

Hello Batten Spring 2020 Teaching Faculty!

I know that we have just finished the Fall semester and it is difficult to think about spring on this chilly day. However, Spring 2020 will be here before you know it! In this email you will find dates and various other items that are important for faculty to know as we start the Spring 2020 semester. Please let me know if you have any questions. This is a very dense email, **please pay attention to important dates and other requests** and perhaps save this information for your future reference. This will also be posted on the [Faculty Resources page](#).

DATES

Spring 2019 important dates

Courses begin – Monday, January 13

MLK Day – NO classes – Monday, January 20

Final Day to Add a Course: Monday, January 27

Final Day to Drop a Course without grade penalty (course removed from transcript): Tuesday, January 28

Final Day to Drop a Course with a W: Monday, March 16

Spring Break - Saturday, March 7 - Sunday, March 15

Important End of Semester Dates

Last Day of Classes: Tuesday, April 28

Reading Days: Wednesday, April 29, Sunday, May 3 and Wednesday, May 6

Exams: Thursday, April 30 - Friday, May 8

Final Exercises: Saturday, May 16 (College) & Sunday, May 17 (Batten and other Schools)

When are Spring 2019 Grades Due?

48 hours after YOUR final exam. Absolutely no later than Tuesday, May 12 by 5:00pm.

48 Hour project for Introduction to Policy Analysis (Important if teaching 1st year MPP students)

Monday, April 6 - Wednesday, April 8, 2020

Each student will complete a 48-Hour Project. Over the past forty years of public policy education, this has been one of the most effective and popular learning exercises in the MPP curriculum. It provides an especially good opportunity to practice the Eightfold Path on an individual basis. Unlike the group project, we think of the 48-Hour Project as an “issue paper” prepared under the sort of time pressure that is normal in professional policy work.

Final APP Submission Deadline (Important if teaching 2nd year MPP students)

Friday, April 10 at 5:00pm.

Syllabus information

Syllabus submission for Collab Library

Please send me your Spring 2020 course syllabus by **Tuesday, January 7th** [for new classes/faculty, please send your syllabus no later than **Thursday, January 2nd**.]

Diversity and Inclusion Course and Syllabus Suggestions

Professor Sophie Trawalter is the Batten School’s Director of Diversity and Inclusion. In collaboration with others, Sophie compiled a list of 9 items that we hope Batten faculty will consider when planning their courses and drafting their syllabi. These items come directly from scholars and teachers engaged in

inclusive pedagogy. Please see the attached list of suggestions to help Batten courses be more inclusive to all students here at the University. We hope that you will consider adopting some or all of these suggestions into your courses for the Spring 2020 and beyond.

Syllabus Language for Honor, Grade Distributions, Accommodations and a Personal Wellbeing statement

Attached to this document. **If these are not already in your syllabus, please include them.**

Plagiarism

Because of misunderstandings among students about the definition of academic fraud, instructors are encouraged to address this subject in their classes and in their syllabi. Please distribute these standards in writing to the class and post in your course Collab site. You can find some good information about the honor system at UVA here: <http://honor.virginia.edu/faculty>. The Batten School feels very strongly about academic fraud and enforcing the University honor code standards within our School. Faculty should take note that Batten supports the Honor Code and you.

Field Trips

If your course will include an off-Grounds field trip, please visit the Office of Risk Management website regarding [Academic Field Trips](#). Regardless of whether the trip is required for the course, faculty are responsible to plan ahead in order to limit the liability to the University. **Required field trips must be disclosed to students on the syllabus and in the course description and the dates must be listed in SIS.** There are also risk forms that students must sign prior to any trip. Please contact me if you have any questions or need assistance. It is a good practice to give me as much notice as possible about field trips to ensure that all information and documents are in order ahead of time.

Policies and Course information

Batten School academic policies:

[Graduate Academic Policies](#)

[Undergraduate Academic Policies](#)

Final Exams

University policy states that course final exams can only be given in class on the date and time [announced by the University](#). At times, this date is inconvenient for students and/or faculty, but please note that an in class final exam cannot be given outside of the date and time announced, this includes the last day of class. Faculty may choose to give a take home final exam or a final test outside of the University announced date and time, but a cumulative final exam must be given on the date and time announced by the University. Please let me know if you have any questions.

Frank Batten School of Leadership and Public Policy Grading Policy

Due to increasing grade inflation in American higher education, the Frank Batten School has set a grade normalization policy, with a suggested grading distribution. All Batten courses should have a mean grade that does not exceed a 3.5 grade point average with an emphasis on a well-distributed range of grades. If grades deviate significantly from this suggested distribution, a dean will discuss the course grades with the faculty member.

Faculty Teaching Core Courses in either the BA or MPP curriculum

The curriculum is designed so that students are put to the test academically, and we know that students will have multiple assignments due around the same time, which is part of the nature of this program. We simply ask that if you are planning to have a major assignment due in your class (48 hour project, major mid-term or other large project) please just give the other faculty teaching in the core a heads up; this way everyone knows what is coming for students.

Class Rosters

You will be asked to **verify class rosters through SIS**. Please do not rely on Collab for completeness or accuracy of the class roll. SIS, and **not** Collab, contains the official enrollment for instructors and students. If you have any challenges using SIS, please let me know. I am happy to help.

End of semester events/parties and alcohol

There are numerous University policies about events where students are invited and alcohol is served. I urge you to make sure that you are in compliance with this policy and that you review this website if you are planning an end of the semester event that involves students and alcohol.

<https://vpsa.virginia.edu/alcohol>

Useful Student Information

Absences

Serious illness or death within the student's immediate family, religious holidays and participation in field trips and athletic contests are all understandable reasons for missing class. We hope that students will not be penalized when they are absent for such reasons. These students have the obligation ahead of time to make the necessary arrangements for make-ups. You are not obliged to provide makeup tests for students whose absence is not warranted by the listed circumstances.

Students attending class so irregularly as to be making no progress in the course may be excluded from this policy. Up to the Withdrawal deadline, the resultant grade to the student is a W; thereafter, an F. This policy is reasonable, however, only when announced to the students in advance.

Students occasionally disappear for extensive intervals from the radar screen. When that happens or you have serious concerns about the well-being of a Batten student, please alert Amanda Crombie, Director of Academic Programs or Jill Rockwell, Senior Assistant Dean of Student Services; one of them will follow up with you in these regards. If you are concerned about a non-Batten student in one of your classes, please contact the University Office of the Dean of Students.

Validation of Students' Excuses

No one at Batten nor Student Health provide written excuses for students; nor do we validate their reasons for absences or failure to meet course requirements. Only when a student is called out of town on an emergency or is incapacitated or otherwise unable to contact instructors, Amanda or some other University representative will notify Faculty. In other instances, instructors, in responding to requests from students for accommodation in the completion of course requirements, may find it helpful to solicit from students a written statement, pledged on their Honor.

Mandatory Reporting

See the [Just Report It](#) web site for details. Click [here](#) for the employee resource guide. [Title IX and VAWA](#) information.

Violence Prevention and Assignments

The University is committed to promoting a healthy community free of abuse and violence. The Hoos Got Your Back program is used on Grounds to promote a culture of sexual respect. We encourage you to take a look at the [program resource page](#) and consider scheduling a training or presentation instead of cancelling class if appropriate.

Learning Disabilities, Title 504 and Americans with Disabilities Act

The Student Disability Access Center (SDAC), located in the Elson Student Health Center, can arrange diagnostic testing when instructors suspect the possibility of a learning disorder. SDAC makes recommendations to faculty in terms of proposed classroom accommodations for specific learning disabilities and other medical conditions covered under federal legislation. The SDAC website has a section to assist [faculty](#). Academic Affairs staff [Amanda Crombie and Kristine Nelson] are always happy to work with our faculty, SDAC, and our students and assist with requested accommodations.

University Ombudsperson

Brad Holland is the [University's Ombudsperson](#). The University Ombuds is an independent, confidential resource available to assist faculty, staff, and students in resolving problems, complaints, conflicts and other issues when normal processes and procedures have not worked satisfactorily. You can reach Brad by phone at 924-7819 and via email at bholland@virginia.edu. For further information, consult the [webpage](#).

Best wishes for a successful semester! Please do not hesitate to contact either Amanda Crombie [ajcrombie@virginia.edu] or me for any assistance.

Best wishes,
Kristine Nelson