

University of Virginia

Office of Summer *and* Special Academic Programs

SUMMER SESSION

2009

FACULTY HANDBOOK

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Summer Session Employment

The University of Virginia Summer Session is subject to the rules and policies established by the Office of the Vice-President and Provost. For detailed information regarding the Provost's faculty policies, visit www.virginia.edu/provost/policies.html.

Nondiscrimination Policy

Consistent with Federal and State law, the University does not discriminate in any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, or veteran status. The University operates equal opportunity and affirmative action programs for faculty, staff, and students, including discriminatory harassment policies and procedures. The University of Virginia is an Equal Opportunity/Affirmative Action Employer.

The Office of Equal Opportunity Programs (EOP) is responsible for the enforcement of the University's equal opportunity and non-discrimination obligations. A faculty member, staff employee, or student having a complaint of prohibited discrimination may file a complaint with EOP in accordance with the University of Virginia Discrimination Complaint Procedures.

The University's Section 504 and Americans with Disabilities Act Coordinator is Bradford K. Holland, University Ombudsman. Darlene Scott-Scurry is the University's Title IX Coordinator and Director of the Office of Equal Opportunity Programs. The Office of Equal Opportunity Programs is located in Washington Hall, East Range; the telephone number for the office is (434) 924-3200. The mailing address is Office of Equal Opportunity Programs, University of Virginia, PO Box 400219, Charlottesville, VA 22904.

Assignment Types During Summer Session

Faculty are employed on either a firm assignment or a tuition-received basis (TRB), as determined by the Director of Summer and Special Academic Programs in consultation with the designated academic dean or summer chair. In addition, faculty may be eligible to receive compensation for advising associated with thesis and dissertation research, or independent study.

During the summer, a faculty member who is elected on an academic year basis may receive a maximum of one-third of the previous academic year salary from all University sources. These sources include the total of teaching in the Summer Session, research on a sponsored program, and teaching or public service with the School of Continuing and Professional Studies. The limit is based on the salary from the preceding academic year.

- **Faculty Assignments**

Assignments for teaching are made by the Director of Summer and Special Academic Programs in consultation with the designated academic dean or summer chair. A full load consists of teaching two courses (three semester hours each) over the nine-week session or one such course in Session I, II, or III. Faculty may not teach more than one course per session aside from the nine week session.

Summer salaries are based upon an instructor's base salary and rank during the preceding fall semester. There is a maximum summer salary for each rank, e.g., associate professor.

A faculty member who is appointed for twelve months may not receive additional compensation for teaching in Summer Session.

If no students are enrolled in his or her course, a faculty member should promptly notify the designated academic dean or summer chair, as well as the Office of Summer and Special Academic Programs. If no students are enrolled, the course will be cancelled and the faculty assignment becomes void.

If fewer than ten students enroll in his or her course, a faculty member should promptly notify the designated academic dean or summer chair, as well as the Office of Summer and Special Academic Programs. The Director of Summer and Special Academic Programs, after consultation with the designated academic dean or summer chair, will determine the viability of the course. The faculty assignment may be adjusted as a result of the low enrollment or, the course may be cancelled.

- **Summer Chair Assignments**

Summer chairs are appointed by the department and administer Summer Session related affairs of the department during the summer term. Stipends are offered to chairs who are not employed under a twelve-month contract.

Chairs remain in residence during the contracted period. Responsibilities include advising students, coordinating class rolls and grade rosters, communicating with departmental faculty regarding all Summer Session issues and concerns, and assisting the the Office of Summer and Special Academic Programs with the resolution of academic issues.

Summer chairs in the College and Graduate School of Arts and Sciences should communicate with the Office of Summer and Special Academic Programs directly. Summer chairs in all other schools should communicate with the Office of Summer and Special Academic Programs through their designated academic dean.

- **Foreign Faculty Assignments**

The University does not employ a citizen of another nation unless that individual has a valid visa status for the position in question. The U.S. Department of Justice through the Immigration and Naturalization Service, Department of Labor, Department of State, and the U.S. Information Agency are government agencies which regulate the entry into the U.S. and the employment of non-U.S. citizens and permanent residents. Thus, the hiring of foreign nationals is complicated by the involvement of such diverse branches of government.

Because of the complex nature of the laws, regulations, and practice associated with this area, the University has delegated liaison responsibility to the International Studies Office (International Students and Scholars Program, ISSP). Advice on individual situations should always be sought from this staff prior to making any final hiring offers to foreign nationals. This will alleviate potential problems and delays due to inappropriate visa status of the foreign national. It is critical that adequate time be allowed to proceed with this aspect of the assignment sequence.

Each foreign national faculty member is responsible for establishing eligibility to accept an offer of employment extended by the University by demonstrating that his or her visa documents and status are appropriate. U.S. permanent residents may accept employment without further consideration of the visa status, only if the permanent resident status is in hand. An approved petition for permanent residency does not automatically grant employment rights. Foreign nationals temporarily in the U.S. and on non-immigrant visas may not be eligible to accept summer faculty compensation.

Individuals who hold visa status F, J or H must confirm employment eligibility with the International Students and Scholars Programs, Minor Hall, 2nd Floor, (434) 982-3010. Holders of B-1, B-2, F-2 or M visa status are not eligible for employment. Other visa statuses also may not be valid for employment. Faculty members who were on a teaching assignment during the academic year preceding the Summer Session may need to have their stays extended in order to accept the summer assignment. Any concerns regarding validity of visa status or other matters pertaining to the visa regulations may be directed to the staff of the International Student and Scholar Programs, Minor Hall, 2nd Floor. All foreign nationals should check in with the office upon arrival in Charlottesville.

- **Tuition-Received Assignments**

Some courses are offered on a tuition-received basis. In such cases, faculty receive tuition collected for the course they are teaching up to an approved maximum.

- **Thesis and Dissertation Research**

The major advisor supervising research on thesis and dissertation research may receive \$100 for each graduate student who has properly registered. The student must be actively involved in research and receive supervision from the major advisor during the summer term. To qualify for this type of pay, the faculty member must not be on a twelve-month contract and the entire summer payment may not exceed 1/3 of the salary for the previous academic year. A request for remuneration must be approved by the academic dean or summer chair of the faculty member's school or department. If a student applying for an August degree enrolls for non-resident status, faculty are not eligible for compensation.

- **Independent Study**

Faculty members may receive compensation for supervising independent study. Students must have registered and paid for an independent study course. The amount that may be claimed is \$25 per credit hour per student. To qualify for this type of pay, the faculty member must not be on a twelve-month contract and the entire summer payment may not exceed 1/3 of the salary for the previous academic year. A request for remuneration must be approved by the academic dean or summer chair of the faculty member's school or department.

- **Visiting Faculty**

A school or department may nominate a visiting faculty member to teach in Summer Session. A letter of endorsement from the designated academic dean or summer chair is required along with a copy of the nominee's CV. Salary will be determined by the Director of the Office of Summer and Special Academic Programs and the designated academic dean or summer chair. Faculty who have not previously been employed by the University, must complete an Employment Eligibility Form (I-9) as well as tax forms in Garrett Hall B019. Visiting faculty are subject to University of Virginia rules and policies.

Expectations of Faculty

Contracted faculty are expected to teach all scheduled classes. Course schedule changes must be discussed with the designated academic dean or summer chair and approved by the Director of Summer and Special Academic Programs.

Note the withdrawal deadlines for Summer Session 2009. Faculty are asked to communicate this information to students via the course syllabus. In addition, faculty are encouraged to provide graded assignments prior to the midpoint of the course so that students receive appropriate feedback in the event they need to make a decision about a course drop or withdrawal.

Instructors should retain examinations for a year after they are administered, in order to answer any questions concerning grades or grading practice. Some courses which do not meet on a regular schedule (*e.g.*, dissertation research, independent study, and practica) do not require final examinations. However, instructors should retain records concerning the evaluation of student performance.

Instructors must keep class records of attendance, marks on recitations, tests, and examinations; conduct examinations; and report final grades on courses completed to the Office of Summer and Special Academic Programs within 48 hours after the final examination. Due to the transition from ISIS to the new Student Information System in August 2009, timely submission of grade sheets is crucial. Grades received on or after August 11th will require a separate grade change indicator form for each student.

Summer Session Pay Dates [Need Link Here](#)

Summer Session follows the University's bi-weekly wage payroll schedule beginning on June 26, 2009. All payment is directly deposited. Faculty who have not previously been employed by the University, must complete an Employment Eligibility Form (I-9), direct deposit form as well as tax forms. Faculty who have had a lapse in service at UVa must complete new tax forms and a direct deposit form. For additional information, contact Wanda Trainum in the Office of Summer and Special Academic Programs at wht2e@virginia.edu or (434) 924-6549. Foreign nationals working during the summer should contact Andy Meade at (434) 924-1377 to ensure that all paperwork is in order.

Academic Policies and Procedures

Course Registration

Registration begins April 27, 2009 and must be completed prior to the first class meeting. Again this year, students may either register online via ISIS at www.virginia.edu/isis or in-person at the Office of Summer and Special Academic Programs in Garrett Hall B019. Payment is due at the time of registration. See Registration and Academic Policies at www.virginia.edu/summer/regpro.html for detailed information.

Grading Options

A letter grade shall be given to students in all Summer Session courses. In most courses, students may opt to select the credit/no credit option or audit option **with the permission of the instructor**. All requests for a CR/NC or AU option require the signature of the instructor on the student's Add form. See deadlines for selecting grading option under Registration and Academic Policies at www.virginia.edu/summer/regpro.html.

- **Auditing (AU)**

Students may audit courses with the permission of the instructor. Courses taken on an audit basis have the symbol AU (audit) recorded in the grade column of the academic record. No credits or grade points are earned in audited courses. Because credits are not earned in audited courses, these courses are not included in the courses required to complete a degree. Instructors have the option of determining whether students may or may not take their courses on an audit basis. **The cost of auditing a course is the same as the cost of taking the course for credit.** The University of Virginia does not allow faculty to let students sit in on classes.

Students in the School of Architecture may not audit any course. Students in the College must elect the AU option by the add deadline; they may cancel this option only through the drop deadline, in which case the course will be deleted from the transcript. A grade of W is recorded for any student who discontinues the audit after the drop deadline or who fails to meet the instructor's standards. If a student wishes to drop or withdraw from a course for which they chose the audit option (depending on the deadline), he or she must complete the appropriate paperwork in-person at the Office of Summer and Special Academic Programs in Garrett Hall B019.

- **Credit/No Credit (CR/NC)**

In most courses students have the option of receiving the grades CR (credit) or NC (no credit) in place of the regular grades A through F. The option is taken at the time the students register for the course. Instructors have the right to refuse to permit students to take courses on a CR/NC basis. In these cases, students may either change back to the regular grading option or they may drop the courses entirely. Courses taken for CR/NC may not be used for any major or basic area requirements. See Registration and Academic Policies at www.virginia.edu/summer/regpro.html for restrictions specific to each school.

Guidelines for Class Size

If no students are enrolled in his or her course, a faculty member should promptly notify the designated academic dean or summer chair, as well as the Office of Summer and Special Academic Programs. If no students are enrolled, the course will be cancelled and the faculty assignment becomes void.

If fewer than ten students enroll in his or her course, a faculty member should promptly notify the designated academic dean or summer chair, as well as the Office of Summer and Special Academic Programs. The Director of the Office for Summer and Special Academic Programs, after consultation with the designated academic dean or summer chair, will determine the viability of the course. The faculty assignment may be adjusted as a result of the low enrollment or, the course may be cancelled.

Guidelines for Contact Hours

Courses	9-Weeks	Sessions I, II, and III	3-Weeks (Education)
Number of Class Meetings	39	18	See Curry School of Education courses either online at www.virginia.edu/cod or the Summer Record for specific dates and times.
Length of Class Meetings	60 minutes	135 minutes	
Contact Hours	39 hours	40.5 hours	
Meeting Time Blocks	08:00 to 09:00	08:00 to 10:15	
	09:15 to 10:15	10:30 to 12:45	
	10:30 to 11:30	13:00 to 15:15	
	11:45 to 12:45		
	13:00 to 14:00		
	14:15 to 15:15		

Class Rosters

Class rosters are produced and delivered by the University Registrar to academic schools and departments approximately one week after classes begin. These rosters are for informational purposes only and should not be used for adding and dropping students from courses. Only students officially registered for the course at the time the roster was printed will be listed on the roster. **Instructors are required to address any discrepancies between the students listed on the roster and those attending class.**

Students whose names do not appear on the class roster should be instructed to visit the Office of Summer and Special Academic Programs immediately to add the course. Payment is due at the time of registration. Instructors should verify all CR/NC and Audit grade options that appear on the class rosters. Instructors should also notify the Office of Summer and Special Academic Programs about students whose names appear on the class roster but who are not attending class. Staff will follow up with these students to resolve registration issues.

Attendance in Classes

Students enrolled in a UVa Summer Session course are expected to attend each class meeting. Course requirements such as examinations, oral presentations, laboratory experiments, participation in discussion, or the like are in no sense waived because of absence from class. Instructors may establish penalties for an absence.

Exclusion from Courses

A student who is making no real progress in a course, or whose behavior is detracting from the course, may be excluded from that course by the instructor with a grade of W or F. Students have 48 hours following written notification of this exclusion in which to appeal. The appeal should be made in writing to the Director of the Office for Summer and Special Academic Programs. Until the final disposition of the appeal, the student will continue to be enrolled in the course and may continue to attend classes with the approval of the Director of Summer and Special Academic Programs and the instructor.

Regulations Regarding Course Changes

To Drop Individual Courses

A student who remains enrolled in the Summer Session may drop a course before its midpoint and thereby have it deleted from his/her transcript. For procedures and restrictions, see Registration and Academic Policies at www.virginia.edu/summer/regpro.html.

To Withdraw from Individual Courses

After the midpoint and before the withdrawal deadline, a student who remains enrolled in the Summer Term may, under certain circumstances, withdraw from a course with a grade of W, WP, or WF. Any student who discontinues a course without formally dropping or withdrawing will receive a grade of F. For procedures and restrictions, see Registration and Academic Policies at www.virginia.edu/summer/regpro.html.

To Withdraw Completely from the Summer Term

Students enrolled in one or more courses who decide not to complete any of them must withdraw from the Summer Session by the withdrawal deadline. For procedures and restrictions, see Registration and Academic Policies at www.virginia.edu/summer/regpro.html.

Extension of Time

In the College of Arts and Sciences and in the Curry School of Education, students who cannot complete a course on time because of illness or other extenuating circumstances may request an extension of time. Requests for extensions of time must be submitted to the Office of Summer and Special Academic Programs with the signature of the instructor and academic dean.

Incompletes

The notation IN (incomplete) indicates that a final grade for the course is being withheld by the instructor until the student completes all course requirements or examinations. A student may not request an IN grade in an attempt to raise his or her grade. Prior to the end of the course, students must initiate the request for an IN and secure the instructor's approval with an Extension of Time form. Work must be completed within the number of days specified by each school. See the *Summer Record* (<http://records.ureg.virginia.edu/>) for details.

When course requirements have been completed, the instructor should obtain a change of grade form from his/her department office. The instructor must assign a grade, sign the form, and obtain the signature of the designated academic dean or summer chair. The Director of the Office of Summer and Special Academic Programs will sign in place of the dean/chair for all Unclassified and Visiting Graduate students. The completed change of grade form must be returned to the Office of Summer and Special Academic Programs. At no point may the change of grade form be in the possession of the student.

Examination Schedule and Policies (*Schedule of Examinations page 13*)

Examinations are scheduled according to the course meeting time and held in the regular assigned meeting room. In the event of conflicts, the Office of the University Registrar will assign alternate rooms. For courses designated as "To Be Arranged" or courses which fall outside this grid, examination dates must be established and rooms obtained by contacting the Office of Summer and Special Academic Programs (434) 924-3371, Garrett Hall B019. Examinations are given only during the scheduled examination period; faculty members are not authorized to change this schedule. Exceptions may be authorized only by the Director of Summer and Special Academic Programs. No student absences from examinations will be excused except for sickness on the day of examination, attested by documentation from a physician, or for other cause accepted by the professor concerned and the Director of Summer and Special Academic Programs. A student absent from the regular examination who is excused is entitled to a special examination at a time and place convenient to the instructor.

Instructors should retain examinations for a year after they are administered, in order to answer any questions concerning grades or grading practice.

Re-examinations on coursework are not permitted. Any questions should be directed to the designated academic dean or summer chair.

Some courses which do not meet on a regular schedule (*e.g.*, dissertation research, independent study, and practica) do not require final examinations. However, instructors should retain records concerning the evaluation of student performance.

Grading Systems

Students are graded according to the school in which enrolled and *not* according to the school in which the course is offered. For example, an Architecture student taking a College course would be graded according to the policies established by the School of Architecture. These rules can be found in the *Summer Record* at <http://records.ureg.virginia.edu>.

Grade Rosters

Grade rosters are distributed by the Office of the University Registrar approximately one week prior to the conclusion of the course.

Grades awarded to students should be darkened with a number two pencil. The instructor must complete a grade-change form for students whose names are missing from the final grade sheet. Grade-change forms may be obtained in departmental offices or at the Office of Summer and Special Academic Programs.

Original grade rosters must be returned to the Office of Summer and Special Academic Programs within 48 hours after final examination. The second copy should be retained by the department. Visiting faculty should leave their grade rosters copy with the academic dean or summer chair.

Instructors must keep class records of attendance, marks on recitations, tests, and examinations for one year in case questions concerning grades or grading practices arise.

Degree Candidates' Grades

Separate grade rosters are provided for candidates expecting to receive a degree in August 2009. Grades should be recorded on these rosters and submitted to the Office of Summer and Special Academic Programs office within 24 hours after the final examination.

Reporting of Grades

Grade reports are not automatically mailed to students during the summer session. Upon completion of a course, students may view their grades via ISIS Online at www.virginia.edu/isis. To receive a grade report at no charge by mail, a request must be submitted through ISIS Online. There is a charge of \$5 per official transcript (subject to change). For detailed instructions on how to access an online grade report through ISIS Online or to request an official transcript, see the Office of the University Registrar website at www.virginia.edu/registrar.

Grade Changes

No grade may be changed after it has been submitted to the University Registrar without the approval of the dean. The dean is not authorized by the faculty to change a grade except when an instructor certifies that, because of an error in calculation or transcript, an

incorrect grade has been submitted. The College limits the time in which a grade change is approved to the fall semester following the summer session in which the grade was received. The deans are authorized to change incomplete or missing grades to an F or withdrawal.

Instructors must submit grade change forms to the student's dean's office (or to the Director of Summer and Special Academic Programs for visiting graduate and unclassified summer students) for approval. See Registration and Academic Policies at www.virginia.edu/summer/regpro.html for details.

The Honor System

Founded in 1842, the Honor System is one of the University's most cherished institutions. Based on the principle that University students want to be trusted, the Honor System helps create and strengthen a school-wide community of trust.

Students at the University make a commitment not to lie, cheat or steal within Charlottesville, Albemarle County, or where they represent themselves as University students. Because they have made this commitment, students are trusted by peers, faculty members, administrators, and community residents alike. Students conduct themselves with integrity and are presumed honorable until proven otherwise.

Students are recruited and trained by the Honor Committee to serve as advisors and to provide counsel. Students investigate Honor allegations, assist and support accused students through the Honor process, and work with accused students in their defense at trial. Honor jury panels are similarly comprised entirely of students. While anyone may report alleged Honor violations, the process is administered entirely by students.

The vitality of the Honor System depends upon the willingness of students to uphold the high standards set by their peers. When a student is formally accused of an Honor offense following investigation, that student may elect to either (1) leave the University, without requesting a trial (in which case that student will be deemed to have admitted guilt, whether or not such an admission is expressly made), or (2) request an Honor trial. Any student found guilty of an Honor offense, or deemed to have admitted guilt after having left without requesting a trial, will be permanently dismissed from the University. The notation "Enrollment Discontinued" will be placed on the student's transcript, without specific reference to the Honor proceedings. In the case of a student found guilty of an Honor offense following graduation, or deemed to have admitted guilt without requesting a trial after graduation, the General Faculty of the University may undertake proceedings to revoke that student's degree. The rules of the Honor System apply to any person who was a University student at the time an alleged Honor offense was committed, so long as a case is reported within two years thereafter.

All students who enroll at the University, including those attending summer session only, benefit from the freedom and security provided by the Honor System; every student must agree to live by and support the spirit of honor. Applicants who are not prepared to embrace this freedom and accept this responsibility should not apply for admission.

This is intended as a brief summary of some important aspects of the University's Honor System. For more information, visit www.virginia.edu/honor. If you have further questions, please call the Committee at (434) 924-7602.

Facilities and Services

Classroom Assignments

In October, a request for classroom preferences is distributed to all academic schools and departments along with the call for budget materials. All classroom space is allocated by the Office of the University Registrar. Every attempt is made to honor classroom preferences. Once space has been allocated for academic courses, UREG will assign unused space for non-academic activities. Classroom assignments may be viewed on the online Course Offerings Directory at www.virginia.edu/cod. No changes in assigned class meeting time or location can be made without the approval of the Summer Chair and the Director of Summer and Special Academic Programs.

The Libraries

The University of Virginia libraries play an integral role in the University's ability to maintain its standing as a top-ranked public institution of higher education. Sixteen libraries serve the University's undergraduate, graduate, and professional programs. They house more than 4.7 million volumes and receive more than 53,000 periodicals and newspapers from around the world. The general library collections in the social sciences and humanities are housed in Alderman Library, together with the library's depository collections of state, federal, and international documents. The University's world-renowned collection of manuscripts and rare books are housed in the Albert and Shirley Small Special Collections Library. The Brown Science and Engineering Library and its satellites (Astronomy, Biology, Psychology, Chemistry, Mathematics, and Physics), serve the research needs of the University's scientific community. Additional subject collections and services are offered by the Education, Fine Arts, and Music libraries. Clemons Library provides a general collection of frequently used materials, reserve reading, and video and audio materials housed in the Robertson Media Center. The library needs of the University's professional schools are served by the Claude Moore Health Sciences Library, the Camp Library in the Darden Graduate School of Business Administration, and the Arthur J. Morris Law Library. Libraries at the University of Virginia are committed to the provision of cutting-edge access to information through technology. The online catalog of the collections and on-line access to newspaper and journal articles are available in all library locations, and may also be accessed from home and office computers at www.lib.virginia.edu. Electronic centers offer library users assistance with innovative

technologies such as digitizing images and text and combining sound and video for multimedia presentations. User education programs assist the University community in expanding its information literacy base.

Equipment Loans and Teaching Technologies

- The Arts and Sciences Center for Instructional Technologies, located in Cabell Hall is the home of the Language Laboratory and supports all equipment needs in classes taught in the Arts and Sciences. Equipment and facilities are available to graduate students, faculty, and staff for teaching and activities supporting instruction. Students may only borrow equipment for class-related activities such as class presentations and must have their instructor fill in an authorization form prior to picking up equipment. For more information on policies, the type of equipment available for checkout and to make reservations or to give student loan authorizations, please visit ascitweb.clas.virginia.edu.
- Clemons Library is the University's undergraduate and high use library. In addition, Clemons Library is the primary library for the McIntire School of Commerce and houses the Library's research collection in film studies. The library contains approximately 100,000 bound volumes, access to several hundred periodical titles and several thousand reserve readings. The Library houses approximately 150 public computer terminals, which are used for library research, word processing, classroom assignments, and electronic mail.

Clemons Library is the location of the Robertson Media Center (RMC). The RMC includes collections of about 15,000 videocassettes and laserdiscs, 1,800 audiocassettes, and a growing collection of CD-ROM's. All subject areas are collected and include both feature and documentary films on video, spoken-word audio and multimedia CD-ROM's. All materials (except those on "Reserve") circulate to students, faculty, and staff. The RMC also provides classrooms for curricular viewing of video and multimedia. Call (434) 924-7409 to reserve a video or classroom, or (434) 924-8814 to speak with the Media Librarian. All media materials are listed in VIRGO, the Library's online catalog. Visit the Clemons Library home page at www.lib.virginia.edu/clemons.

Also at Clemons are a host of digital media resources and collections. The Digital Media Lab (DML) offers walk-in access to slide/flatbed scanners, audio/video digitizing, MIDI music workstations, CD-writing and a range of software for capture, editing, and networked delivery of digitized information. Staff are available for assistance. Contact the DML at (434) 924-7286 or visit www2.lib.virginia.edu/clemons/dml.

- The Music Library, the largest in the commonwealth, contains over 50,000 books and scores and 32,000 sound recordings. The collection has traditionally focused on classical music, jazz, and folk music; recently it added an excellent collection of opera videos, and has begun to build up its popular music collection. Students may borrow recordings and videos as well as books and scores. For additional information, call (434) 924-7041.
- The School of Architecture has audio-visual equipment available for use in Campbell Hall. For additional information, call (434) 924-1413.
- The McIntire School of Commerce has audio-visual equipment available for use in Rouss Hall. For additional information, call (434) 924-3784.
- The Curry School of Education, located in Ruffner Hall, houses the Educational Technology Center. This center offers a wide variety of technology services to the School's faculty, students and staff to support their instructional, research and presentation needs. These services include A-V equipment, video production, computer hardware and software, audio visual materials design and production. The E.T.C. also manages the multi-media lab and the computer classroom and will assist, when possible, any other academic unit's class when held in Ruffner Hall. For further information, call (434) 924-7086.
- The School of Engineering faculty members should consult their department offices for further information.
- The School of Nursing makes audio-visual or training aids available to their faculty. For additional information, call (434) 924-0133.

Teaching Resource Center

Begun with the Provost's support and a small grant from the Virginia State Council of Higher Education Funds for Excellence in 1990, the Teaching Resource Center (TRC) is now a pan-University center for collegial community and committed conversation about teaching at all levels and in all academic disciplines. The TRC offers a number of services and resource materials designed to enhance the teaching abilities of faculty and teaching assistants at the University of Virginia. The TRC also administers several special programs, recognizing the skills and accomplishments of faculty, and aiding in the development of courses. For more information, call (434) 982-2815 or visit <http://trc.virginia.edu/>.

Academic Computing (*ITC Labs and Classrooms*)

For information on computing facilities available on Grounds, visit <http://www.itc.virginia.edu/labs>. For details about services available to instructors, visit www.itc.virginia.edu/instructors/services.html. All Summer Session students are expected to access their UVa assigned email account.

Instructional Toolkit

The Instructional Toolkit is a collection of World Wide Web-based tools to help instructors create class home pages and utilize electronic resources to administer and manage courses. The Instructional Toolkit helps instructors quickly and easily create course Web pages without having to learn a great deal about technology. Information on the Instructional Toolkit is available at <https://toolkit.itc.virginia.edu>.

The Instructional Toolkit is being replaced by UVaCollab. However, Summer Session faculty may use either Toolkit or Collab this summer for course management.

UVa Collab

UVaCollab is the new online collaboration and learning environment replacing the Instructional Toolkit. Information and instructions are available at the Collab websites. <https://collab.itc.virginia.edu/portal>

Summer Session faculty may use either Toolkit or Collab this summer for course management.

Parking and Transportation

Parking at the University of Virginia is by permit only throughout the year. Faculty parking permits and bus passes are available for the summer at the Department of Parking and Transportation located at 1101 Millmont Street behind the Barracks Road Shopping Center. Office hours are from 7:30 A.M. to 5:00 P.M., Monday through Friday. For further information, call (434) 924-7231.

Recreational Facilities and Programs

Intramural-Recreational Sports provides comprehensive recreation facilities 7 days a week with a variety of recreation programs to meet the needs of students, faculty, staff, and their spouses. Programs include competitive intramural sport leagues and tournaments; fitness programs, such as aerobics classes, weight training workshops, personal training services, and fitness assessments; recreation instruction in aquatics, racquet sports, martial arts, relaxation, dance, first aid, and CPR; outdoor trips and workshops in hiking, backpacking, canoeing, kayaking, rock climbing, and skiing; experiential learning and training programs; youth sports instruction and summer recreational day camp for children; and approximately 50 student-organized club sports.

Facilities include the Aquatic and Fitness Center, the Slaughter Recreation Center, Memorial Gymnasium, the North Grounds Recreation Center, the Outdoor Recreation Center, the Snyder Tennis Center, the Park, the Dell outdoor tennis/basketball courts, and numerous outdoor playing fields. Together, these facilities house cardiovascular and strength training equipment, as well as basketball, volleyball, squash, racquetball, handball, volleyball courts, an indoor running track, swimming pools, whirlpool, saunas, multi-purpose rooms, showers and locker rooms, an outdoor equipment rental center, and a resource library.

Recreation memberships may be purchased in person, by mail, or by fax at the Intramural-Recreational Sports Office at the Aquatic and Fitness Center, Monday through Friday, from 8:00 A.M. to 5:30 P.M.

Cafeterias and Dining Options

Newcomb Hall Dining, located on the second floor of Newcomb Hall, will be open during the 2009 Summer Session. West Range Cafe on the range will be open weekdays throughout the summer. If dietary restrictions are a concern, a registered dietician/nutritionist is on staff at UVA Dining. For more information on 2009 Summer Session dining plan options and operating hours, please visit www.virginia.edu/dining.

Cultural Activities

The University of Virginia Art Museum:

The Museum will be closed for renovations from June 8 - September 4. Please join us in the fall when we unveil our refurbished gallery space and the special exhibition *Thomas Jefferson's Academical Village: The Creation of a Modern Masterpiece 1817-1824*. The Museum is located at 155 Rugby Road and will be open without charge Tuesday through Sunday, 12 - 5 pm, prior to June 8 and after September 4. For more information call (434) 924-3592 or visit www.virginia.edu/artmuseum.

Off-Grounds: The city of Charlottesville offers an impressive variety of cultural, social, and recreational opportunities. There are 23 neighborhood parks, movie theaters, museums, and a year-round ice skating rink. A thriving art, music and theater community keeps the creative spirit alive in Charlottesville. The downtown pedestrian mall is a magnet for art, music, dining, shopping, and entertainment. Other popular activities in the area include tennis, golf, hiking, horseback riding, fishing, biking, camping, hunting for antiques, and wine-tasting at some of the most renowned vineyards on the east coast. Beyond the city lie the homes of Thomas Jefferson (Monticello), James Monroe (Ash Lawn), and James Madison (Montpelier), all open to visitors. The Blue Ridge Parkway is only twenty miles west of Charlottesville.

Other cultural events are scheduled throughout the summer. The student newspaper, The Cavalier Daily, lists these events on a regular basis. The Cavalier Daily is published weekly during the summer. UVa Today also provides news of interest to faculty and staff at www.virginia.edu/uvatoday Information on events sponsored by the University Program Council is available at www.student.virginia.edu/~programs/.

Summer Session Pay Dates 2009

Summer Session payments begin on June 26, 2009 and will be directly deposited. To determine deposit dates, choose the session that most closely corresponds to the course dates. Deposit dates are based on the University of Virginia bi-weekly pay schedule as follows:

Main Summer Sessions

Sessions	Course Dates	Deposit	Deposit	Deposit	Deposit
Session I	May 11 - June 5	June 26	July 10		
Session II	June 9 - July 7	June 26	July 10		
Session III	July 9 - August 6	July 24	August 7		
Nine Weeks	June 9 - August 6	June 26	July 10	July 24	August 7

Curry School of Education Sessions

Sessions	Course Dates	Deposit	Deposit	Deposit	Deposit
Session I	May 18 - June 5	June 26	July 10		
Session II	June 8 - June 26	June 26	July 10		
Session III	June 29 - July 17	July 10	July 24		
Session IV	July 20 - August 7	August 7	August 21		
Weekend A	June 5 - July 18	June 26	July 10	August 7	
Weekend B	June 12 - July 25	June 26	July 10	August 7	

School of Nursing

Sessions	Course Dates	Deposit	Deposit	Deposit	Deposit
Main Session	May 18 - August 6	June 26	July 10	July 24	August 7

Course dates in the School of Nursing are varied. Deposits will be made on the schedule above based on the beginning and ending day of the course. For courses ending after August 7, the deposit date will be August 21.

Independent Study - Research

Forms for supervising Independent Study and Research will be distributed in July. Forms should be submitted to the Office of Summer and Special Academic Programs by August 14, 2009. Payments will be issued in September.

PAYMENT FOR SUPERVISING INDEPENDENT STUDY 2009

Instructions:

1. Complete form, listing **only** those students who have **registered** and **paid** for Independent Study. **No** payment can be made for others.
2. Read carefully the statement regarding eligibility before signing form.
3. Submit completed form to department chair.
4. Have chair send completed form with his or her signature to the Summer Session Office, PO Box 400161, no later than **August 14**.

Full Name of Student (Last, First, Middle)	Student ID Number	Registered for (Course, Section)	Credit Hours	Amount Claimed (\$25 per credit hour)

I certify that I am not on a twelve-month appointment or being paid for three months by a grant and that, with payment of this claim at the established rate of \$25 per semester hour, my remuneration for the **nine-week period beginning June 9** will not exceed one third of my salary for the academic session of 2008-2009.

Signature: _____

Approved: _____

Print Name: _____

Chair, Dept. of: _____

Rank: _____

Date _____

Employee ID # _____

Dept. Phone # _____

PAYMENT TO MAJOR ADVISORS FOR SUPERVISING RESEARCH ON THESIS OR DISSERTATION – 2009

The major advisor may request payment for supervising research on thesis and dissertations. The major advisor may receive \$100 for each graduate student who has properly registered for dissertation or thesis research. The student must be actively involved in research and spend time with the major advisor. Please note that other committee members are no longer eligible for compensation.

Instructions:

1. Complete form, listing **only** those students who have **registered** and **paid** for research courses.
No payment can be made for others.
2. Read carefully the statement regarding eligibility before signing the form.
3. Submit the completed form to the department chair.
4. Have the chair send the completed form with his or her signature to the Summer Session Office, PO Box 400161, by **August 14**.

Full Name of Student (Last, First, Middle)	Student ID Number	Registered for Course and Section	Amount Claimed (\$100 per student)

I certify that I am not on a twelve-month appointment or being paid for three months by a grant, and that my remuneration for the **entire summer** will not, with this payment, exceed 1/3 of my salary for the academic year 2008-2009.

Signature: _____
 Print Name: _____
 Rank: _____
 Employee ID #: _____

Approved _____
 Chair, Dept. of: _____
 Date: _____
 Dept. Phone #: _____

RELEASE OF CLAIM FOR REMUNERATION FOR
NON-RESIDENT DEGREE APPLICANTS

UNIVERSITY OF VIRGINIA
Graduate School of Arts and Sciences
Enrolled Student Office
438 Cabell Hall
Charlottesville, Virginia 22903-3196
Tel. (804) 924-7183

This is to acknowledge that I am aware that my student,

(student's name)

who is an applicant for an August degree, will be enrolling as a non-resident for the Summer Term. Enrollment as a non-resident means that the student will not be using University of Virginia facilities or faculty time in a manner other than as a non-student. I am aware that by approving the non-resident status for this student for this Summer Term, I will not be able to claim any form of remuneration from the Summer Session Office for this student.

(signature of Major Professor)

(department)

(date)

SCHEDULE OF EXAMINATIONS 2009

Examinations are to be given only during the scheduled period.

	Class Meeting	Examination Day	Examination Hour
Session I	0800 to 1015	Friday, June 5	0800 to 1030
	1030 to 1215	Friday, June 5	1030 to 1230
	1030 to 1245	Friday, June 5	1030 to 1300
	1300 to 1515	Friday, June 5	1300 to 1530
Session II	0800 to 1015	Monday, July 6	0800 to 1030
	1030 to 1245	Tuesday, July 7	1030 to 1300
	1300 to 1515	Monday, July 6	1300 to 1530
Session III	0800 to 1015	Wednesday, August 5	0800 to 1030
	1030 to 1245	Thursday, August 6	0800 to 1030
	1300 to 1515	Thursday, August 6	1300 to 1530
Nine Weeks	0800 to 0900	Wednesday, August 5	0800 to 1030
	0915 to 1015	Wednesday, August 5	1030 to 1300
	1030 to 1130	Wednesday, August 5	1430 to 1700
	1145 to 1245	Thursday, August 6	0800 to 1030
	1300 to 1400	Thursday, August 6	1030 to 1300
	1415 to 1515	Times to be arranged	

READING DAYS

Note: No reading day for session I and session II
 August 4 Reading day for session III and nine week classes.

CURRY SCHOOL OF EDUCATION

Examinations for Curry School of Education courses will be held the last day each course meets. Due to the length of some class meetings, activities in addition to the final examination may be scheduled for the final meeting of the class. Questions about the schedule for specific courses should be referred to the course instructor.

A written examination will be held on the final day, as designated by the instructor. If the exam requires more time than the regular class period, the instructor should notify the Registrar's Office (4-4132) to avoid room conflicts. If time of examination is to be changed, the instructor should notify the Registrar's Office (4-4132) to avoid room conflicts.

Summer Session Calendar 2009

Session	Registration Begins	First Class Meeting	Midpoint	Withdrawal Deadline	Last Class Meeting	Exam
Main Sessions						
Session I	April 27	May 11	May 22	May 28	June 04	June 05
Session II	April 27	June 09	June 22	June 25	July 02	July 06 & 07
Session III	April 27	July 09	July 22	July 27	August 03	August 05 & 06
Nine weeks	April 27	June 09	July 08	July 21	August 03	August 05 & 06
Mountain Lake Biological Station						
2009 DATES						
Session I	238 Gilmer	May 11	May 22	May 28	June 05	June 05
Session II	238 Gilmer	June 08	June 22	June 25	July 03	July 03
Session III	238 Gilmer	July 6	July 22	July 27	July 31	July 31
Other Dates to Remember						
May 25	Holiday; classes canceled					
July 03	Holiday; classes canceled					
Note:	No reading day for session II due to week-end between last class and exam.					
August 04	Reading day for session III and nine week classes.					
August 03	M.A. and M.S. theses and Ph.D. dissertations due in the Graduate School of Arts and Sciences					
Summer Session Class Schedules 2009						
Courses	Nine Weeks		Session I, II, III			
Number of Class Meetings	39		18			
Length of Class Meeting	60 minutes		135 minutes			
Contact Hours	39 hours		40.5 hours			
Meeting Hours	08:00 - 09:00		08:00 - 10:15			
	09:15 - 10:15		10:30 - 12:45			
	10:30 - 11:30		13:00 - 15:15			
	11:45 - 12:45					
	13:00 - 14:00					
	14:15 - 15:15					

2009 Summer Session Calendar Curry School of Education

Session	Registration Begins	First Class Meeting	Time	Days	Break	Midpoint	Last Class Meeting And Exam
I	May 01	May 18	0800-1100	M-F	15	May 27	June 5
I	May 01	May 18	1115-1430	M-F	30	May 27	June 5
I	May 01	May 18	1445-1845	M-R	30	May 26	June 4
MEMORIAL DAY, MAY 25, IS A HOLIDAY CLASSES CANCELED							
II	May 01	June 8	0800-1045	M-F	15	June 17	June 26
II	May 01	June 8	1100-1400	M-F	30	June 17	June 26
II	May 01	June 8	1415-1800	M-R	30	June 16	June 25
III	May 01	June 29	0800-1100	M-F	15	July 8	July 17
III	May 01	June 29	1115-1430	M-F	30	July 8	July 17
III	May 01	June 29	1445-1845	M-R	30	July 7	July 16
INDEPENDENCE DAY HOLIDAY, JULY 3, IS A HOLIDAY CLASSES CANCELED							
IV	May 01	July 20	0800-1045	M-F	15	July 29	August 7
IV	May 01	July 20	1100-1400	M-F	30	July 29	August 7
IV	May 01	July 20	1415-1800	M-R	30	July 28	August 6
ALTERNATE WEEKEND SCHEDULE				A - June 5/6; June 19/20; July 3/4;* July 17/18 B - June 12/13; June 26/ 27; July 10/11; July 24/25 *(or faculty arranged alternate)			
A	May 01	June 5	1800-2130 0900-1630	F S	15 60	June 20	July 18
B	May 01	June 12	1800-2130 0900-1630	F S	15 60	June 27	July 25

Items for Summer Session On-line Course Evaluations

1. Please identify the most important reason for enrolling in Summer Session.

1. To learn about a unique topic not offered during the academic year.
2. To engage in a research opportunity
3. To complete an area or competency requirement
4. To complete a requirement for your major
5. To improve your GPA
6. To lighten your course load during the academic year
7. To double major
8. To graduate early
9. To work with faculty in a small class
10. To take advantage of the intensive format of summer classes
11. Other – Specify

2. Please identify the second most important reason for enrolling in Summer Session.

1. To learn about a unique topic not offered during the academic year.
2. To engage in research opportunity
3. To complete an area or competency requirement
4. To complete a requirement for your major
5. To improve your GPA
6. To lighten your course load during the academic year
7. To double major
8. To graduate early
9. To work with faculty in a small class
10. To take advantage of the intensive format of summer classes
11. Other – Specify

3. Which support service was most important to you during Summer Session?

1. Libraries
2. University Computing Facilities
3. Student Financial Services – Office of Financial Aid
4. Summer Housing (UVa Conference Services)
5. Dining Services: Dining Halls/Cafes/Pavilion XI
6. Office of the Dean of Students
7. Student Health
8. IM-Rec Sports (gyms on Grounds)
9. Newcomb Hall: Facilities and Services/Extracurricular Programs
10. The Office of Summer and Special Academic Programs
11. University Registrar
12. University Bookstore
13. Other – Specify

4. Which support service was of second most importance to you during Summer Session?

1. Libraries
2. University Computing Facilities
3. Student Financial Services – Office of Financial Aid
4. Summer Housing (UVa Conference Services)
5. Dining Services: Dining Halls/Cafes/Pavilion XI
6. Office of the Dean of Students
7. Student Health
8. IM-Rec Sports (gyms on Grounds)
9. Newcomb Hall: Facilities and Services/Extracurricular Programs
10. The Office of Summer and Special Academic Programs
11. University Registrar
12. University Bookstore
13. Other – Specify

5. How did you learn about Summer Session?

1. *Undergraduate/Graduate Record*
2. Summer Session website
3. *Summer Session Record*
4. Postcard
5. Posters
6. Table Tents in Dining Facilities
7. Faculty/Advisor
8. Department/School
9. Other Students/Friends
10. *Connections*
11. Announcements in the *Cavalier Daily*
12. Other - Specify

6. Is there a particular course you would have taken during the summer term if it had been offered?

Course:

7. Please rate your overall experience in Summer Session.

1. Very Poor
2. Poor
3. Fair
4. Good
5. Excellent

Comments:

8. The average number of hours per week I spent outside of class preparing for this course was:

1. Less than 1
2. 1-3
3. 4-6
4. 7-9
5. 10 or more.

9. I learned a great deal from this course.

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

10. Overall, this was a worthwhile course.

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

11. The course's goals and requirements were defined and adhered to by the instructor.

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

12. The instructor was approachable and made himself/herself available to students outside the classroom.

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

13. Overall, the instructor was an effective teacher.

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

14. Please make any overall comments or observations about this course.

Comments: