Part-Time Faculty Guidebook

August 2015
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>General Information</td>
<td>4</td>
</tr>
<tr>
<td>Public Safety</td>
<td>4</td>
</tr>
<tr>
<td>Human Resources</td>
<td>4</td>
</tr>
<tr>
<td>Faculty Resources</td>
<td>5</td>
</tr>
<tr>
<td>Website Resources for Faculty</td>
<td>5</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>5</td>
</tr>
<tr>
<td>Faculty ID</td>
<td>5</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>5</td>
</tr>
<tr>
<td>Program/Department Mailboxes</td>
<td>5</td>
</tr>
<tr>
<td>Phone Directory</td>
<td>5</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>6</td>
</tr>
<tr>
<td>Mail/Copy Center Hours</td>
<td>6</td>
</tr>
<tr>
<td>Copying</td>
<td>6</td>
</tr>
<tr>
<td>NDNU Email</td>
<td>7</td>
</tr>
<tr>
<td>Campus Portal</td>
<td>7</td>
</tr>
<tr>
<td>General Campus Support</td>
<td>8</td>
</tr>
<tr>
<td>Academic Success Center</td>
<td>8</td>
</tr>
<tr>
<td>Tutorial Center</td>
<td>8</td>
</tr>
<tr>
<td>Writing Center</td>
<td>8</td>
</tr>
<tr>
<td>Program or Academic Success (PASS)</td>
<td>8</td>
</tr>
<tr>
<td>First Generation Program</td>
<td>9</td>
</tr>
<tr>
<td>Early Warning system</td>
<td>9</td>
</tr>
<tr>
<td>Turnitin</td>
<td>10</td>
</tr>
<tr>
<td>Textbooks and Literature Books</td>
<td>10</td>
</tr>
<tr>
<td>Proctoring of Exams</td>
<td>10</td>
</tr>
<tr>
<td>Counseling and Health Services for Students</td>
<td>10</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>10</td>
</tr>
<tr>
<td>Health Services</td>
<td>11</td>
</tr>
<tr>
<td>After Hours Crisis or Medical Emergency Numbers</td>
<td>11</td>
</tr>
<tr>
<td>Emergency Numbers</td>
<td>11</td>
</tr>
<tr>
<td>Library</td>
<td>11</td>
</tr>
<tr>
<td>Contact Information/Hours</td>
<td>11</td>
</tr>
<tr>
<td>General Services</td>
<td>11</td>
</tr>
<tr>
<td>Collections</td>
<td>12</td>
</tr>
<tr>
<td>Information Literacy/Bibliographic Instruction</td>
<td>13</td>
</tr>
<tr>
<td>Technology</td>
<td>13</td>
</tr>
<tr>
<td>Plagiarism and Copyright Information</td>
<td>13</td>
</tr>
<tr>
<td>Office of Information Technology</td>
<td>14</td>
</tr>
<tr>
<td>Dining Hall/Café</td>
<td>15</td>
</tr>
<tr>
<td>Academic Procedures</td>
<td>16</td>
</tr>
<tr>
<td>Semesters and Terms at NDNU</td>
<td>16</td>
</tr>
<tr>
<td>Final Exams</td>
<td>16</td>
</tr>
<tr>
<td>Syllabus</td>
<td>16</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Learning and Other Disabilities Statement</td>
<td>17</td>
</tr>
<tr>
<td>Academic Honesty Statement</td>
<td>17</td>
</tr>
<tr>
<td>Expected Student Workload</td>
<td>18</td>
</tr>
<tr>
<td>Academic Unit/ Quantification of a Unit of Credit</td>
<td>18</td>
</tr>
<tr>
<td>Unit of Credit - Undergraduate, Graduate, and CEU</td>
<td>18</td>
</tr>
<tr>
<td>Course Schedule</td>
<td>18</td>
</tr>
<tr>
<td>Change of Course Schedule</td>
<td>18</td>
</tr>
<tr>
<td>Textbooks</td>
<td>19</td>
</tr>
<tr>
<td>Official Class List</td>
<td>19</td>
</tr>
<tr>
<td>Wait Lists</td>
<td>19</td>
</tr>
<tr>
<td>Office Hours/Consultation Hours</td>
<td>19</td>
</tr>
<tr>
<td>Contacting Students</td>
<td>20</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>20</td>
</tr>
<tr>
<td>Dropping and Adding Courses</td>
<td>20</td>
</tr>
<tr>
<td>Withdrawal Policy</td>
<td>21</td>
</tr>
<tr>
<td>Classrooms</td>
<td>21</td>
</tr>
<tr>
<td>Classroom Assignments</td>
<td>21</td>
</tr>
<tr>
<td>Grades</td>
<td>21</td>
</tr>
<tr>
<td>Mid-term Grades</td>
<td>21</td>
</tr>
<tr>
<td>Incomplete Grade</td>
<td>21</td>
</tr>
<tr>
<td>Grade Submission</td>
<td>22</td>
</tr>
<tr>
<td>Change of Grade</td>
<td>22</td>
</tr>
<tr>
<td>Grade Appeal Process</td>
<td>22</td>
</tr>
<tr>
<td>Return of Course Assignments</td>
<td>23</td>
</tr>
<tr>
<td>Course Evaluations</td>
<td>23</td>
</tr>
<tr>
<td>Course Challenge Examinations</td>
<td>23</td>
</tr>
<tr>
<td>Academic Procedures – Intensive Programs</td>
<td>23</td>
</tr>
<tr>
<td>Introduction</td>
<td>23</td>
</tr>
<tr>
<td>Intensive Program Characteristics</td>
<td>24</td>
</tr>
<tr>
<td>Students</td>
<td>24</td>
</tr>
<tr>
<td>Faculty</td>
<td>25</td>
</tr>
<tr>
<td>Attendance Policy for Intensive Courses</td>
<td>25</td>
</tr>
<tr>
<td>Dropping and Adding Courses</td>
<td>26</td>
</tr>
<tr>
<td>Withdrawal Policy</td>
<td>26</td>
</tr>
<tr>
<td>Class Meetings Times</td>
<td>26</td>
</tr>
<tr>
<td>Curriculum</td>
<td>26</td>
</tr>
<tr>
<td>Grades</td>
<td>27</td>
</tr>
<tr>
<td>Faculty Illness/Emergency</td>
<td>27</td>
</tr>
<tr>
<td>About the University</td>
<td>27</td>
</tr>
<tr>
<td>History</td>
<td>27</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>28</td>
</tr>
<tr>
<td>Hallmarks of a Notre Dame de Namur Learning Community</td>
<td>28</td>
</tr>
<tr>
<td>Diversity Statement</td>
<td>28</td>
</tr>
<tr>
<td>Faculty Handbook</td>
<td>28</td>
</tr>
<tr>
<td>Appendices</td>
<td>29</td>
</tr>
<tr>
<td>Proctoring Request Form</td>
<td>30</td>
</tr>
<tr>
<td>Syllabus Template</td>
<td>31</td>
</tr>
</tbody>
</table>
Introduction
Welcome and thank you for joining our NDNU community. This guidebook serves as an introduction to who, what, when, where, and how for teaching at NDNU. Facilitating student learning is an energizing and challenging experience. Our students come with a range of preparation, interest, skills, and experiences. We count on you to broaden and deepen their knowledge, understanding, competence, and compassions and to hold them to high standards.

Beyond your work in the classroom, you are encouraged to participate in the life of the University. Throughout the year NDNU offers an extraordinary array of events from which to choose: theatre, music, sports, art, guest lectures, alumni activities, and more. Please join us as your time and interests permit.

Your Dean and your departmental colleagues will be your best sources of information and support. Please feel free to call on them for information and support, particularly if you are facing a difficult situation with a student.

Best wishes for a very successful experience.

General Information


Emergency Contact General Information: To contact an NDNU Public Safety Officer, call one of the two cell phone numbers: 650-740-1483 or 650-504-0656. An officer on duty carries a cell phone at all times. Public Safety can also be contacted Monday - Friday 8:00AM - 4:00PM at (650) 508-3502, or by visiting the Public Safety office located in St. Mary’s Hall room #111. To report an emergency, please call Public Safety, and then call 9-911.

Natural Disasters: In the event of an earthquake, major power outage, etc., listen to the radio (KCBS-740 AM or KGO-810 AM) for University closure information. 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.


Human Resources: Notre Dame de Namur University Human Resources Department is committed to the University mission and the Hallmarks of the Notre Dame de Namur Learning Communities. We create and support an ethical community of employees, committed to diversity, social justice, and global peace. While balancing what is best for the institution and for the employee/s, we act as facilitators that enable all employees to contribute to the success of the University community. Payroll and benefits are currently located at 350 Twin Dolphin Drive,
Redwood City, CA. The Executive Director’s office is located in the Toso Residence Compiegne. For additional information please reference the website at http://www.ndnu.edu/human-resources/.

For employees requesting disability accommodations, please contact the Human Resources Office.

**Faculty Resources**

**Website Resources for Faculty**
The NDNU website provides a wide range of information and resources to support both faculty and students. The Faculty Staff page http://www.ndnu.edu/faculty-staff/ provides links to a range of resources and services. In addition there is a link on that page for part-time faculty: Resources for Part-Time Faculty http://www.ndnu.edu/faculty-staff/part-time-faculty/

**Academic Calendar**
The Academic Calendar can be viewed on the NDNU website at: http://www.ndnu.edu/academics/academic-calendar/

**Faculty ID**
Your faculty ID number is printed on your payroll stub. You need to get a University ID card at the Student Housing Office in Saint Joseph Hall. The ID card serves as your NDNU Library card. You can also have a monetary balance added at the Business Office to use in the Dining Hall.

**Parking Permit**
Parking Permits are required. You can obtain a faculty parking permit at the Public Safety Office in St. Mary’s Hall. A valid driver’s license and current vehicle registration form from the Public Safety Office that identifies: make, model, color and license plate number are required to obtain a parking permit. Additional information about parking permits can be found on the following website: http://www.ndnu.edu/campus-life/public-safety/parking/

**Program/Department Mailboxes**
Please do not have mail or packages sent to you at NDNU through US Mail, UPS, or other services. Some Departments/Programs have a self-contained system through which notices and other printed materials are distributed to faculty. Please check with your Program Coordinator.

**Phone and Email Directories**
- Administrative Directory: Names, titles, phone number, email addresses and physical locations can be found at: http://www.ndnu.edu/contact-us/. This directory is updated regularly as changes occur.
- Campus Telephone Directory: Each year, Human Resources creates a telephone directory for the campus. It can be found on the shared drive at G:\NDNU\DOCUMENTS\CampusTelephoneDirectory. If you would like a printed copy, check with your department/school coordinator.
• Active Directory/Outlook: The annual directory gets out-of-date quickly, so Outlook is often the fastest and best way to look someone up. This works differently depending on whether you are using the desktop Outlook application or the Outlook web app.
  o Outlook Web App (https://mymail.ndnu.edu/): Click “New Message”; in the message header click “To:”; in the “Find Someone” box (top left), enter the name (or partial name) that you want to look up and hit Enter. A list of matches with emails and phone numbers appears.
  o Outlook Desktop (Microsoft Office Professional Plus 2010): In the Mail screen, click “New E-mail”; in the email window, click “To:” (or click Address Book); in the Select Names window, enter the name in the search box in the upper left. Note that this search is by first name, but you can include last names by choosing “More columns”. Again, a list with emails and phone numbers appears.

Office Supplies
Please check with your school or department coordinator to inquire about available office supplies (chart paper, markers, etc.). NOTE: Textbooks are not included as “office supplies.” NDNU does not pay for textbooks. Please contact the publisher and request a desk copy.

Mail/Copy Center Hours
Mail/Copy Center hours of operation are: Monday to Friday, 8:00AM to 5:00PM. The Mail/Copy Center is now located in Trudeau Hall.

Copying
Copy Request forms are available through the Mail Center (ext. 3530), but for simple printing jobs, you can send your pdf to gmaravilla@ndnu.edu or dbaird@ndnu.edu with the printing requests that you require...please send your copy code (your NDNU ID #), department number, date needed by, number of finished sets, single or double-sided, black and white or color, and type of paper needed.

Copy jobs larger than 250 finished sets or a combination of 250 sheets for multiple page requests must be done by the Copy Center for maximum cost savings for the University. You can go to the Mail Center to do your own work, otherwise 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.

Word processing and ensuring copy ready status is the responsibility of the customer. Please have materials ready for copying. Indicate whether you want the job delivered, and to where. An additional service charge may be assessed to the cost of the job if excessive time is required to complete a project. If a job is going to be complicated, it is best to go to the Mail Center to discuss the printing process. All work requires proper scheduling when the job is complex.
NDNU Email
All faculty and staff are assigned an NDNU email address. Please use NDNU email when corresponding with students. Most NDNU computers have the Outlook desktop application for use within the campus network. From outside the campus network use the Outlook Web App available at [https://mymail.ndnu.edu/](https://mymail.ndnu.edu). Login information is sent to your personal email address when you are hired. See more about faculty email under “Office of Information Technology”, page 14.

- Regularly checking your NDNU email is a contractual obligation.

Campus Portal
Campus Portal provides a range of services for you as an instructor and NDNU employee. Once you log in there are several links you can click on that will provide general information, pay information, and information about the class(es) you are teaching and the students enrolled in that class.

Log-in to Campus Portal
1. Point your browser to: [https://campusportal.ndnu.edu](https://campusportal.ndnu.edu)
2. Type in your ID Number
3. Type in your password: *******

To Reset Your Password
1. Click the Personal Info link to the right of your name at the top of the screen
2. Click Password tab

For Class Lists
1. Click the Faculty tab
2. Click Class Lists and Grade Entry in left sidebar.
3. Your courses for the current semester will be listed.
4. Change the “Go directly to” dropdown to “Class List”.

To access the LMS (Learning Management System) My Class
1. Click My Courses in the Quick Links on the left sidebar.
2. Click the link to the course you wish.

In the LMS faculty can post materials, host discussions, setup online quizzes, and more. However, SBM uses a separate system, Moodle, SBM faculty generally will only use the LMS to enter class attendance (see next section).

To Enter Attendance (continued from previous two steps)
1. Click Attendance.
2. Click any date the class meets, and set the dropdowns as needed for the students (default is Present, so if student is present there you don't need to change this).
3. Click Save.
General Campus Support

Academic Success Center  http://www.ndnu.edu/academics/academic-success-center/

The Academic Success Center (ASC) includes the Tutorial Center, Writing Center, PASS (Program for Academic Support and Success), the First Generation Program, the Early Warning System, and assists faculty with the use of Turnitin.

Tutorial Center: The Tutorial Center provides services to both undergraduate and graduate students. The Center employs tutors who have bachelor’s, master’s, and doctoral degrees, and peer tutors. Services are provided in a number of areas, such as the sciences, math, history, English, accounting, marketing, and foreign language depending on the needs of students. A faculty member may request a tutor in a specific area and the Director will do his/her best to hire a tutor in that area.

Tutor schedules may be found on the NDNU Website under the Academic Success Center. Schedules may vary at times, especially during mid-term and final weeks.

Writing Center: The Writing Center is the place on campus where teachers, tutors, and students meet to collaborate on all aspects of writing, from basic grammar to advanced editing. All NDNU students may come to the Center for assistance with their writing and any course assignments requiring writing. It is also possible to take writing tutorials for credit (ENG2000). Exact hours vary from semester to semester, so students should check the current schedule before visiting. Appointments, which must be made in person, are encouraged; however, it is often possible to drop in and receive help immediately or after a short wait.

The Writing Center also holds weekly workshops on grammar and writing. Check the website for exact day and time. http://www.ndnu.edu/academics/academic-success-center/writing/

Consider putting an announcement (including the website link) in your syllabus encouraging students to visit the Writing Center if they need assistance with papers.

Program for Academic Support and Success (PASS): The PASS program provides accommodations for students with documented disabilities. The disability may be a cognitive, learning, sensory, psychiatric, and/or physical disability. Under the ADA of 1990 and Section 504 of the Rehabilitation Act individuals with disabilities are protected from discrimination and assured reasonable accommodations based upon documentation provided by the individual. Accommodations must be supported by documentation and are reviewed on a case-by-case basis.

In order for a student to receive an accommodation, he/she must provide documentation to the Director. The Director will review the documentation and meet with the student. If more documentation is required, the Director will request the student to provide the documentation. The Director will discuss accommodations with the student. The faculty member will receive a letter through his/her NDNU email describing the required accommodations for the student to receive during a semester. The student must contact the Director of PASS each semester, bring in his/her course list and new letters will be sent out. You are legally obligated to comply with the required accommodations.
Accommodations may include, but are not limited to the following:

- Extended time for test taking
- Note taker
- Books on Tape
- Use of Kurzweil Scanner
- Use of Dragon Voice-Activated Software
- Tests taken in a reduced noise and less distraction environment
- Use of a calculator
- Recording Lectures

IT IS IMPERATIVE THAT IF ANY STUDENT REQUESTS AN ACCOMMODATION, YOU REFER THEM TO THE DIRECTOR OF PASS. PLEASE DO NOT PROVIDE ANY ACCOMMODATION ON YOUR OWN.

Accommodation Statement for Course Syllabus
Please include the following statement on your syllabus:

The University provides reasonable accommodations to students with documented disabilities. If you have a documented disability and are seeking reasonable classroom accommodations under the Americans with Disabilities Act, you are required to register with the PASS office. Please contact Dr. Peggy Koshland Crane, Director of Pass at 650.508.3670 or mcrane@ndnu.edu.

http://www.ndnu.edu/academics/academic-success-center/disability-services/

The First Generation Program: The First Generation Program (Gen I) is for students whose parents/legal guardians do not hold a bachelor’s degree. The program is for incoming freshman students. Each student is assigned a mentor for his/her freshman. Students participating in the program sign a contract that they will comply with the following:

- Meet with his/her mentor on a regular basis
- Participate in large group activities
- Participate in activities with his/her mentor
- Complete his/her freshman year with a 2.5 or above

If all of the above activities are completed, each student will receive a scholarship while attending NDNU his/her sophomore year.

The Early Warning System: The Early Warning System is an alert system to help our students stay on track. The system allows faculty to identify students who are at risk at the beginning of each semester. Approximately four to five weeks into each semester, each faculty member receives an email asking him/her to identify students who are at risk in one or more of the following areas:

- Not completing assignments in a timely manner or not completing assignments at all
- Poor grades on tests/quizzes
- Failure to attend face-to-face or online classes
- Lack of participation
• Any other issues of concern
Please note that you may contact the Director of ASC at any time during the year with concerns regarding any student.

**Turnitin:** NDNU has a license for the use of Turnitin, the academic plagiarism detector. Each faculty member must set up his/her own account with Turnitin. The steps to create an account are as follows.
1. Please log in to [www.turnitin.com](http://www.turnitin.com)
2. Click on new users. The wizard will open up and you will be walked through the profile creation process.
3. The Account ID number is 43269.
4. The Password is Melanie1.
5. When you are finished, you will be logged into Turnitin.
6. Please follow the instructions.
Turnitin has tutorials to walk you through the process of creating an account.

**Textbooks and Literature Books:** The ASC tries to keep as many books on hand that are being used in courses. When ordering books for your courses, please order a copy and, if possible, have it sent to the ASC. If you are not able to get an extra copy, please let the ASC know the book(s) you will be using.

Additionally, please send to the ASC any additional copies of materials pertinent to your course.

**Proctoring of Exams:** The ASC proctors exams and quizzes for students. Priority is given to students with documented disabilities. The procedure for the ASC to proctor an exam is as follows:
1. The ASC must be notified at least 3 days in advance.
2. Exams must be dropped off at the ASC.
3. The Faculty form must be completed (See page 30).
4. The student must confirm the day and time he/she is taking the exam.
5. Exams must be picked up by the faculty member unless written notice is sent to the Director that the student may return the exam.
6. Space is limited. It is difficult to proctor several students at one time.

**Counseling and Health Resources for Students**


The Health and Counseling Services are located in New Hall E18. There are a wide range of counseling and health services available to currently registered NDNU student through the Center. Check website for specific services available as well as resources and FAQs.

**Counseling Services:** [http://www.ndnu.edu/campus-life/counseling-health/counseling-services/](http://www.ndnu.edu/campus-life/counseling-health/counseling-services/)

Monday–Friday, 9 a.m.–5 p.m.
Extended hours Monday, Wednesday and Friday

There are drop-in times available as well as scheduled counseling sessions.
To schedule appointments or leave messages call 650-508-3714.
Health Services:  [http://www.ndnu.edu/campus-life/counseling-health/health-services/](http://www.ndnu.edu/campus-life/counseling-health/health-services/)
Check the website for current hours as these change during holidays, semester breaks and summer.

For after-hours crisis or medical emergencies, contact:

- Public Safety: cell: 650-504-0656 or 650-740-1483
- Housing/Residence Life on-duty cell: 650-703-2051, 650-703-2052, 650-703-2053
- Campus Switchboard: 650-508-3500 (Monday–Thursday, 8 a.m.–7 p.m., Friday 8 a.m.–5 p.m.)

Emergency Numbers:

- Suicide Prevention: 650-579-0350
- Parent Support Line: 1-888-220-7575
- Rape Trauma Services: 650-692-7273
- Alcohol and Drug Helpline: 650-573-3950
- Center for Domestic Violence Prevention: 650-312-8515


Contact
Circulation/Main desk: (650) 508-3748
Reference: (650) 508-3444
Email: library@ndnu.edu
Website: [http://www.ndnu.edu/academics/library/](http://www.ndnu.edu/academics/library/)

Hours
**Regular Hours**: Mondays-Thursday: 8:00 AM – 11:00 PM
Fridays: 8:00 AM - 4:00 PM
Saturdays: 9:00 AM – 4:00 PM
Sundays: 12:00 N – 9:00 PM

**Summer Hours**: Mondays-Thursday: 8:00 AM – 9:00 PM
Fridays: 8:00 AM - 4:00 PM
Saturdays: 9:00 AM – 4:00 PM
Sundays: Closed

Services
**General**

*Circulation Desk*: For assistance regarding renewals and general inquiries, please call (650) 508-3748.

*Reference Services*: For research assistance, please call a reference librarian at (650) 508-3444 or email: library@ndnu.edu
Library Cards: You may use your NDNU faculty ID card to check out Library materials.

Off-campus database access: You may use your NDNU username and ID (the same username and ID as your NDNU email) to access the Library’s electronic resources from off-campus. Call (650) 508-3444 or email: library@ndnu.edu with any questions.

Reserves: You may place items for your current course(s) on reserve at the Library. Call Karen Schlesser, Access Service Manager, at (650) 508-3745 or email her at kschlesser@ndnu.edu for more information.

Interlibrary Loan: To obtain a book or a journal article from another library, please submit a request through the following form: http://www.ndnu.edu/forms/interlibrary-loan-request/ For a status report of your request, please call Karen Schlesser at (650) 508-3745 or email her at kschlesser@ndnu.edu.

Renewals: You may renew your books online or by calling the circulation desk at (650) 508-3748.

Comments: Please call or email the Library Director, Mary Wegmann, with any comments or suggestions at (650) 508-3746 or mwegmann@ndnu.edu

Collections
Search @NDNU: Patrons can search the Library’s print and e-book collections, several of our databases, reserves materials, and open access and government documents through Search@NDNU on the homepage of the Library’s website. If you have access problems, please call the reference desk at (650) 508-3444.

Subscription Databases: The Library subscribes to many academic databases. A complete listing of the Library’s subscription databases can be found at:
http://www.ndnu.edu/academics/library/databases/

Periodicals & Microforms: For assistance and location of periodicals, please call a reference librarian at (650) 508-3444.

Collection Recommendations: The Library purchases materials that support the curriculum and faculty research. You can find the Library’s collection development policy at:

To recommend the purchase of a book, journal, or A/V materials, you can call (650) 508-3744, email library@ndnu.edu or fill out the following form: http://ndnu.edu/forms/library-new-item/

Donations: Contact Mary Wegmann at mwegmann@ndnu.edu or (650)508-3746 if you are interested in donating materials to the Library.
Information Literacy/Bibliographic Instruction

Information Literacy/Bibliographic Instruction: The librarians offer a range of information literacy and bibliographic instruction sessions tailored to your course and research assignments. Fill out a request form at least two (2) weeks in advance to schedule a library instruction session. The librarian scheduled to work with your class will contact you for additional information. [http://www.ndnu.edu/academics/library/information-literacy-instruction-form/](http://www.ndnu.edu/academics/library/information-literacy-instruction-form/)

More information about our information literacy program can be found at: [http://ndnu.edu/academics/library/information-literacy-instruction/](http://ndnu.edu/academics/library/information-literacy-instruction/)

Online Information Literacy Tutorials: The Library offers a growing collection of online information literacy tutorials that you can assign to your students. Contact the library at library@ndnu.edu or (650) 508-3444 for more information.

Technology

Internet Access: NDNU students, faculty, and staff can access the internet in the Library using their NDNU username and password.

Computers: The Library has 19 desktop computers and 25 Chromebooks.

Printing: Faculty may print from the Library desktops.

Scanning: Students, faculty, and staff can scan to their NDNU email from the copy machines.

Copies: Faculty may use the photocopier in the Library workroom. Photocopies will be charged to your department through your NDNU ID number.

Video cameras: There are two (2) video cameras available to be checked out.

Plagiarism and Copyright Information

Plagiarism: The Library has an online tutorial regarding plagiarism and academic integrity. If you would like to assign these to your class, contact the library at lilibrary@ndnu.edu or call (650) 508-3444. For assistance in suspected plagiarism cases, please call the Academic Success Center at (650) 508-3670. NDNU has Turnitin software available that may be able to detect many such cases.

Copyright: The U.S. Copyright Law grants a set of exclusive rights to copyright owners to reproduce and market their works to the public for a limited amount of time. The law also includes exemptions to rights of copyright owners, the most important being fair use. This exemption allows for the use of copyrighted works without permission from the copyright owner(s) for research and educational purposes. Notre Dame de Namur University (NDNU) respects and upholds the copyright law while adhering to its commitment to fulfill the needs of teaching and scholarship within the framework of the law.

For more guidance in using copyrighted materials for teaching at NDNU, please see the Copyright and Fair Use Guide at: [http://www.ndnu.edu/academics/library/services-information/copyright-and-fair-use-guide/](http://www.ndnu.edu/academics/library/services-information/copyright-and-fair-use-guide/)
Please contact the library at library@ndnu.edu or (650) 508-3444 if you have questions about copyright or fair use.


**OIT Help Desk Hours**
Monday – Friday: 8:00AM – 6:00PM  
Saturday – Sunday: Closed

**Contact Info**
*Help Desk Office:* Toso Courtrai  
*Phone:* 650-508-3555  
*Submit Help Desk Requests online:* [http://help.ndnu.edu:8080](http://help.ndnu.edu:8080)

The Help Desk is the first point of contact for requests to OIT, whether for support for computers and peripherals, telephones and voicemail, email, Internet connectivity, administrative systems, network services, and audio-visual.

**NOTE:** Help Desk staff can only work on University owned equipment.

All faculty are automatically provided with NDNU 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 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. This account is what you use to log-in to a computer in offices or labs, and to the wireless network.

All faculty are also provided with Campus Portal accounts. Your Campus Portal ID is your NDNU ID number (the file number on your pay stub). You’ll receive a welcome email when your Campus Portal account is created that has access instructions.

**Audio-Visual**

**OIT AV Business Hours**
Monday – Friday: 8:00AM – 6:00PM  
Saturday – Sunday: Closed  
For assistance with AV during weekday hours, please contact the Help Desk at 650-508-3555.

**OIT AV After Hours Support**
Monday – Thursday: 6:00PM – 10:00PM  
Saturday: 8:30AM – 4:00PM

After-hours support encompasses delivery, pickup and limited support of AV equipment. In an effort to provide extended hours of support, OIT utilizes NDNU student employees during after-hours support periods. During these times, and subject to their availability, OIT student assistants will handle AV deliveries, pickups and limited support. For assistance with after-hours AV support, please call 650-766-7397.
All classrooms in St. Mary’s Hall, Gavin Hall and Cuvilly Hall have media lecterns equipped with:

- Computer with Internet connectivity
- InFocus video projector and speakers.
- Video switcher and audio mixer for connecting a laptop to the projector and speakers
- DVD-VCR player
- Projection screen

You do not need to submit an AV request to use any of the above for a class.

Additional AV equipment is available by request:  http://webinfo.ndnu.edu/forms/avreq.aspx

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.

**Computer Labs**

NDNU has two open computer labs in St. Mary’s Hall that are available for use by students, alumni, faculty, and staff:

- The PC Lab (SM 115) has twenty Windows-based virtual PCs.
- The Mac Lab (SM 118) has twenty Macintosh 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.

There are also classroom labs: Wiegand Macintosh Lab (MA 3) and the GIS Lab (SM 117).

Other locations on campus with computers for student use are Gellert Library, Academic Success Center, Student Lounge and Writing Center.

Requests to hold entire courses in the St. Mary’s Computer 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.

The Computer Labs Reservation Request Form is available online at:
http://webinfo.ndnu.edu/forms/labreq.aspx

**Wireless Access**

NDNU has wireless access in areas across campus. Log-in to the wireless network using your email username and password.

**Dining Hall/Café:**  http://ndnu.cafebonappetit.com/

Centrally located in the heart of NDNU, The Café offers a variety of dining options during the week and weekends. The Café is closed during breaks between semesters and the schedule changes during summer sessions.
Weekly Schedule

- Breakfast Mon-Fri, 7:30 am - 9:00 am
- Brunch Sat-Sun, 10:00 am - 1:00 pm
- Lunch Mon-Fri, 11:30 am - 2:30 pm
- Dinner Mon-Thu, 5:00 pm - 8:00 pm
- Dinner Fri, 5:00 pm - 7:30 pm
- Dinner Sat-Sun, 5:00 pm - 7:00 pm
- Snack Break Mon-Thu, 8:00 pm - 8:30 pm
- Snack Break Mon-Fri, 9:00 am - 11:30 am
- Snack Break Mon-Fri, 2:00 pm - 5:00 pm
- Snack Break Sat-Sun, 1:00 pm - 5:00 pm
- Continental Breakfast Sat-Sun, 8:45 am - 10:00 am

Academic Procedures

Semesters and Terms at NDNU

Semesters: The Fall and Spring semesters are fifteen (15) weeks in length. While not always identified as a semester, Summer is long enough to accommodate semester-length classes and Summer courses often vary in length. Consult the semester schedule for class hours.

Terms: Within each of Fall, Spring, and Summer, there are two seven-week terms. See “Academic Procedures – Intensive Program Section”, page 23, for an explanation of expectations for seven week undergraduate courses and programs. For graduate programs, check with your program director or Dean.
  - See also Academic Calendar, page 5.

Final Exams

Final exams are given during the last week of class and generally each class is provided a block of two and a half hours for the final exam. The day and time of your final exam may be different from your regular assigned class time. Check the final exam schedule provided by the Registrar’s Office.

Faculty are expected to proctor all exams. All academic courses are expected to have a final exam or other culminating assignment (e.g., final paper) that is due at the time of the scheduled final exam.

Syllabus

Your Department Chair can provide sample syllabi for your review. A syllabus sets out expectations for student attendance and assignment completion. What is important to recognize in designing a syllabus is the timing, throughout the semester, of course requirements. NOTE: NDNU requires a syllabus for each course. An electronic copy of your syllabus needs to be sent to the Department Chair’s Office before the start of the semester. Individual departments may provide their own deadline.

Your syllabus should include the following (See Appendix for Sample Syllabus Template):
  - Course number and catalog description from the current catalog:
    [http://www.ndnu.edu/academics/catalog/](http://www.ndnu.edu/academics/catalog/)
• Instructor name and NDNU email address
• Day/Times/Location of class
• Meeting time or other means of consultations with students outside of class meeting time
• Required texts or materials – full information including edition and publication date; an ISBN number is also helpful.
• Course Learning Outcomes (CLOs) linked to Program Learning Outcomes (PLOs). Check with the Chair or Program Director.
• Expected Student Work Load
• Attendance policy
• Grading criteria and instructor expectations
• Grading scale
• Class meeting dates linked to reading and written assignments
• Information on course evaluations
• Learning Disabilities Statement
• Academic Honesty Policy

**Learning and Other Disabilities Statement**
The Program for Academic Support and Success (PASS) provides accommodations for students with documented disabilities. In order for a student to receive an accommodation, he/she must provide documentation to the ASC Director. The Director will discuss accommodations with the student. The faculty member will receive a letter through his/her NDNU email describing the required accommodations for the student to receive during a semester. Additional details can be found in the Academic Success Center section of this guidebook (see page 8).

Please include the following statement in your syllabus as well as encourage students who believe they need an accommodation to contact the ASC Director.

The University provides reasonable accommodations to students with documented disabilities. If you have a documented disability and are seeking reasonable classroom accommodations under the Americans with Disabilities Act, you are required to register with the PASS office. Please contact Dr. Peggy Koshland Crane, Director of Pass at 650.508.3670 or mcrane@ndnu.edu.

http://www.ndnu.edu/academics/academic-success-center/disability-services/

**Academic Honesty Statement**
Please include the following statement about Academic Honesty in your syllabus:

Academic honesty is a cornerstone of our values at NDNU. If any words or ideas used in an assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Consult the NDNU Student Handbook regarding consequences of misrepresenting your work.
**Expected Student Workload**
See sample syllabi in your department for statements on expected student workload to be included in your syllabus. The information below about workload expectations for a unit of credit sets out the general guidelines.

**Academic Units/Quantification of a Unit of Credit:** Each semester unit (credit) represents a combination of instructional contact hours and additional study hours appropriate to the course level, as defined below. NDNU courses meet for the designated number of hours and offer an opportunity to prepare, to study, and to cogitate for enough hours to engage appropriately with the course material and meet the expected student learning outcomes. A “study hour” (Carnegie hour) is defined as 50 minutes (allowing 10 minutes break/travel time per 60-minute hour).

**Unit of Credit – Undergraduate, Graduate, and CEU**
A unit of credit at the undergraduate level represents approximately 45 study hours, e.g., 15 study hours of in-class contact and 30 study hours of out-of-class preparation.
- 1 unit course = 45 hours [15 hours seat time, 30 hours study time]
- 2 unit course = 90 hours [30 hours seat time, 60 hours study time]
- 3 unit course = 135 hours [45 hours seat time, 90 hours study time]
- 4 unit course = 180 hours [60 hours seat time, 120 hours study time]

A unit of credit at the master’s level represents approximately 60 study hours, e.g., 15 study hours of in-class contact and 45 study hours of out-of-class preparation.
- 1 unit course = 60 hours [15 hours seat time, 45 hours study time]
- 2 unit course = 120 hours [30 hours seat time, 90 hours study time]
- 3 unit course = 180 hours [45 hours seat time, 135 hours study time]
- 4 unit course = 240 hours [60 hours seat time, 180 hours study time]

A unit of credit at the doctoral level represents approximately 75 study hours, e.g., 15 study hours of in-class contact and 60 study hours of out-of-class preparation.
- 1 unit course = 75 hours [15 hours seat time, 60 hours study time]
- 2 unit course = 150 hours [30 hours seat time, 120 hours study time]
- 3 unit course = 225 hours [45 hours seat time, 180 hours study time]

Continuing Education credit is awarded on the basis of 1 continuing education unit (CEU) for each 10 study hours of instruction. (CEUs earned may not be applied to, nor substituted for, degree requirements under any circumstances.)

**Course Schedule**
Course schedules are typically developed by department/program faculty one to two years ahead of time. Faculty then review, finalize, and submit the schedule 4-6 months prior to the next term. Once full-time faculty load is determined, each department/program will contact part-time faculty to fill openings.

**Change of Course Schedule**
If for any reason you cancel a class meeting, change a time, alter class meeting location, or anything of this nature, please notify the Dean’s Office for your school and the Registrar’s Office.
Office. Work with your Chair/Program Director if you are going to miss a class. Students must be notified in advance of class cancellation. If you will be late, call the appropriate Dean’s Office, Chair/Program Director, or Registrar’s Office.

**PLEASE** set-up a system during the first week of class to contact your students if you will be late or absent.

**Textbooks**
The School or Department Coordinator sends out book order forms to all instructors. The completed book orders, which **MUST** include title, author, publisher, edition, number of copies to order (or your best estimate), and ISBN number, must be returned by the requested date. The Coordinator will then forward the book orders to the Bookstore to order the textbooks for students.

It is up to the instructor (you) to order his/her own review copy or any other additional material(s) pertaining to the text(s) (i.e. instructor manual, DVD, etc.). If publisher requires review copies be sent to NDNU, please send then in your name, c/o Program Coordinator.

Please be prepared to pick these up from the Coordinator. They will not be forwarded to you at another address.

Required textbooks and other materials must be listed in the syllabus. All items listed in the syllabus must be made available to students through the campus bookstore. Instructors may not sell books, self-produced readers, or other materials directly to students.

Before classes start, it is advisable to check with the Bookstore Manager (650-594-1257) regarding arrival of ordered books and materials.

**Official Class List**
Class lists are available to instructors electronically via the Campus Portal. Please review your class lists at each class during the Add/Drop period. Students sitting in class but whose names do not appear on the class list need to be sent to the Registrar’s Office to be officially registered. The Registrar’s Office needs to be notified of students on the class list who are not attending. Attendance should be checked regularly throughout the semester and the Registrar notified of concerns about attendance. Any concerns about students in your class should also be shared with your department/program chair/program director.

**Wait Lists**
The class list will reflect the names of waitlisted students in the order of time and date they attempted to register. After the start of classes, students must have the instructor’s signature on the Add/Drop form and return that to the Registrar’s Office to be officially registered. Please **DO NOT ADMIT** more students to your class than the listed room capacity posted in each classroom.

**Office Hours/Consultation Hours**
Faculty are expected to be available to consult with students during the semester either in person or through phone, email, and/or available meeting/discussion apps (Skype, Google Hangout,
Zoom, etc.). Please check with your Department Chair/Program Director about available meeting space. There is Part-Time Faculty office space in St. Joseph Hall, as well as shared spaces in some departments.

**Contacting Students**

All registered NDNU students are given an NDNU email. Instructors MUST use the NDNU email when contacting students in their class. Student emails are available on class lists in Campus Portal. Note that students may forward their NDNU email to personal accounts, but you should always send to the NDNU email address.

**Attendance Policy**

**Syllabus:** The syllabus should include instructor attendance policy and how attendance and tardies will impact a student’s grade. Some departments/programs have attendance policies. Please check and confirm that what you put in your syllabus is in line with your department/program policy.

**University Attendance:** Attendance MUST be reported electronically during the first three weeks* of the semester for the University to be in compliance with current Federal Financial Aid guidelines. It is preferred that Attendance be reviewed regularly throughout the semester so that if a student ceases to attend, the University can verify the last date of attendance for accurate reporting to the Financial Aid Office for return of Title IV funding as applicable.

*Note:* Changes to requirements for taking attendance are in process. Check your email and check with your department chair or program director regarding these changes.

During the add/drop period, a student who is registered for a regular 15 week or seven-week course and does not attend the class must be Administratively Dropped by the instructor unless the student makes arrangements with the instructor prior to the first day of class. Please notify Evelia in the Registrar’s Office, echacon@ndnu.edu, of any student not attending who appears on the class list so that they can be administratively dropped.

After the add/drop period, a student who is registered for a course and has attended at least one class meeting but who does not attend the course for two consecutive weeks during which course meetings are scheduled may be Administratively Withdrawn from the course. For traditional day students, an administrative withdrawal may take place through the Wednesday of the tenth week of the semester. After that deadline, a grade must be posted. For intensive and graduate students, an instructor may issue an administrative withdrawal up to but not including the last class.

**Dropping and Adding Courses**

A change of registration becomes effective only when a Drop/Add form is signed by the major advisor and filed with the Registrar’s Office. Changes made after the start of classes also require the instructor’s signature. A student may not drop a course simply by discontinuing attendance. Undergraduate students who do not follow the required drop procedure will receive a final grade of F; graduate students will receive an AF.

**Note:** Instructors reserve the right to refuse late adds at any time after the start of classes.
Withdrawal Policy
Following the drop deadline, undergraduate day students may withdraw from a semester length course up to the Wednesday of the tenth week of the semester. No withdrawal will be accepted after that day. Such withdrawal requires the approval of the Student Finance Office, the instructor of the course, the student’s academic advisor, the Coordinator of Immigration Services in the case of international students, and the Registrar.

Graduate student have up to but not including the last class to withdraw.

A student has “completely withdrawn from the University” when he/she attends for some portion of a semester and then drops or withdraws from all courses in that semester. Students who wish to withdraw from the University during a semester must complete a withdrawal form at the Registrar’s Office. Informing a course instructor that one is withdrawing from the course does not constitute a withdrawal. The student must complete the process with the Registrar.

A student who is registered for a course and has attended at least one class meeting but who does not attend the course for two consecutive weeks during which course meetings are scheduled may be administratively withdrawn from the course. Administrative course withdrawals take place after the drop deadline and before the withdrawal deadline relevant to the course.

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.

Classroom Assignments
You will be assigned a room based on the expected number of students. Your Department Chair/Program Director can make requests based on instructional needs at the time classes are scheduled. Please request a room change from the Dean who, if the change is approved, will forward it to the Registrar’s Office. The Registrar’s Office is responsible to make room changes as needed for disabled students and faculty.

Grades

Mid-term Grades
All grades must be submitted electronically through Campus Portal. Midterm grades are required in 15-week courses for all undergraduate students and for graduate students receiving a grade of C or lower. It is essential that you build into your syllabus assessment prior to midterms that allows you to provide feedback to your students in the form of a midterm grade.

Incomplete Grade
An “Incomplete” may be given to a student who has maintained satisfactory attendance and work throughout most of a course (must be passing at midterm) but due to extraordinary circumstances is unable to complete the required work by the end of the semester/session in which the course was taken. An Incomplete grade will be recorded only if the form is completely filled out, signed
by the student and the instructor, and submitted to the Registrar no later than the due date for instructors’ regular grade sheets. The Incomplete grade is to be replaced by a final grade within a period not to exceed one calendar year from the date on which the Incomplete was assigned unless the instructor specifies a lesser time period. Upon completion of coursework, the grade is submitted on the original form to the Registrar’s Office with the date the work was submitted to the instructor.

**Grade Submission**
All grades must be submitted electronically through Campus Portal. Midterm grades are required for all undergraduate students and for graduate students receiving a grade of C or lower. Midterm and Final Term 1 Grades are due the first Friday following the end of Term 1. Final Grades are due the Friday following the last day of the semester.

**Change of Grade**
All grades except Incomplete (“I”) and In Progress (“IP”) are considered final when assigned by an instructor at the end of a semester. If a clerical error has been made that can be documented, an instructor may submit a petition for a grade change within one semester of the issuance of the grade to the Registrar’s Office. Full supporting documentation must accompany the petition, including instructor signature. A grade may not be changed as a result of re-evaluation of a student’s work or submission of additional work.

**Grade Appeal Process**
Students may request a review and appeal of their grade to the instructor, including material marked by class assignments within 10 working days following posting of grades. Review is taken to include, but is not limited to, inspections of the final examination and any written materials that influence the grade. It should be understood that a reviewed grade may be raised or lowered. The instructor shall ordinarily issue their decision regarding the student’s grade within 10 working days of the start of the next semester. If the student believes that the results of the review are not satisfactory, he/she may appeal in writing to the Department Chair/Program Director within 10 working days of receipt of the review.

The Department Chair/Program Director will review the case, including a written statement from the instructor within 10 working days of receipt of the student’s appeal. If the case is not resolved to the student’s satisfaction at this point in the process, he/she may request that the Department Chair/Program Director refer the matter to the Dean for final resolution. For this matter to be considered, the request must be received within 10 working days following the communication of findings by the Department Chair/Program Director to the student.

The Dean may, in the case of graduate students, choose to form a committee of disinterested members to consider these statements together with such papers and examinations contributing to the questioned grade and provide a recommendation to the instructor. The decision of the Dean shall ordinarily be issued within 10 working days and is final. This procedure does not apply when a grade is being appealed because of alleged academic misconduct.
Return of Course Assignments
It is important to keep students informed of their progress. Instructors are expected to provide timely feedback on assignments so that students have a concrete and accurate understanding of the grade they will earn in the course. It is recommended that faculty retain copies of key assignments in addition to a well-documented record of scores/grades given on assignments for at least 1 semester after the conclusion of a course.

Course Evaluations
Students are asked to complete an online Teaching Effectiveness Survey (course evaluation) for each course in which they are enrolled each semester/term. The survey is available to students for almost 3 weeks through the Campus Portal. Course evaluations open on the Monday which is 18 days before grades are due (for Term 1 and semester courses, this is one week before the finals week) and close on the Friday when grades are due. Faculty are strongly urged to encourage students to complete the survey by providing 10 minutes in-class time to have student complete the survey on their laptop, tablet or smart phone. A sample statement about the important of the survey should be included in the course syllabus.

Course Challenge Examinations
A course challenge is an attempt by a student to obtain credit for a course by demonstrating competence in its subject matter through testing or other appropriate means. The department chair is responsible for the academic quality of the challenge. Please contact your Chair or Program Director for additional information.

Academic Procedures – Intensive Programs Section

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 approximately 2,000 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 45-60 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 although a few requirements differ from those for traditional undergraduates.

Intensive classes meet once a week for a term of 7 weeks for 4.25 hours per week. Two terms fit within each of fall, spring, and summer semesters, totaling six terms in a year. 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 in the process. A collaborative learning approach builds upon the knowledge and experience of the student with the faculty member facilitating theoretical understanding and synthesis of theory and practice.

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

**Intensive Program Characteristics**

If you have taught in other non-traditional programs offering accelerated degrees, 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 take 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.

**Course Challenge or Credit by Exam:** Students may challenge courses or take College Level Examination Program (CLEP) exams for credit but most meet the usual undergraduate unit load through individual courses, either at NDNU or local community colleges. Students interested in taking the CLEP should be directed to the Department Chair or Program Director.

**Campus-based Program:** The Intensive program is a campus-based program with most, if not all, classes meeting on either the Belmont campus or one of our satellites. During the regular academic year, many campus services and resources are available in the evening to meet student needs. Summer services are limited and availability depends on the campus location.

**Academic Unit:** The Intensive programs do not reside in a separate academic unit or school. Intensive departments are fully integrated in the academic structure of NDNU and faculty participate fully in the life of the University.

**Students**

As in any university classrooms, 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 blanket of support and challenge that recognizes both the adult and the undergraduate.

Faculty
Faculty in the Intensive program are a mix of full- and part-time faculty, predominately part-time, and have a range 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 experiences and in sharing 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 receive a semester contract.
- Submit textbook orders and complete syllabus by the prescribed dead deadlines.
- Hold regular consultations during the class term and provide timely telephone and email access to students.
- Maintain full in-class hours as defined by the schedule and enforce the Intensive attendance policy (no more than one absence or its equivalent). See details in next section: Attendance Policy.
- Attend Intensive faculty meetings each semester, the graduation celebrations in May, and additional University functions/meetings as possible.
- Respond to requests from your Program Director.
- Comply with all University policies and procedures in a timely and responsible manner.

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.

Attendance Policy
“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 or sympathies for the students. The issue is not one of having a valid excuse but of the amount of learning missed. Attendance, time in the classroom, as well as designating out-of-class study time policies are an expectation of our accreditation agency, WASC as these are related to student success and degree completion. Please include the attendance policy in your syllabus and review this with students, firmly and clearly, the first night of class.
Students who miss a second class or the equivalent must contact the Program Director immediately to process the appropriate paperwork to drop the class. The Instructor can submit the Administrative Withdrawal form to the Registrar before the end of the term to ensure the drop is recorded.

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

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

**Dropping and Adding Courses**
A change of registration becomes effective only when a Drop/Add form is signed by the major advisor and filed with the Registrar’s Office. Changes made after the start of classes also require the instructor’s signature. A student **may not drop a course simply by discontinuing attendance.** Undergraduate students who do not follow the required drop procedure will receive a final grade of F; graduate students will receive an AF.

**Note:** Instructors reserve the right to refuse late adds at any time after the start of classes.

**Withdrawal Policy**
A student has “completely withdrawn from the University” when he/she attends for some portion of a semester and then drops or withdrawals from all courses in that semester. Students who wish to withdraw from the University during a semester must complete a withdrawal form at the Registrar’s Office. Informing a course instructor that one is withdrawing from the course does not constitute a withdrawal. The student must complete the process with the Registrar.

A student who is registered for a course and has attended at least one class meeting but who does not attend the course for two consecutive weeks during which course meetings are scheduled may be administratively withdrawn from the course. Administrative course withdrawals take place after the drop deadline and before the withdrawal deadline relevant to the course.

**Class Meeting Times**
All Intensive format classes meet for 4 hours and 15 minutes, one day per week. This is critical to our accreditation as a program since the WASC Commission is very sensitive to any reduction in 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 in the syllabus and reported to the Program Director in advance. Make-up classes for holidays must also be noted on the syllabus and the official schedule.

**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
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, Philosophy, Literature, and History.

Grades
Classes in intensive format are conducted over a seven week term. Instructors are asked to provide timely feedback on assignments so that students have a concrete and accurate understanding of their mid-term grade. It is important to keep students informed of their progress. All instructors submit final grades electronically through the Campus Portal.

- 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 themselves, but if a student is seriously behind or failing by the 3rd or 4th week, you need to make it clear to that student and retain assignments/records documenting the student’s progress or lack thereof.

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 and/or Program Director, the Dean or Registrar’s Office ASAP so we can contact students. It is particularly helpful if you have the students sign a class sheet, which gives both their day and evening phone numbers. If there is any possibility of still holding the class with a substitute instructor that is preferable to rescheduling.

PLEASE set-up a system during the first week of class to contact your students if you will be late or absent.

About the University

History: [http://www.ndnu.edu/about/history/](http://www.ndnu.edu/about/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 University combines a residential and commuter undergraduate program with evening programs for working adults at both the undergraduate and graduate levels.

The Sisters of Notre Dame de Namur came to the San Francisco Bay Area from their missions 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 moved to Belmont in 1923. The College became fully co-educational in 1969, started offering master’s degrees in 1972, and began the evening degree completion programs in 1988. In 2001, the College reorganized and adopted the name “Notre Dame de Namur University” to
reflect it structure and the mix of undergraduate, graduate, liberal arts, and professional programs offered by the institution. Notre Dame de Namur celebrated its 150th anniversary in 2001.

**Mission Statement**  [http://www.ndnu.edu/about/mission-strategy/](http://www.ndnu.edu/about/mission-strategy/)

Founded upon the values of the Sisters of Notre Dame de Namur and rooted in the Catholic tradition, Notre Dame de Namur University serves its students and the community by providing excellent professional and liberal arts programs in which community engagement and the values of social justice and global peace are integral to the learning experience. NDNU is a diverse and inclusive learning community that challenges each member to consciously apply values and ethics in his or her personal, professional, and public life.

**Hallmarks of a Notre Dame de Namur Learning Community**

Notre Dame de Namur University was founded by the Sisters of Notre Dame de Namur and the values espoused by the Sisters continue to inspire the university. The Hallmarks of a Notre Dame Learning Community were developed by the Sisters in collaboration with NDNU and other SND learning communities.  [http://www.snddenca.org/what-we-do/educate/notre-dame-hallmarks/](http://www.snddenca.org/what-we-do/educate/notre-dame-hallmarks/)

**Diversity Statement**

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.

**Faculty Handbook**

Copies of the Faculty Handbook (Pat 1 and Part 2) can be accessed through the Human Resources *Resources for Current Employees* webpage or the direct links provided below.

[http://www.ndnu.edu/human-resources/employee-resources/](http://www.ndnu.edu/human-resources/employee-resources/)


Appendices

- Proctor Request Form
- Syllabus Template
Proctoring Request Form
Faculty Quiz/Test Notification

Dear NDNU Faculty,

Please give the faculty/staff in the Tutorial Center at least a 3-day notice for proctoring of quizzes, exams, midterms, and finals. To avoid conflicts and maintain academic integrity, please complete this page to assist us in proctoring exams. Please be aware that unless you are giving an open book and/or open notes exam, all backpacks, cell phones, etc. are collected from students when they are taking an exam and placed in the back room.

Faculty Name __________________________________________

Is this an individual test? Yes ________  No ________

What material(s) is/are the student allowed to use?

Is there a time limit? Yes (please specify time limit) _________  No ___

Is the student allowed to leave and come back to finish the test? Yes ____  No ____

Please specify how the completed test is to be returned to you.

Is the student allowed to bring the completed test to you?
Yes ________  No ________

Will you pick completed test up from ASC?
Yes ________  No ________

Please provide the name of the student who will be taking the test:

_____________________________________________  _______________________
Student Name        NDNU ID#

____________________________________________  _______________________
Faculty Signature:      Date:
Instructor: (name, title; including contact information e.g. phone number w/ area code; email)

Office Hours: (when can students meet with you outside of the class; If you will meet electronically, are there specific days/times?)

Course Schedule: (dates, times, classroom number)

Course Description: Insert the description from the NDNU catalog.

Course Overview (optional): This is a broad general statement of learning (knowledge, skills, attitudes, values) expected to take place in the course. It should be aligned with both the institution and program’s mission, vision, and values.

Course Learning Outcomes: Specific results of the learning experiences describing actual knowledge, skills, understandings, behaviors, attitudes, and values expected of students. These should be stated in measurable terms and should be directly measured by course assignments and assessments. Course learning outcomes should be linked to Program Learning Outcomes, and for General Education courses also linked to Institutional Learning Outcomes.

Required Textbooks/Readings: Please list in a format that provides: author, date, title, publisher or ISBN). Then let students know how to find these – Do they buy in the bookstore? Are copies on reserve at the library? Are electronic copies available online? On My Class or Moodle?

Optional Textbooks/Instructional Materials (optional): If you are going to provide or potentially may provide/as students to locate additional articles, consider a statement informing them of that:

Articles will be handed out to provide in-depth readings on specific issues. In addition, resource lists of Optional Readings and additional Instructional Materials will be handed out during the course of the seminar.

Course Requirements: This is a description of all courses requirements: specific assignments (papers, projects, presentations, hours tutoring or observing out in the community, etc.), attendance, participation, how work should be submitted (e.g., in class, emailed, posted to My Class/Moodle), etc. List all course requirements and due dates.

Class Schedule and Assignments: This is a list of class meeting dates, reading/assignments due at each class meeting, topics to be covered, assessments being given, etc. Consider putting in a disclaimer like the one below:
**Class Meeting Schedule:** This course outline serves only as a general guideline. The instructor may delete or add topics and/or assignments as the semester progresses based on the needs of the students.

**Expected Student Workload:** [See page 18 in this Guidebook for unit of credit hours to place in the blanks. Check with your department for the style they have adopted for these statements.]

Per NDNU Credit Hour Policy ___ unit courses require ____ study hours of in class contact and ____ hours of out-of-class preparation for a total of ____ hours.

[Provide a breakout of how this course meets these expectations consistent with, or integrated into, your list of assignments and course requirements above – hours for readings, research, writing, exam preparation, etc.]

**Grading:** How will work be evaluated? Make sure you are specific about how you will grade the course. Provide grading scales and/or rubrics and weighting of the assignments, exams, and other aspects of the course that influence the student’s grade. What is the policy about due dates/late work?

**Attendance:** Provide details related to course attendance including how much time a student may miss and still pass the course, how/whether missed time (such as tardies or leaving class early) can be “made-up”. (Some departments have a policy used in all syllabi. Check with your department chair or program director.)

**Optional: Your policies about cell phones, computers, etc.** For example:

As a courtesy to the instructor and your fellow students, please turn off all cell phones and other electronic devices during class. If there is a reason to have your cell phone on, please put it on vibrate. While computers/tablets may be useful at times during seminar, there will also be times when they are a distraction. Thus, there will be times when you are asked to put your computers/tablets away.

**Participation:** If you have a policy about participation, this is a good place to include it. For example:

Active participation is defined as sharing questions, concerns, constructive feedback, support, ideas, and resources. Active participation is being attentive, self-motivated, respectful, independent, responsible, and flexible. This also means that you will have completed assignments and readings listed in the syllabus for the class date each is due. Attendance alone does not constitute active participation.

**How Work Should Be Turned In:** Do you have specific requirements for work being turned in? Hard copy? Electronic? For example:

All work must be typed, in 12 point font, and double spaced unless otherwise directed by instructor. When citing sources, please use APA/MLA format and provide a reference list when appropriate. Paginate any paper of more than 2 pages and be sure your name
and date are on the paper. Please proofread all work. Do not rely on spell check programs.

This is also a good place to put the American with Disabilities Statement, the Academic Honesty statement and information about campus resources for academic assistance: the Academic Success Center and Writing Center.

Please insert the statements below in your syllabus. Usually these go at or near the end:

**Americans with Disabilities Act**
The University provides reasonable accommodations to students with documented disabilities. If you have a documented disability and are seeking reasonable classroom accommodations under the Americans with Disabilities Act, you are required to register with the PASS office. Please contact Dr. Peggy Koshland Crane, Director of Pass at 650.508.3670 or mcrane@ndnu.edu


**Academic Honesty**
Academic honesty is a cornerstone of our values at NDNU. If any words or ideas used in an assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Consult the NDNU Student Handbook regarding consequences of misrepresenting your work.

**Academic Support**
The Academic Success Center and Writing Center are available to support your studies. Please take advantage of these services. Both are located in the Campus Center.

**Course Evaluations**
Your feedback regarding courses and faculty is very important to Notre Dame de Namur University and to me, as your instructor. Your comments help me to review and improve my planning and delivery of course content, including selection of text books and course materials, activities and assignments, strategies I use to teach, and the assessments I select to measure how you meet the course learning outcomes. Your feedback also helps department/program faculty to review and update courses within each program to ensure the content is up-to-date and provides you with the knowledge and skills you need to be successful here and in your future life. Finally, your feedback is an important part of faculty evaluation.

Course evaluations will be available from [Date] to [Date] via your Campus Portal account.

Course Evaluation Dates 2015-16 (for use in the above):
- **Fall Term 1:** 10/12/15 to 10/30/15
- **Fall Semester/Term 2:** 12/7/15 to 12/25/15
- **Spring Term 1:** 2/22/16 to 3/11/16
- **Spring Semester/Term 2:** 4/25/16 to 5/13/16
- **Summer Term 1:** 6/20/16 to 7/8/16
- **Summer Term 2:** 8/8/16 to 8/22/16