

# BOWDOIN COLLEGE

DEAN FOR ACADEMIC AFFAIRS

## MEMORANDUM

To: The Faculty

From: Elizabeth McCormack, Dean for Academic Affairs Chuck Dorn, Associate Dean for Academic Affairs  
Steve Perkinson, Associate Dean for Academic Affairs Rachel Beane, Associate Dean for Academic Affairs

Date: January 11, 2019

Subject: **Start of Spring Semester Reminders**

---

Greetings from the Office for Academic Affairs. We write to remind you of college policies and practices for instruction, found in Section V. of the [Faculty Handbook](#), on the [Teaching and Advising page](#), and in the [Academic Calendar](#).

### **Religious Holidays**

As members of a multicultural community, our students come from a variety of religious backgrounds who wish to observe important religious holidays. While it is not feasible to schedule coursework around all religious holidays for a class as a whole, requests from individual students to reschedule assignments and to be absent from classes that conflict with observances of major religious holidays should be honored.

No student is required to take an examination or fulfill any other scheduled course requirements on recognized major religious holidays. Please note that Jewish holidays require the cessation of work for the entire day, not simply during the time when services are held.

The academic calendar lists some religious holidays, which fall during the academic year. The College encourages instructors to avoid scheduling examinations on these days:

Good Friday – April 19

Passover – begins at sundown on April 19 and concludes at sundown on April 27

The full policy on religious holidays is [here](#).

### **Planning Faculty Absences**

Faculty members are expected to meet all classes as scheduled by the Registrar's office. In the case of a conflict between a scheduled class and some other professional activity, such as attendance at a conference, it is the faculty member's responsibility to inform students and his or her department

chair well in advance and to arrange either appropriate alternative activities or make-up sessions for missed classes. Those who find it necessary, under extraordinary circumstances, to be absent from more than two classes in any one course during a semester should contact the Dean for Academic Affairs office for prior approval.

### **Final Exams and Projects**

Final exams (or cumulative exams bearing the signature qualities of a final exam, by any other name) are to be given according to the schedule published each semester by the Registrar's office. We strongly recommend placing the day and time of the final exam on the course syllabus. (The date and time of final exams for courses can be found in the "My Classes" window on Polaris <http://polaris.bowdoin.edu> and in a PDF on the Registrar's website.) No examinations may be given nor extra class sessions scheduled during Reading Period. All academic work, except for final examinations, final papers, final lab reports, and final projects, must be due on or before the last day of classes. (Please note: Faculty assigning final projects in lieu of final examinations should align the due date for projects with the published date/time for their final exam.) All final academic work, including final examinations, final papers, final lab reports, and final projects, is due at or before 5:00 p.m. on the last day of the final examination period; although instructors may set earlier deadlines, they may not set later deadlines. These policies were put into place to allow students to balance the end-of-semester demands of their multiple courses. As explained in the [Academic Handbook](#), a student with three one-hour examinations in one day or three final examinations in two days may reschedule one for a date mutually agreeable to the student and the instructor. Other changes to the timing of final exams may be made in instances of emergency, in consultation with the Dean of Student Affairs office.

### **Reminder regarding Courses that Fulfill Distribution Requirements**

As you finalize your syllabi, please remember that the Curriculum and Educational Policy Committee has approved a policy directing that *all courses which are designated as satisfying a distribution requirement should include a brief statement on the syllabus articulating the ways in which the course content addresses the requirement.*

### **Providing Access to Course Materials**

Faculty have multiple options for making course materials available to their students.

**Blackboard:** Each course has space in Blackboard to upload course materials. Only students registered for the course have access to the materials, which can be viewed, downloaded, and printed, as needed. Additionally, you can create links in your courses to articles that are available via the Library's many databases, and embed audio and video resources directly into your courses. Course materials can be re-used by copying them from a previous course to a current course. Contact: [Jennifer Snow](#) x3707.

**Library Reserves:** The Library offers reserves for electronic text, audio, and streaming video resources as well as physical materials, including books, DVDs and CDs. Faculty and academic coordinators may submit scanned PDF documents and MP3s for upload into the reserve system and request linking to library-owned digital materials. Items placed on reserve in recent semesters are

available for re-use. E-reserves are available to only those students enrolled in your course from the Library web site. Follow this link for [Reserves & Contacts](#).

Virtual Bookstore: Please be sure to submit your textbook adoptions to Michael Tucker in the Bowdoin Store so they can be listed on Bowdoin's eCampus Virtual Bookstore. The Virtual Bookstore allows students to search by class to see all their required, recommended, or optional books, as well as purchasing options (new, used, rental, ebook, marketplace). Physical course packs are also available to faculty who wish to compile multiple articles and bundle them together. Michael is available to discuss the copyright and financial implications of offering course packs to your students, as well as any other questions or concerns you might have regarding course materials selection.

Contact: [Michael Tucker](#) x3032.

Mindful Printing: Students have a \$60 printing quota each semester, which provides 1200 black and white, double-sided pages. Consider specifying those articles that you would like your students to print and making the others optional. You might also encourage students to read and annotate electronic versions of articles.

### **Collegial Classroom Etiquette**

Please keep in mind the following elements of collegial classroom etiquette:

- Please start and end your class at the designated times. [With ten minutes between classes now](#), there is more time for students to be on time.
- During class, please close your classroom door, in consideration of people working in nearby offices.
- Leave your classroom in its original seating configuration and in good condition – boards erased, seating straightened, and course materials picked up. Please remind students to discard their trash.
- For those faculty using the classroom computer: When departing, Windows users should “Restart” the machine and Mac users should “Log out.” This saves the incoming professor precious minutes in advance of class and allows efficient access to either operating system. Please do not unplug or relocate cables, as this affects other faculty users and can compromise the integrity of the system. Call x3030 if you need last minute adjustments to the audio-video, computer or projection system.
- Lastly, when you schedule extra sessions for course-related events, please be aware that they may conflict with other events. Understanding and flexibility may be needed with regard to student schedules and available rooms or facilities. See the attached memo, *How to Manage Time Conflicts during the Academic Year*.

Thank you for upholding these policies and practices.

Best wishes as you prepare for a new semester!