchboard (ext. 0).

Copy jobs larger than 25 pages must be done in St. Mary's Hall or by the Copy Center for maximum cost savings for the University. The Copy center accepts jobs on a first come, first served basis, but usually has a quick turnaround time. Please be realistic and specific about the time frame of your request. (Please do not specify ASAP unless really needed, as stopping other jobs to squeeze in projects that are not picked up is not effective and efficient for our operation.) Please plan ahead!

Please abide by copyright laws. Do not request Copy Center personnel to deviate from copyright laws.

Do not pass your copy code to students or any others. Request a student code to be charged to your department, if necessary. You may also indicate your name and department on Copy Request Forms if you do not want the person transporting your order to have access to your number and we will be happy to look up your number when the order is processed.

Word processing and ensuring copy ready status is the responsibility of the customer. Please have materials ready for copying. An additional service charge may be assessed to the cost of the job if excessive time is required to complete a project. Pay-per-copy is available by coin-op in the Library, and cash or check at the Switchboard, and the Mail Center.

Please request copy codes and copier locations you would like to access through your department coordinator via email to ljacobi@ndnu.edu.

6. Mail/Copy Center Hours

Mail Center hours of operation are: Monday - Friday, 8:00AM to 5:00PM
Switchboard hours of operation are: Monday - Thursday 8:00AM to 7:00PM
and Friday 8:00AM to 5:00PM.

7. Payroll schedule

Payroll schedules are available across the payroll office, RH318, or can be found at: G:\NDNU_DOCUMENTS\Payroll Schedules.

8. Parking Permit

You can obtain a faculty parking permit at the Public Safety office in St. Joseph Hall, Room 101.

III. Academic Procedures

A. Syllabus

Your department chair can provide sample syllabi for your review. What is important to recognize in designing a syllabus is the timing of requirements. Spread out assignments and do not bunch everything at the end of the term. Students expect a great deal of detail on syllabi to help them plan out their course work.

Should include:

- Course #/catalog description from current catalog
- Instructor NDNU e-mail address and phone # when applicable
- Campus office hours/location – usually 1 hour before class
- Required texts – full information including edition and publication date
- Learning outcomes for the course
- Attendance policy (see below for attendance policy) and if the instructor will have a grading penalty for absence or late arrival
- Grading criteria and instructor expectations
- Grading scale
- Class meeting dates/reading and written assignments
- Learning disability statement (see information below)

May also include:

- Instructor biography – usually academic/professional highlights
- Course format and activities
- Outlines of other requirements/projects

NDNU requires a syllabus for each course. Three hardcopies of the syllabus and an electronic copy are required for administrative and accreditation purposes. These are due the first week of the semester to the department coordinator. Syllabi for weekend courses need to be in the Department chair's office before the semester starts.

B. Learning and Other Disabilities

Some students may exhibit signs of learning or other disabilities. (For adult students, these same learning constraints may have been the reason for earlier failure to complete college. It is important that faculty understand that while adults often learn ways to compensate for these problems in their professional worlds, they can be a barrier in a classroom environment.) Students should be encouraged to consult the director of Academic Success Center and University's learning disability coordinator, Peggy Koshland-Crane at ext. 3670 or to speak to the Program Director if they have questions. Faculty can also assist by including a statement in their syllabus such as one of the following suggested by Dr. Raymond Jones, Vice President for Campus Life:

- Reasonable accommodations will be provided for students with documented physical, sensory, cognitive, learning and psychiatric disabilities. Contact the professor to work out the details of the accommodation.
- Students with disabilities: As required by section 504 of the Rehabilitation Act, appropriate accommodations will be made for all students with

documented disabilities. If you have a disability requiring an accommodation in this class, please notify the instructor as soon as possible. This information will be kept confidential.

- Students who have any documented disability, which might affect their performance in this class, are encouraged to seek help from the professor at the beginning of the class.
- If a student contacts the University learning disability coordinator and provides evidence of disability, the coordinator will work with the student to specify required accommodations. The coordinator will send each instructor a letter detailing required accommodations. You are legally obliged to comply with such specified accommodations.

It takes extra effort to teach and help students with learning disabilities. For more information please see the section about the Academic Success Center on page 17.

C. **Textbooks**

At the appropriate time, the department coordinator will send out book order forms to all Instructors. The completed book orders, which **MUST** include title, author, publisher, edition, number of copies to order (or estimate) and ISBN number, must be returned to him/her by the requested date. The coordinator will then forward the book orders to the bookstore and they will order the textbooks for the students.

It is up to the Instructor to order his/her own review copy or any other additional material pertaining to that text (i.e., CD, instructor manual, overheads, etc.). If review copies are sent to the school, please be prepared to pick them up from the coordinator. They will not be forwarded to you at another address.

Required textbooks must be listed on the syllabus. All books listed on the syllabus must be made available to students through the campus bookstore. Instructors may not sell any books or other materials directly to students.

Before classes start, it is advisable to check with the Bookstore Manager regarding the arrival of ordered books. The manager can also be reached at (650) 594-1257.

D. **Official Class List**

Class lists are available to instructors electronically via the Campus Web. Please print class lists periodically during the Add/Drop period. Please inform the Registrar if students appear in your class and are not on the list-and vice-versa.

E. **Contacting Students**

All registered NDNU students are given an NDNU email. Instructors should use the NDNU email when contacting students in their class. Student emails are available on class lists in Campus Web.

F. **Withdrawal Policy**

Undergraduate students in 15-week courses may withdraw up to the Wednesday following the tenth week of the semester (e.g. November 8, 2006). No withdrawals are accepted after that date.

Intensive and graduate students have up to but not including the last class to withdraw.

G. **Waitlists**

The class list will reflect the names of waitlisted students in the order of time and date they attempted to register. They must have instructor signature on the Add/Drop form and return to the Registrar's Office to be officially registered.

H. **Semesters at NDNU**

The Fall and Spring semesters are fifteen (15) weeks in length. Consult the semester schedule for class hours. Final exams are given during the last week of class. Faculty are expected to proctor all exams. Summer courses often vary in length. Each unit of credit equates to fifteen (15) class hours, except in specially defined circumstances (for example, Intensive classes or lab meetings).

For every three (3) hours of class, 30 minutes are allotted for break time. You may wish to allow 20 minutes halfway through the class and 10 minutes at the end; do not go continuously for 3 hours.

I. **Classroom Assignments**

1. You will be assigned a room based on the expected number of students.
2. Your Department Chair/Program director makes requests for any special rooms before the class begins.
3. Please do not request a room change, as we do not have ideal classrooms for all faculty needs. The Registrar's Office is responsible to make room changes as needed for disabled students.

J. **Classroom**

The set up of a classroom is up to the individual instructor. When the class is dismissed, faculty must return the room to the original configuration. If your classroom is not open, please contact Public Safety at (650)504-0656 or (650)740-1483.

K. **Grades**

This is an area that is a source of continuing concern and most of what follows can be found in the Catalog. Please do not ignore the Catalog as a source of information; it is the official word.

1. ***Mid-term Grades***

In 15-week undergraduate classes, instructors are required to provide a mid-semester grade and to inform students of their progress or lack thereof. Midterm grades entered via Campus Web are immediately viewable by students. It is essential that you have constructed your course so that you have student work on which to base a midterm grade.

2 ***Incomplete***

An incomplete should never be assigned simply because a student has not submitted assignments or has missed or failed examinations. An incomplete grade should only be given for reasons “over which the student has no control” and those documented reasons must be stated on the “Request for an Incomplete Grade” form. To be eligible for an incomplete grade, the student must already be in a position of passing the course without any additional class time or tutoring from the Instructor. Please read the policy on the form.

Instructors submit letter grades and P/F grades online, but may only assign an “incomplete” grade by submitting a “Request for an Incomplete Grade” form to the Registrar’s office. The form must be signed by both the student and the instructor and list the work remaining to be completed, the date by which the work must be completed, and a default grade if the work is not completed by that date. The work to be completed and due date should reflect a negotiated agreement between the faculty member and the student.

Note that an incomplete grade, “I”, is different from an “in progress” grade, “IP”, and they are not interchangeable. The in progress grade may only be used in courses such as internships and some first-term intensive courses where there is an expectation printed on the syllabus that the work may extend beyond the term or semester of the course.

3. ***Submitting Final Grades***

Many students depend on tuition reimbursement to pay for their classes. Your timely input of grades is critical to this process. All instructors submit grades electronically through the Campus Web (use the link at the bottom of the NDNU homepage). The final deadline for submitting grades is the first Friday following the end of the semester. Please send a signed hardcopy of your grades to the Program Director or Department Chair a copy at the same time you submit the grades to the Registrar. This serves as backup and assures that the Director or Department Chair is aware of potential issues in advance. Late grades generate many student complaints that waste the time and energies of the Registrar’s Office. Faculty who do not turn in grades in a timely manner are reported to their Deans and Directors or Department Chairs.

You do not need to (and should not) inform students of their final grades. Grades are available to students via Campus Web immediately upon your submission and their completion of the course evaluation.

4. ***Change of Grade***

This is warranted only on the basis of computational or administrative error, not on submission of additional work, and can only be done within one semester after the course ends. It is important not to fall victim to the “I have to get a B to be reimbursed” or like arguments. This encourages thinking of a grade as entitlement and no one really benefits, least of all the reputation of the program.

This is not to say that there are not honest miscalculations; a thorough discussion with the student is the first step in any grade challenge and should be an honest and open exchange. We should be prepared to honor the student’s views where valid and give them the benefit of our doubts.

If you feel a grade change is unwarranted after a discussion with the student, you should document your information for the student and yourself in the event the student decides to pursue the matter further. (Grade appeal policy is documented in the Student Handbook available at www.ndnu.edu/studentdevelopment/student_handbook_intro.html). It is also important to follow prescribed policy and maintain final exams for a semester. If you do not give a final exam but have some final project, report, etc., ask students to submit two copies so one can be retained at the University.

L. **Attendance Policy**

Roll should be taken. (NDNU must document the last date of attendance if a student on financial aid withdraws from the University). Students also need to know that grades can be affected by attendance, and therefore careful documentation should be kept. Faculty members are requested to verify attendance policies with the Department Chair or Program Director and reflect the same on their syllabus.

M. **Course Evaluations**

1. All classes are evaluated by means of a standard student course evaluation at the end of the semester. Currently, the process is being administered electronically, outside of class time. Students access evaluations through the Campus Web. This evaluation is an important piece for your faculty file.
2. Summaries of the evaluation will be sent to you after review by the Dean and Department Chair. Data showing complete student responses is available upon request.

N. **Change of Class Schedule**

If for any reason you cancel a class meeting, change a time, or anything of this nature, please notify the Dean’s Office for your school and the Registrar’s Office. It is your responsibility to secure a substitute teacher if you are ill. Contact the Department Chair/Program Director if you need assistance with this. Students must be notified in advance of class cancellation. If you will be late, call the

appropriate Dean's Office, or Chair/Program director or Registrar's Office. Students wait 15 minutes and then are free to leave.

O. **Office Hours**

Faculty are expected to post and keep regular office hours for student consultations, holding at least one office hour per week for each three unit class; one hour before class is usually best for evening classes. Office hours may be by appointment. Part time instructors should give students a telephone number and a campus email address where they can be contacted.

P. **Return of Term Papers**

Faculty are requested to leave all final exams with the School, as they are retained with the School for a period of one semester after the date of the exam. Students may collect the same from the respective School offices, after one semester.

Q. **Course Challenge Examinations**

If a student wishes to challenge a course, they are to be referred to the Department Chair or Program Director.

IV. **General Campus Support Services**

A. **Office of Information Technology (OIT) Services**

1. **Help Desk**

The Help Desk is the first point of contact for most requests to OIT, including computer and telephone troubleshooting, installation of programs, virus questions, e-mail accounts and Campus Web password reset for entering grades.

All faculty are automatically provided with NDNU Exchange e-mail accounts. Usernames are the first initial of the first name, plus the last name (e.g., Jane Doe is jdoe@ndnu.edu). OIT can configure your Exchange account so that messages are forwarded to a non-NDNU e-mail location, however messages sent on to your non-NDNU location will not be stored on the NDNU Exchange e-mail server.

All faculty are also provided with Campus Web accounts. Your Campus Web ID is your NDNU ID number (the file number on your pay stub). Your temporary password the first time you access the system is: 123456

Help Desk staff can only work on University-owned equipment.

Hours

Monday – Friday: 8:00AM – 5:00PM

Saturday – Sunday: Closed

Contact Info

Help Desk Office: Campus Center #1
Help Desk Manager: Fred Fortaleza (ffortaleza@ndnu.edu)
Phone: (650) 508-3555
Submit Help Desk Requests online: <https://hdo.collegis.com/cnd>

2. **Audio-Visual**

Hours of Business

Monday – Friday: 8:00AM – 5:00PM

Saturday – Sunday: Closed

Fulltime OIT staff are on duty during these hours.

After hours support:

Monday – Friday: 5:00PM – 10:00PM

Saturday: 8:30AM – 6:00PM

In an effort to provide extended hours of support and meet the equipment delivery needs of NDNU, OIT utilizes NDNU student employees during after hours support periods. During these times, and subject to their availability, AV student assistants will handle AV deliveries and pickups, and will respond to calls to the AV pager.

Contact Info

AV Office: Campus Center #1

AV Manager: Fred Fortaleza (ffortaleza@ndnu.edu); (650) 508-3763

AV Pager: (650) 306-6926

3. **Equipment and Requests**

All classrooms in St. Mary's Hall, Cuvilly Hall, and Gavin Hall are equipped with the following:

- InFocus LCD projection system. This is connected to a desktop PC with Internet access, CD-ROM, floppy disk drive, and speakers. Microsoft Office and Internet Explorer are among the installed applications. A switch box and video cable is provided for connecting laptops to the projector. You may also bring in files on a flash pen drive (memory stick).
- DVD player/VHS VCR
- TV
- Overhead projector
- You do not need to submit an AV request to use any of the above for a class.
- Additional AV equipment that can be requested for use on campus includes TV's, VCR's, DVD, CD and cassette players, camcorders, a portable public address system, microphones, overhead projectors, 35MM slide projectors, projection screens, and laptop computers.

- AV requests should be submitted online at least 72 hours in advance. Requests need to be submitted by the faculty person, regardless of whether it's the instructor or student who needs the equipment for the class.
- To view the complete list of equipment and request guidelines, and to submit an AV Equipment Request online, visit the OIT AV Web site at: <http://news.ndnu.edu/oit/av/index.html>

4. **Computer Labs**

NDNU has two computer labs in St. Mary's Hall that are open to all students: the PC–Microsoft Windows Lab (SM 115) and the Apple Macintosh Lab (SM 118). Each lab has twenty computers. These two labs are open approximately one hundred hours a week during the fall and spring terms, and seventy hours each week during the summer. The two Labs are staffed by Student Lab Monitors during all scheduled hours.

Other computer labs on campus open to all students include the Tutorial Center, the Gellert Library, and the Student Lounge.

Requests to hold entire courses in the St. Mary's PC and Mac Labs must be included in the Course Offering Sheets that are completed for the up-coming semester, and the Department Head or Program Director must also submit an online request.

All ad hoc requests for computer lab space must be submitted at least five business days in advance of the earliest date requested. This policy is intended to minimize the inconvenience to students who plan their schedules around posted open-lab hours.

For a complete listing of computer labs on campus, FAQ's, policies, hours, class schedules and the Labs Request form, visit the OIT Computer Labs site at <http://news.ndnu.edu/oit/labs/index.htm>

5. **Wireless Access**

NDNU has wireless access in the following areas:

- Campus Center Student Lounge
- Cuvilly Hall
- Gellert Library
- Gleason Gym
- Ralston Hall
- The Quad
- St. Mary's Hall
- Tabard Inn patio
- Wiegand Gallery

Faculty can log-in to the wireless network using the same username and password used to log-in to the admin network (Blueberry). Students can log-in using the same username and password used for accessing student e-mail.

6. **Faculty-Staff Workshops**

OIT schedules more than forty workshops throughout the year on topics including MS Office 2003 applications, E-mail, Web page creation, image editing, new technologies, and WebCT online course management.

Training for departments or groups, and customized WebCT training is also available.

The Workshops Calendar, Reservation Request form, FAQ's, and Tutorials and are available online at <http://news.ndnu.edu/oit/workshops/index.html>

7. **WebCT Online Course Management System**

WebCT is the online course management system employed at NDNU. With WebCT you can post your class materials, add links to Web sites, create quizzes, moderate discussions, have students submit homework assignments and more. To learn more about Web-based instruction and WebCT at NDNU, visit the "Developing an NDNU Online Course with WebCT" site at:

<http://online.ndnu.edu/faculty>

For questions about Faculty workshops or WebCT, please contact:

Merle Mason, Academic Technology Manager
mmason@ndnu.edu; (650) 508-3743

B. **Academic Success Center**

The Academic Success Center (ASC) supports students in their academic and social/emotional growth at NDNU. The ASC includes the Office of Mission and Diversity, the Tutorial Center, The Writing Center, the Counseling Center, the Library and PASS (Program for Academic Support and Success for students with documented disabilities). The following information is a guide to help you understand the services students with documented disabilities are entitled to while enrolled in classes at the university.

The Law

Under the ADA of 1990 and Section 504, individuals with disabilities are protected from discrimination and assured reasonable accommodations based upon documentation provided by the individual. Accommodations must be supported by documentations and are reviewed on a case-by-case basis. The documentation must state that the individual's disability/disabilities substantially limits some major life activity, including, but not limited to, learning and working.

The ADA covers the following areas:

- Requirements for buildings and facilities, as well as access to the programs offered
- Effective communication with people with disabilities
- Eligibility criteria that may restrict or prevent access
- Reasonable modifications of policies and practices that may be discriminatory

Accommodations

An accommodation is a reasonable modification or adjustment that is ‘reasonable’ if it is feasible or plausible. An accommodation must be effective in meeting the needs of the individual and will be one that is necessary to ensure that no individual with a disability is excluded, denied services, segregated or treated differently than an other individuals because of the absence of auxiliary aids and services, those steps would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations being offered or would result in an undue burden (i.e., significant difficulty or expense).

Examples of accommodations students may receive are as follows:

- Extended time for test taking
- Extended time for written assignments
- Be provided with a note taker
- Books on Tape
- Use of Dragon Voice-Activated Software or the Kurzweil Scanner
- Tests taken in a quiet environment (for example, Tutorial Center)
- Use of a calculator for math
- Use of a tape recorder

Please contact the ASC regarding policies concerning accommodations, modifications, assistive technology, services animals, etc. You can also get information on categories of disabilities and assistive technology in the Faculty Handbook at www.ndnu.edu/hr/curreemp.html.

In order to protect the university and individual faculty members, all students identifying themselves as having a disability must be referred to the Academic Success Center and PASS program director in the Campus Center, phone number (650) 508-3670. It is not in the best interest for you or the university to accommodate students who identify themselves as having a disability without telling them to register at the Academic Success Center and PASS program.

C. The Carl Gellert and Celia Berta Gellert Library

1. **Telephone:** (650) 508-3748
2. **Web Site:** <http://www.library.ndnu.edu/gellertlibrary>
3. **Regular Hours:**

Mondays – Thursdays: 8:00AM - 11:00PM

Fridays: 9:00AM - 5:00PM

Saturdays: 10:00AM - 6:00PM

Sundays: Noon - 9:00PM

4. **Summer Hours:**

Mondays – Thursday: 8:00AM - 9:00PM

Fridays: 9:00AM - 4:00PM

Saturdays: 10:00AM - 6:00PM

Sundays: Closed

5. **Services**

a. **Bibliographic Instruction:** To schedule a library instructional session, please call the reference desk at ext. 3444 or 3747 one week in advance of the lecture. Also, please specify whether you want an introductory library lecture or a course-specific one.

b. **Book Orders:** To recommend the purchase of a book, call any reference librarian at ext. 3444 or the Library Director at ext. 3745. For a status report on a book order, please call Hai Thanh Huynh at ext. 3486.

c. **Circulation Desk:** For assistance, please call ext. 3748.

d. **Database Searching:** Several databases are available on the library's website. Please go to Online Resources on the library's website for a complete listing. Some databases are available only from campus. Others require passwords and are available from off-campus locations. For assistance and to obtain passwords, please call a reference librarian at ext. 3444 or stop by at the reference desk.

e. **Interlibrary Loans:** To obtain a book or a journal article from another library, please contact a reference librarian at ext. 3444 or 3747. For a status report of your request, please call Judy Castillo at ext. 3746.

f. **Internet Access:** Wireless access is provided in the library. Several workstations and laptops are available in the library for access to the internet and the library's databases.

g. **Library Cards:** To be able to check out library materials, you must have a faculty ID card. ID cards can be obtained in the library.

h. **Library Catalog:** The catalog can be searched from home or from your office. Please see the address of the library's website above. If you have access problems, please call the reference desk for help: ext. 3444.

- i. **Periodicals & Microforms:** For assistance and location of periodicals, please call a reference librarian at ext. 3444.
- j. **Plagiarism:** For assistance in suspected cases, please call the Academic Success Center at ext. 3670. NDNU has software available that may be able to detect many such cases.
- k. **Reference Services:** To obtain information, please call a reference librarian at ext. 3444.
- l. **Renewal of Books:** You may renew your books online or call the circulation desk at ext. 3748.
- m. **Suggestions & Complaints:** Please call the Library Director, Dr. Klaus Musmann, at ext. 3745.

6. Copyright Information

The copyright laws of the United States were enacted by Congress and fall under the jurisdiction of the federal courts. The Copyright Act can be found in Title 17 of the United States Code. The Copyright Office of the Library of Congress is in charge of administering this law. Its regulations can be found in the Code of Federal Regulations, Title 37, Parts 201-204.

Changing technology has led to an ever expanding definition of the copyright law and, in addition to writings, it now covers architectural design, software, graphic arts, motion pictures (including videos), and sound recordings. This law gives the author of a copyrighted work exclusive rights to distribute, reproduce and perform his or her work, provided that it is an original work of authorship. These exclusive rights are subject to certain limitations. However, the Copyright Act itself does not define the meaning of “fair use” of copyrighted materials. The fair use provisions of a copyrighted work are quite complex, and it is imperative that faculty members are well informed about the provisions of this law. The penalties for a willful violation of the copyright law can be substantial and may range up to \$100,000 per infringement.

Detailed information about the Copyright Act and the “fair use provisions” is available on several authoritative websites. CETUS, CNI and several other consortia have worked diligently to define fair use of copyrighted materials for institutions of higher education. Especially instructive is the information provided by the Copyright Management Center of the University of Texas. Stanford University’s Libraries have assembled a number of these references on their web site. This information is available at <http://fairuse.stanford.edu/library/>.

After the 1989 accession by the United States to the Berne Convention for the Protection of Literary and Artistic Works, the copyright law was changed, and authors were granted copyright protection for a work for the **life of an author plus seventy years**. The copying of such material is subject to the provisions listed below, unless, of course, **permission to copy has been granted by the copyright holder**. Permission can be secured from the author, publisher or from the Copyright Clearance Center at <http://www.copyright.com>.

U.S. Government materials, telephone books and similar materials are **not** subject to the provision of the copyright law, nor are books or journal articles that were published prior to **1923**. These are publications that are considered to be in the public domain and may be freely copied. At times, it is difficult to distinguish copyrighted materials from those in the public domain. Please be aware that the current law does **not** mandate a **copyright notice** on **copyrighted material**.

Permissible Copying of Copyrighted Materials

According to the Copyright Act, the fair use of a copyrighted work is determined by the following criteria: (1) the purpose and character of the use; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work. Please observe the following rules:

a). Single Copies

A faculty member may make single copies of the following types of copyrighted materials for research purposes **without permission and as long as a copyright notice is included** on the reproduced material: single chapters from a book; single articles from a journal issue or from a newspaper; a single short story, essay or poem from an anthology; an illustration from a book, journal, or a newspaper.

In addition, a single copy of a **sound recording** of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations. [This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.]

b). Multiple Copies for Classroom Use

Multiple copies for classroom use may be made [not to exceed one copy per student], if the copying is at the “instance and inspiration of the individual teacher,” and the time to obtain permission from the copyright holder is too close to the time a class commences. The copying and the use of such material are restricted to a single course within a school. No charge may be made to the students beyond the actual cost of copying.

The copyright statement must be included in the duplicated material.

Computer software: No copyrighted software may be copied unless specifically authorized in the license agreement. The absence of a copyright statement does not mean that a program can be copied. Archival backup copies are generally exempt from this provision.

Coursepacks: Compilations of coursepacks are limited to the reproduction of a single chapter from a given book and to a single article from a particular journal issue. [Of course, several book chapters or journal articles may be included, as long as they are not copied from the same book or from a single issue of a journal.] In addition, a few illustrations, or other similarly small parts of a copyrighted work may be included. Permission must be obtained if a coursepack is to be used at another time by the same instructor.

Illustrations: One chart, graph, drawing or picture per book or journal issue may be copied.

Material from the Internet: Faculty members and students are advised to exercise caution in using digital material downloaded from the Internet. Access to works on the Internet does not automatically mean that these can be reproduced and reused without permission. Furthermore, some copyrighted works may have been posted on the Internet without permission of the copyright holder.

Multimedia Projects: Curriculum-based projects may include materials from CDs, books, the Internet, and other sources. 30 seconds of music, 5 images or 10% of a published work, and up to 10% of a numerical data set from a database may be incorporated in such projects. Only a limited number of copies of such projects may be made. Such projects cannot be distributed outside of the classroom, although students may share a project with their families.

Music: Special restrictions apply to the copying of sheet music. Emergency copying is permitted in the case of an imminent performance.

Poetry: A complete poem may be copied if it contains less than 250 words or is printed on not more than two pages. If it is a longer poem, an excerpt of no more than 250 words may be copied.

Prose: A complete article of less than 2,500 words or an excerpt of 1,000 words from a longer work of prose may be copied, but no more than 10% of a work.

Videos: Videotapes and movies may be used for instructional purposes, but they cannot be copied. School-made VCR recordings of public

broadcasts may be shown to a class for up to ten days after the date of an original broadcast.

c). **Notwithstanding the above, the following is prohibited:**

Copying may not be used to create or replace an anthology or a compilation. None of the copied material may be used as a workbook or as a test booklet. Copying shall not be a substitute for the purchase of a book or journal, and the same teacher may not use copies of a copyrighted work for a subsequent term.

D. **Space Reservation on Campus**

You may view the availability of classrooms and meeting rooms by going online to *Astraweb*. You may also contact your School office for assistance in securing other campus facilities for specific purposes.

E. **Dining Hall**

Faculty members are welcome to use the Dining Hall located in the Campus Center. The Dining Hall is open during the Fall and Spring semesters from 8am to 7pm. A meal card can be purchased from the Business office. Please take your Faculty ID card to the Business office for payment, followed by the Dining Hall manager to activate the meal card. No taxes are paid on purchases made using the meal card.

V. **Academic Procedures – Intensive**

A. **Introduction**

Notre Dame de Namur University (NDNU) has had evening degree programs since 1955 and offered its first Intensive classes in the Spring of 1989. Since that time the Intensive degree programs have grown considerably and currently comprise a significant portion of the total university population of 1600 undergraduate and graduate students.

The programs were created and designed as undergraduate degree completion programs for working adults. This means that most students enter with approximately 45 to 60 lower division units completed. To be admitted to the program, students must be at least 25 years of age and have at least three years of full-time work experience. This average age of enrolled students is usually around 35 and average years of work experience proportionate to age. Students meet all of the University's undergraduate entry, resident and graduation requirements and are subject to all university academic standards and policies.

Intensive classes meet once a week for a term of 7 weeks for 4.25 hours per week. Two terms comprise a trimester, which fits within NDNU's normal semester timetable. This allows students to take both Intensive and traditional evening

courses (normally 6 units per term or up to 11 units per semester) and complete the degree in two-three years.

While Intensive class contact hours (28) are lower than the traditional classes (37.5), learning objectives and course content remain the same. In addition to their experience, maturity and motivation, adult students are expected to do more work outside of class and are required to come to their initial class in each course having completed a full class assignment. This also requires faculty to be proactive in preparing detailed syllabi to be available in advance of class.

The Intensive program places the adult learner and his/her needs at the center of the learning experience. Research indicates that adults learn best when they are actively engaged in the process. A collaborative learning approach builds upon the knowledge and experience of the student with the faculty member facilitating theoretical understanding and the synthesis of theory and practice.

Because the requirements and expectation of student are different from other undergraduate programs, undergraduate students wishing to change majors into an Intensive program must reapply through the Admission Office.

B. Intensive Program Characteristics

If you have taught in other non-traditional programs offering accelerated degree programs, you will find that the Intensive program at NDNU has some critical differences. It is our belief that while we offer students an opportunity to accelerate their educational efforts, we take a more conservative approach than others. Among the differences are:

- Individual enrollment and course selection. Classes are not taken lockstep (a cohort of students who take the same classes in the same sequence as a group) as in some other schools; Intensive students have the flexibility to choose their pace and meet their own needs.
- No academic credit is given for a “portfolio” of experiential learning. Students may challenge courses or take CLEP exams for credit, but must meet the usual undergraduate unit load through individual courses, either at NDNU or local community colleges.
- It is a campus-based program. Most, if not all, classes meet on campus and campus services and resources are readily available in the evening to meet student needs.
- The programs do not reside in a separate academic unit or school; Intensive departments are fully integrated in the academic structure of the University and faculty participates fully in the life of the University.

C. Students

As in any university classroom, you will find a range of achievement and motivation, though students choosing the Intensive program have made a conscious commitment to its rigor and expectations. Adults will generally be more participative in class discussions, have more questions and in general, be more demanding of the educational process.

Faculty who teach adult students generally appreciate the student input and interaction and find the challenge stimulating. It is still important to recognize that in important academic respects, these adults are still undergraduates and are apprehensive about their educational skills and achievements. Therefore, it is necessary for faculty to provide a balance of support and challenge that recognizes both the adult and the undergraduate.

D. Faculty

Faculty in the Intensive program are a mix of full-and part time faculty, predominantly part time, and has a mix of educational and “real-world” experience appropriate for adult learners. Faculty are comfortable with a collaborative, interactive style of teaching, which both expects, and respects, the input of the students in the learning process.

Program dedication to collaboration extends beyond the classroom and program directors and full-time faculty are readily available to assist in answering questions, in designing learning experience and to share expertise.

Intensive program expectations of faculty include:

- Be available to the students throughout the semester. Though classes meet only for a seven-week term, faculty receives a semester contract. This allows a first term class to provide a longer completion period or a second term class to have more preparation time if appropriate to the course.
- Submit book orders and complete syllabus by the prescribed early deadlines.
- Hold regular office hours during the class term and provide timely telephone and e-mail access to students.
- Maintain full classroom hours as defined by the schedule and enforce the Intensive attendance policy (no more than one absence or its equivalent). See detail following.
- Attend Intensive faculty meetings each semester, the Intensive graduation celebration in April and additional University functions/meetings as possible.
- Respond to requests from your Program Director as needed.
- Comply with all University policies/procedures in a timely and responsible manner.

E. Curriculum

For specifics of the degree program in which you are teaching, please review the materials in your packet. You also have access to the current Catalog, a copy of

the Students Rights and Responsibilities, information about the University policy on Sexual Harassment and a current schedule of classes, via the NDNU website www.ndnu.edu. You may also get a copy from your Program Director.

The Intensive degree programs are designed to provide primarily upper-division work in the respective major. Other evening and Intensive upper-division courses are also offered in General Education areas such as Religious Studies, Culture and Language, Western Culture and History.

College Level Examination Program (CLEP)

Students interested in taking the CLEP are to be directed to the Department Chair or Program Director.

F. **Grades**

Classes in intensive format span over seven weeks. Instructors are asked to provide a mid-semester grade and to inform students of their progress or lack of it. It is important to keep students informed. All instructors submit final grades electronically through the campus website at www.ndnu.edu. Term 1 grades are due the first Friday following the end of Term 1. Term 2 grades are due the first Friday following the end of Term 2. The grading criteria on your syllabus should afford students the opportunity to assess it themselves, but if a student is seriously behind or failing by the 3rd or 4th week, you need to make that clear to them and document the information.

G. **Reminders for Intensive/Evening Faculty**

Part time faculty at NDNU are invited to participate fully in all University activities and are subject to the policies and procedures in the current Faculty Handbook, which is available on the NDNU website and is also on reserve in the Library. Following are some areas that are of particular relevance and importance to Intensive instructors.

H. **Attendance Policy (for Intensive Courses)**

“The nature of the Intensive program requires a more stringent absence policy and a student who misses more than one class or its equivalent must withdraw from the class. Even one absence can significantly impact achievement of learning outcomes and course grades.”

This is the official policy adopted by the Intensive program and it is non-negotiable by faculty, however tender their hearts of sympathies for the students. The issue is not one of having a valid excuse but of the amount of learning missed. Therefore, unless you are personally able to repeat the entire class for the benefit of one student, there is rarely a way to make it up.

It is a good idea to make this point loudly and clearly the first night of class. Very often the student who abuses the policy is one who takes a day off for a vacation

then gets caught the second time with something unforeseen. Students must contact the Program Director immediately to process the appropriate paperwork.

The Program Director is the appeals court in this process and will be responsible for weighing whatever factors pertain: student status at time of second absence and the input of the faculty. Be aware, exceptions are very rarely made.

Whether or not this need to withdraw will result in any adjustment of tuition is not the concern of either the faculty member or the Director. This is completely in the purview of the Business Office and questions should be referred to them.

I. Class Meeting Times

All Intensive format classes meet for 4 hours and 15 minutes. This is critical to our accreditation as a program since the WASC commission is very sensitive about any reduction in contact hours and ours already represents fewer than normal contact hours.

If there is a substitute activity that requires students to be off-campus, or in another location during class time, this should be noted on the syllabus and reported to the Program Director in advance. Makeup classes for holidays must also be noted on the syllabus and the official schedule.

J. Faculty Illness/Emergency

In the event of an emergency where the instructor must be absent (thankfully this is rare), please inform the respective Department Chair, the Dean or Registrar's Office ASAP so we can contact the students. It is particularly helpful if you have the students sign a class sheet, which gives both their day and evening phone numbers. This can also be distributed (with student permission) to the class, making their peer communication easier. If there is any possibility of still holding the class with some substitute instructor, that is preferable to rescheduling.

VI. About the University

A. History

Notre Dame de Namur University is the only four-year accredited university in San Mateo County. Founded by the Sisters of Notre Dame de Namur in 1851, NDNU is a private, independent, Catholic, co-educational institution. The 50-acre campus is located in the city of Belmont on the San Francisco Peninsula. The University combines a residential and commuter undergraduate program with evening programs for working adults at both undergraduate and graduate levels. NDNU currently enrolls approximately 1,600 students from 25 states and 50 foreign countries.

The Sisters of Notre Dame de Namur came to the San Francisco Bay Area from their mission schools in Oregon. While visiting the Bay Area they established an

institute of higher learning, College of Notre Dame, in the city of San Jose. The school was chartered in 1868 as the first college in the state of California authorized to grant the baccalaureate degree to women.

The College soon outgrew its facility in the South Bay and moved to Belmont in 1923. The College purchased Ralston Hall, the country estate of William Chapman Ralston, San Francisco financier and founder of the Bank of California. The Hall became the center of the campus and has been designated as a California Historical Landmark.

The College became fully co-educational in 1969, started offering master's degrees in 1972, and began the evening degree completion program in 1988. In 2001, the College reorganized into four schools and adopted the name "Notre Dame de Namur University" in August 2001 to better reflect its structure and the mix of undergraduate, graduate, liberal arts, and professional programs offered by the institution.

Notre Dame de Namur University celebrated its 150th anniversary in 2001. From its Gold Rush beginnings, the University has grown into a fully accredited institution that offers a broad range of undergraduate degrees, fifth-year credential programs in education, master's degrees in business, education, psychology, English, and music, and a variety of related certificate programs.

B. Vision Statement

1. *Academic Vision*

Guided by the ideals of global peace, social justice, and community service, NDNU will be the leader in values-based higher education for our region.

2. *Vision of Services to Students*

The vision of services to students is to educate and support our university community by providing reasonable, equitable, and meaningful services to all students in a respectful and efficient way.

3. *Technology Vision*

Notre Dame de Namur University offers a technological infrastructure that enhances an interactive and innovative learning environment and supports comprehensive communication services to students and to internal and external constituencies.

4. *Community Based Learning*

In support of the University's mission to educate for social justice and global peace, Community Based Learning at Notre Dame de Namur University strives to develop mutually beneficial partnerships between the University and organizations in the surrounding communities.

5. *Diversity Vision*

Founded upon the values of the Sisters of Notre Dame de Namur, Notre Dame de Namur University is committed to addressing the constantly changing educational needs of our diverse society. In our commitment to diversity, we seek to create a sense of belonging, involvement and sharing and to understand and accept differences. The NDNU community welcomes, celebrates, promotes, and respects the entire variety of human experience. Dimensions of diversity include, but are not limited to, race, ethnicity, religious belief, sexual orientation, sex/gender, disability, socioeconomic status, cultural orientation, national origin, and age.

Recognition and promotion of the strength and value of diversity will be coordinated with our recruitment and admission of students, curriculum, student life, staffing, campus facilities, community services, events, and training and development.

C. **Calendar**

1. ***Academic Calendar***

The Academic Calendar can be accessed by viewing the Catalog on the University website at: <http://www.ndnu.edu/catalog/current/calendar.html>.

2. ***NDNU Calendars***

Links to various calendars can be found at <http://www.ndnu.edu/calendars>. These include the academic calendar, alumni events, arts and lectures, and athletics.

3. ***Holiday Schedule***

Access the holiday schedule through the NDNU Website at www.ndnu.edu or directly visiting the Human Resources link at <http://www.ndnu.edu/hr/vacation.html>.

D. **Faculty Handbook**

The faculty handbook can be accessed by visiting the university website at <http://www.ndnu.edu/hr/curremp.html>.