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Part 5: Instruction

Faculty Teaching Load

Departments of the faculty may design their curricula on the basis of a 5-course teaching load for the academic year. Chairs, in consultation with their colleagues concerning the needs of their department or program, determine teaching schedules, including those for Short Term.

- 1) Department and program chairs may elect to receive one course or course equivalent credit per year for their administrative responsibilities.
- 2) Members of the faculty teaching a one-half year leave of any kind must teach 3 courses, or 2.5 courses if the department or program can arrange such teaching credit.
- 3) Part-time faculty who teach full-time for one semester only (not counting Short Term) must teach 3 courses during that semester.
- 4) "Course equivalent" credit may be given for thesis supervision. Allocation of thesis credit may vary among departments and programs but is generally equal to .5 course credit for ten thesis semesters and 1.0 course credit for twenty thesis semesters. Faculty seeking course equivalent credit for thesis supervision must secure approval from the chair, who reports the credit to the dean of the faculty at the time the course grids and faculty workload plans are submitted. Course equivalent credit is not awarded for independent study supervision (360 or s50).
- 5) In exceptional circumstances, and only after written approval by the dean of the faculty prior to submission to the registrar of semester course offerings, a department chair may use one "course equivalent" credit for a colleague whose normal course enrollments are excessive over a two- or three-year period of time.
- 6) Teaching credit cannot be carried over to another year, except in circumstances expressly approved by the dean of the faculty.
- 7) Faculty teaching in the Bates Fall Semester Abroad Program are credited for three courses, leaving two courses to be taught in the other semester, including Short Term.

The Faculty Advisory System

As part of regular duties, all faculty members serve as academic advisors to students. In addition to serving as major field advisors, faculty also advise first- and second-year students. In most cases, first-year students are advised by a faculty member teaching a first-year seminar and remain with that advisor until moving to their major field advisors. The dean of faculty urges departments and programs to consider the teaching responsibilities involved in advising first- and second-year students when assigning other departmental or program responsibilities. Advisors and students work together in a partnership. The goal of the partnership is thoughtful discussion of a student's goals and responsibilities while at Bates and after graduation. Advisors bring to the discussions their knowledge of academic disciplines and of Bates College, awareness of what students must do to learn from their courses, and an appreciation of the personal and intellectual changes facing students during their time in college. Advisors' questions, observations, and advice can help students make decisions about individual courses, long-term planning for their academic careers, choice of major, and life plans. Advisors are expected to hold regular office hours and, if necessary, to arrange other meetings with students within a reasonable time period of the requests.

Academic information about the student is supplied by the Office of the Registrar and Academic Systems to the advisor electronically. Faculty members are reminded that comments made in advisee files are part of the educational record and are open to student review under the terms of the federal Family Educational Rights and Privacy Act (FERPA). All faculty should be familiar with basic FERPA regulations and should contact the Registrar with any questions. A FERPA tutorial is available at <http://www.bates.edu/ferpa-test.xml>.

Class Responsibilities

It is the responsibility of all full-time faculty members to be available for College obligations throughout the working week during the academic year — from fall semester orientation through scheduled classes, and examination periods of fall semester, winter semester and Short Term — to fulfill their responsibilities fully and avoid placing undue burdens on their colleagues.

All full-time and part-time faculty members are expected to meet all scheduled classes. In the case of a conflict between a scheduled class and some other professional or personal activity, such as attendance at a conference, it is the faculty member's responsibility to inform students and his or her department or program chair well in advance and to arrange either appropriate alternative activities or make-up session 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 inform the department or program chair and receive approval from the dean of the faculty.

All full-time and part-time faculty members are expected to arrange their personal schedules to be available for the full range of obligations on campus. If unusual personal circumstances require a different pattern of availability over an extended period of time, faculty members should make arrangements in advance with their department or program chair and receive approval from the dean of the faculty.

No full-time faculty member shall be employed in any occupation that interferes with the thorough and efficient performance of the responsibilities of his or her office, and no engagement shall be made by any faculty member for teaching in another institution during the academic year without the permission of the dean of the faculty.

SYLLABI. Faculty are expected to develop and distribute to students in each course a syllabus that includes the general intent, goals, and scope of the course; the structure of the assignments as far as possible; the number, timing and weight of examinations and other assignments; writing assignments and their due dates as far as possible; grading guidelines, the faculty members policy for and definition of plagiarism, office hours, office location, and other contact information. The syllabus should also include the method the faculty member will use to contact the class if a session must be cancelled due to an emergency. Copies of each syllabus should be sent to the department or program chair.

ABSENCES. Faculty are expected to meet all instructional obligations at the time and place scheduled. In case of inability to meet a scheduled class due to illness or other reason, the instructor must notify the appropriate area coordinator as soon as possible so that students may be advised of the cancellation. If the area coordinator cannot be reached, the instructor should contact the department or program chair or another colleague so that he or she may inform students of the cancellation.

EMERGENCY PROCEDURES. Because Bates is a residential college, the College may be in session (during the academic term) when a declared emergency occurs; the operating assumption is that classes will still be held. On rare occasions, the administration may declare an emergency so severe that classes are canceled. These announcements are made through a telephone line for such announcements available to the College community, on the website if it is operating, and on local radio and television stations. Individual instructors whose travel to the campus would be hazardous, or who, for other reasons, are unable to meet their classes, may decide to cancel their classes and reschedule them at a later date. For more information about conducting classes during emergencies see <http://www.bates.edu/holding-classes-in-emergencies.xml>.

If a faculty member encounters an emergency: immediately leave the area and go to the nearest telephone and call security at extension 6111 or press the red HELP button to initiate an emergency call. For more information about campus emergencies, consult <http://www.bates.edu/emergencies.xml>.

ATTENDANCE SYSTEM. Class lists are available from the online system or the Garnet Gateway. Faculty may also manage their class lists using the learning management system (Lyceum). Only after a name has been officially added to the class lists in the Garnet Gateway should a student be considered properly registered in a course. While students may add a course until ten days into a semester and three days into Short Term, class attendance is expected at the start of the semester. No grades should be submitted for students whose names do not appear on a roster or who have not attended class. Students who have neglected to drop a course will receive an "F#" grade (an administrative F) posted by the registrar.

Subject to department/program policy, each instructor shall, at the beginning of each semester or Short Term, make clear to the students in the course the expectations regarding attendance and nonattendance at classes and laboratories. It is up to each instructor, according to departmental or program policy, to excuse or penalize excessive absences in a course. Before excusing an absence, an instructor may require a written confirmation from the dean of students or an associate dean of students as to the validity of an excuse.

Students are responsible for attending the first meeting of the classes for which they are registered. Instructors, at their discretion, may drop those students who do not attend that meeting (Faculty Legislation, February 2002). If faculty choose to report to the registrar students who are absent from the first class meeting without prior approval of the instructor, or excused by a dean, they are dropped from the course by the registrar.

FIELD TRIPS. Whenever class trips entail absences from other classes, the instructor must secure advance approval from his/her department or program chair. A list of all students involved, and a list of all courses they will individually miss as a result of the field trips, must accompany the request. Faculty requesting that students miss a class of another faculty member are asked to inform that faculty member of the request. Students may not be required to go on field trips if they involve absences from classes in which examinations are scheduled.

EVALUATIVE ASSIGNMENTS. Faculty should make every effort to provide an evaluation to a student of his or her work in a course *before* the last day to withdraw from a course in a semester or Short Term.

OPTIONAL READING PERIOD. There is no official reading period in the academic calendar, however the last week of classes in each semester may be used as an optional reading period by instructors who deem it academically desirable.

SHORT TERM. According to the faculty legislation, students may complete up to three Short Term courses. Two Short Term courses only are required to fulfill the degree requirement for students in the four-year program; three courses are required for students in the three-year program. Students wishing to register for their third Short Term course receive a lower registration priority than those registering for a first or second, with exceptions granted for three-year graduates. This provision for assigning priority does not apply to courses requiring permission of the instructor to register.

Departments and programs have the obligation of offering Short Term courses as part of the College curriculum. Chairs, in consultation with colleagues about the needs of a department or program, determine which members of the faculty teaching Short Term courses. During Short Terms in which a faculty member is not on sabbatical, but is not teaching in the Short Term, that faculty member is expected to fulfill all other faculty responsibilities, including scholarship and normal governance and service responsibilities, regardless of his or her teaching schedule.

Examinations

IN-TERM EXAMINATIONS. Multiple forms of evaluation are encouraged. One week's notice should be given to students of an examination of an hour's length or more, and some advance notice should also be given of any shorter quiz if it has considerable weight in determining the final grade. No examinations or quizzes in classes should be given during the last full week of any semester. Faculty may not ask academic administrative assistants (formerly known as area coordinators) to proctor exams. This provision shall not apply to practical examinations given in laboratory work or to the Short Term. Hour examinations should not be assigned on the first day after a College vacation (i.e., October break, Thanksgiving recess, February break).

In recognition of Bates' commitment to a diverse and inclusive student body and the variety of religions observed and practiced by our students, faculty are encouraged to consult the Multifaith Calendar posted on line by the Office of the Multifaith Chaplain when developing course syllabi so that conflicts between in class examinations and major religious holidays may be avoided. Given the range of faiths embraced by our students, it may not be possible to avoid all conflicts between scheduled examinations and religious holidays. Students are expected to approach the instructor within the first two weeks of the semester if there is a conflict with a scheduled examination, paper, or project due date and a significant religious holiday observed by the student so that, when warranted, alternative arrangements for completing the work may be made.

The dean of students shall be responsible for reminding all faculty member of this policy prior to the beginning of each fall semester.

In case of examinations missed for illness or other excusable reason, the student is expected to get a written excuse from the dean of students or an associate dean of students. Upon presentation of this excuse to the instructor, the instructor

will arrange for a make-up at a mutually convenient time. Normally, examinations will not be administered in the health center.

FINAL EXAMINATIONS. The final examination schedule is composed by the registrar. All students are expected to take the final examinations at the time scheduled. Final examinations cannot be rescheduled to accommodate the travel plans of students. Students should not make any travel plans until they have full knowledge of their final examination schedule. It is not within the discretion of the instructor to waive or alter the examination requirement for individual students, or to reschedule the examination for the entire class. Requests from individual students to have an exam rescheduled must be made to the dean or associate deans of students. Faculty requests to reschedule for the entire class should be made to the Committee on Curriculum and Calendar.

Instructors indicate to the registrar whether or not their courses will use a two-hour block of time during the final examination period, in time for inclusion of such information in registration materials. Instructors may use this reserved time period for any form of evaluation, including in-class written examinations, oral examinations, presentations of final projects, or the deadline for handing in take-home examinations or final papers or projects. (Faculty Legislation, December 2001).

All student absences from scheduled final examinations are to be reported promptly to the registrar and to the dean of students. At the discretion of the faculty member and depending on the circumstances, a make-up examination may be arranged with the instructor, unless the examination is specially waived by the Committee on Academic Standing.

Faculty may decide whether or not to return final examinations to students, and must make their policy clear to students. According to FERPA regulations, if faculty choose to return examinations, they must avoid creating situations in which students have access to the examinations or grades of other students. If faculty do not choose to return examinations, they should make them available for student viewing. Faculty should provide students with opportunities to discuss the results of final exams, and retain exams for at least one year.

The Grading System

GRADES USED. Grades in complete courses are assigned according to the following schedule of letters and quality point equivalents:

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0	ON = 0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	F# = 0	W = 0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	DEF = 0	P = 2

A grade of "ON" is used to indicate that a student's academic work is ongoing into the next semester and that two semesters of work are required to earn a final grade.

Students are expected to complete all work for a course by its terminal date. An incoming grade will not be accepted by the registrar, unless in consultation with the instructor, the Committee on Academic Standing, the dean of students, or an associate dean of students has approved an extension of time to complete the work, on academic grounds or because of a disabling illness or special emergency. A grade of "DEF" indicates that the student has secured, through the dean of students, or the Committee on Academic Standing formal deferral for incomplete course work. Incomplete work for which deferred grades are given must be completed in a specific period of time as determined on the deferral form, or the "DEF" grade becomes an administrative F notated as "F#." All final grades that were previously deferred are identified with an asterisk (*) on the student's transcript.

Departments and programs requiring the successful completion of a thesis as one possible condition for graduation may authorize their members to defer the submission of the grade for a thesis that would otherwise receive an "F." The length of any such deferral shall not exceed five calendar weeks from the posted date for the submission of such grades, and the deferred grade shall not be higher than a "D-."

A grade of "W" is used to indicate that a student was required to withdraw from the College due to extenuating circumstances, or approved to withdraw from a course(s) after the legislated drop date by the Academic Standing Committee.

PASS/FAIL GRADING. Students may elect to take a total of two Bates courses (but not Short Term courses) on a pass/fail basis, with a maximum of one per semester. The following conditions apply:

- 1) Students may declare or change a pass/fail option until the final day to add a course.
- 2) Students taking a course pass/fail are not identified as such on class rosters. Faculty members submit regular letter grades (A, B, C, D, F) to the registrar, who converts the letter grade to a pass or a fail. Unless the student chooses to inform the instructor, only the student, the student's advisor, and the registrar know the grading mode for the course. A grade of D- or above is considered a passing grade.
- 3) Departments and programs decide whether courses taken pass/fail can be used to satisfy major and secondary concentration requirements. This information is available in the introductory paragraph for each department's and program's courses of instruction in the Catalog.
- 4) Courses taken pass/fail are not computed in the student's grade point average, and do not count toward General Education requirements. A pass is equivalent to two quality points. (For further explanation of quality points, see website <http://www.bates.edu/Quality-Points.xml>).

SHORT TERM GRADES. An instructor must indicate "letter grade" or "satisfactory/unsatisfactory" grade for a Short Term course to the registrar prior to the publication of the Short Term registration materials. This applies to all students registered for the course and to independent studies.

DEFICIENCY REPORTS. All faculty are requested by the Office of the Dean of Students to report at least once a semester any student whose academic work to date falls below C-. In addition, faculty are encouraged to report a deficient student at any time. Warning reports are given to the student, who is advised to review the situation immediately with the advisor, instructor, and a dean.

FACULTY GRADES DUE. All student work must be completed and turned in to instructors by the end of the examination period. Any exceptions to this require a formal grade deferral.

Faculty are responsible for submitting grades by a date set by the registrar, so as to make grades available to students ten days after the end of the final examination period. In some cases, especially for seniors in their final semester, honors candidates, and students on academic probation, the registrar may demand the grades earlier.

If special circumstances make it impossible to comply with the legislated schedule for grade submission, the faculty member should notify the registrar, dean of the faculty's office, and all affected students.

It is imperative that final grades be submitted on time. Until all grades are submitted, students cannot be informed of any academic deficiencies, including academic dismissal; graduation honors cannot be calculated; and students may lose employment or educational opportunities that require current transcripts.

GRADES FOR PROSPECTIVE GRADUATES. In order to determine final grade point averages and certify seniors for graduation, all final grades for seniors, including those previously deferred, must be submitted by the end of the day of the Wednesday prior to Commencement. Short Term final grades for seniors are considered passing if the registrar is not informed otherwise by noon on the Friday prior to Commencement.

REPORTING GRADES TO STUDENTS. Semester grades are officially reported to students only through the Garnet Gateway, which students access through the web. Faculty members may unofficially report semester grades to students, after the end of the final examination period. In compliance with federal law, student names and grades cannot be posted on office or classroom doors, bulletin boards, or other public places.

COURSE EVALUATIONS. At the end of each semester and Short Term students are required to complete an evaluation of each course taken. Students may not access their grades online for forty-five days if this requirement has been not fulfilled. All course evaluations are the exclusive property of Bates College.

CHANGING A FINAL GRADE. Course grades, after they have been submitted and made available to students, may be changed only on professorial petition to the registrar stating specific grounds of clerical or computational error. All other requests for a change of grade shall be directed to the Committee on Academic Standing.

Course Scheduling

All courses are scheduled by the registrar, with the approval of the Committee on Curriculum and Calendar, following receipt of requested hours from the chairs of the departments and programs. Acting within policies established by the faculty for class scheduling, the committee's decision is final.

COURSE SCHEDULING

According to faculty legislation passed in April 1999, the Committee on Curriculum and Calendar, in consultation with the registrar, organizes the academic week into the following class meeting time slots. All fall and winter classes shall normally meet for a minimum of 160 minutes per week. Instructors using time slots that offer the possibility of using more than this minimum may organize the use of that time in any way they deem to be pedagogically beneficial, using anywhere from 160 minutes to 240 minutes per week.

8:00-9:20 a.m. Classes in this time slot normally meet three times a week on Monday, Wednesday, and Friday; or twice a week on Tuesday and Thursday.

9:30-10:50 a.m. Classes in this time slot normally meet three times a week on Monday, Wednesday, and Friday; or twice a week on Tuesday and Thursday.

11:00-11:55 a.m. Classes in this time slot normally meet three times a week on Monday, Wednesday, and Friday.

12:05-1:00 p.m. Classes in this time slot normally meet three times a week on Monday, Wednesday and Friday.

1:10-2:30 p.m. Classes in this time slot normally meet three times a week on Monday, Wednesday, and Friday; or twice a week on Tuesday and Thursday.

2:40-4:00 p.m. Classes in this time slot normally meet three times a week on Monday, Wednesday, and Friday; or twice a week on Tuesday and Thursday.

7:30-8:50 p.m. Classes in this time slot normally meet twice on Tuesday and Thursday. These classes must be sections of courses that have an alternate section meeting prior to 4:00 p.m.

Short Term courses shall meet for a minimum of 385 minutes per week.

In addition, the Committee on Curriculum and Calendar, in consultation with the registrar, shall normally schedule:

- 1) "Three-hour" seminars, on Monday, Tuesday, Wednesday, Thursday, or Friday from 1:05-4:00 p.m.; or on Tuesday, from 7:30-10:30 p.m.
- 2) Laboratories, on Monday, Tuesday, Wednesday, Thursday, or Friday from 1:05-4:00 p.m.; on Tuesday, from 7:30-10:30 p.m.; or on Tuesday or Thursday from 8:00-10:50 a.m., but only if five sections of the same lab are scheduled at other times, or under special circumstances.
- 3) "Two-hour" classes, twice a week on Tuesday and Thursday, anytime between 8:00-10:50 a.m.; or twice a week on Tuesday and Thursday, anytime between 1:05-4:00 p.m.; or twice a week on Monday, Wednesday, and/or Friday, anytime between 1:05-4:00 p.m.
- 4) "Extra Session Times," on Tuesday from 11:00-11:55 a.m., Thursday from 11:00-11:55 a.m., and Thursday from 12:05-1:00 p.m. These sessions are designed for MWF classes that need to meet regularly four or five times a week, or as a discussion section time for classes with multiple discussion sections.
- 5) "Extra Discussion Section Times," Tuesday and/or Thursday from 4:10-5:00 p.m. These sessions are designed for classes that have at least one alternate discussion section scheduled to meet prior to 4:00 p.m.

The following policies apply regarding the scheduling of courses.

- 1) The Committee on Curriculum and Calendar approves the schedule of courses.
- 2) In granting such approval, the Committee on Curriculum and Calendar shall consider it necessary to distribute courses as equally as possible throughout the available hours of the day in order to satisfy the following principles:
 - a) that students have the greatest freedom of choice possible in their selection of courses;
 - b) that there may be maximum equal access to various teaching facilities, such as seminar rooms, laboratories, language laboratories, rooms with audio-visual facilities, etc.;
 - c) that conflicts in final examinations may be minimized to the greatest extent possible.
- 3) Consistent with such principles of distribution, and with the principle of dealing equitably with all departments and programs of the College, departments and programs should be free to schedule courses according to their academic

needs and those of individual department and program members. The equitable assignment of instructors to unpopular class hours is likewise the responsibility of the departments and programs.

4) The committee request that the registrar solicit course information from each department or program, including course numbers, and the preferred time for each class to be given. Departments/Programs should disperse classes throughout the entire range of class hours and, unless specifically granted exceptions by the committee, must observe guidelines specified by the committee.

Room assignments are made by the registrar. *These assignments must not be changed, even temporarily, without the registrar's approval.* With the obvious exception of field trips, academic classes normally are not to be held out-of-doors.

Classes are regularly scheduled from 8:00 a.m. to 4:00 p.m., Monday through Friday. A limited number of discussion sections may be scheduled on Tuesday and Thursday until 5:00 p.m. Courses appropriate for a three-hour time period may be scheduled on Tuesday evenings from 7:30 to 10:30 p.m. Tuesday and Thursday classes may be schedule from 7:30 to 8:50 p.m. when another section of the same course is offered between 8:00 a.m. and 4:00 p.m. *Faculty and staff are strongly encouraged to avoid scheduling evening events on Tuesday and Thursday.* All-campus time is from 12:05 to 1:00 p.m. every Tuesday when classes are in session. No classes may be scheduled at this time. Requests for changes in class meeting times are discouraged after registration and require approval of the Committee on Curriculum and Calendar. For information on the schedule, please consult with the department/program chair or the registrar, or review the class meeting grid on the registrar's office website (<http://www.bates.edu/Scheduling-Grid.xml>).

No classes may regularly be scheduled on Saturday, but Saturday morning is available, at the instructor's discretion, for occasional scheduling of classes, examinations, and field trips. The department/program chair should be advised of any use of Saturday mornings for such purposes.

Administrative Course Procedures

NEW COURSE PROPOSALS. Faculty may propose a new course using the "Course Proposal System" link in the Garnet Gateway. Faculty complete the electronic form and submit it to the appropriate department/program chair(s) for approval. The registrar then assigns it a number, it is reviewed by the catalog editor, and then it comes before the Committee on Curriculum and Calendar (CCC) for review and approval. At each step the instructor and chairs are informed of its progress and a final CCC approval notification is sent via email to all involved. An electronic archive is maintained on the web and all courses approved are reported to the entire faculty each year.

GENERAL EDUCATION DESIGNATIONS. When a faculty member proposes a new course, he or she should, if appropriate, designate the courses as filling one or more General Education requirements (S, L, Q, W1, W2, W3) at the same time. Courses can be so designated via the Garnet Gateway. Faculty should also contact General Education Concentration coordinators if the course proposed could fulfill one or more General Education concentrations.

REGISTRATION AND ADJUSTMENT PERIODS.

1) Students may add courses during the first five class days of the semester. During the second five class days of a semester, students may add courses with the permission of the instructor. Students may drop courses until the end of the seventh full week of the semester. Exceptions to this adjustment period may be granted only for serious illness or personal emergency by the dean or associate dean of students.

2) During the Short Term, a course may be added during the first three class days and dropped during the first five days. Exceptions to this adjustment period may be granted only for serious illness or personal emergency by the dean of students.

3) If a student requests a registration adjustment after the deadline, the Office of Registrar and Academic Systems administers late fees according to a predetermined schedule. When it is determined that the cause for the late registration or registration adjustment is considered an administrative error (including student failure to check his or her schedule, to follow or learn the established procedures, or reliance on others to complete registration on his or her behalf), the adjustment is made only after the student pays the late fee and completes and submits the completed registration adjustment form. The Committee on Academic Standing reviews all other requests for late registration

adjustments that are not considered purely administrative in nature. More details are available at <http://www.bates.edu/Late-Registration.xml>.

4) Course drops during the registration adjustment periods are not recorded on student transcripts, however late withdrawals for individual course drops are recorded. If a student withdraws from Bates, a grade of "W" is recorded for all courses.

Independent Study and Internship Courses

INDEPENDENT STUDY. Each department and program may elect to offer "independent study" courses to allow students to pursue individually a course of study or research not offered in the Bates curriculum. This may be pursued as a semester course (using the number 360) or a Short Term course (using the number s50). The student designs and plans the independent study, in consultation with the faculty advisor as outlined on the Registration for Independent Study Course form found on the website, <http://abacus.bates.edu/admin/offices/reg/IndependentForm.pdf>.

The work must be completed during the semester or Short Term for which the student has registered for the course approved by a Bates department or program, and supervised by a Bates faculty member who is responsible for evaluation of the work and submission of a grade. Faculty members may refuse independent study requests. (Faculty Legislation, March 2001). The student must be in residence and may not complete an independent study away from campus unless participating in a Bates Fall Semester Abroad.

INTERNSHIPS. Each department and program may elect to offer "internship" courses to allow students to incorporate extracurricular activities into structured, curricular learning experience. This may be pursued as a semester course (normally using the number 421/422) or a Short Term course (normally using the number s41). A faculty member organizes and plans student participation in a work or service activity as part of a course established by the department or program. Students may be supervised directly by someone other than the faculty member, however the Bates faculty member is responsible for oversight of the curricular learning experience, evaluation of the work, and submission of a grade. (Faculty Legislation, March 2001).

Student Assistants/Teaching Assistants

Student assistants and teaching assistants may be hired to assist the faculty with educational tasks such as proctoring, aiding in laboratories, reading and grading short papers and quizzes, assisting students having difficulty in the course, and helping the faculty with other relevant tasks. They should never work in courses in which they are enrolled, and should not grade major papers, examinations, other work requiring subjective evaluations, or conduct work that ought to remain confidential.

A faculty member who would like to hire a student to perform these tasks must contact the student employment office. The student employment office has a record of all created positions and is responsible for assigning a rate of pay for each job. If a faculty member has a position in mind, the student employment office will assist the faculty member in creating a formal position description and will then grade the position based on the information provided.

Student employees must have all tax forms completed before they are allowed to begin working. International students are limited in the number of hours they may work during the academic year and the summer. The payroll office can advise faculty supervisors on a student's work eligibility.

Students are paid at the regular student hourly wage according to the student pay scale. They submit their hours through a web time-entry system, and those hours are approved electronically by the faculty supervisor. Students are paid through the payroll office on a bi-weekly schedule.

The Junior Year and Junior Semester Abroad Program

The purpose of studying abroad, the eligibility requirements, and the Bates off-campus study application and selection process are stated in the *College Catalog*. Basic requirements for selection have been established by faculty vote. The Committee on Off-Campus study, a standing committee of the faculty, approves all participants and regularly reviews the program. Junior Year Abroad (JYA) and Junior Semester Abroad (JSA) programs are administered by the Office of the Dean of Students.

ACADEMIC CREDIT FOR JUNIOR YEAR PROGRAMS. Students who complete academic work under JYA or JSA status are awarded "approved program" course credits by Bates College through action by the Committee on Off-Campus Study. If the student satisfactorily completes a full academic year as a full-time student (JYA), he or she may choose to receive either 8 course credits or 7 course credits and 1 Short Term course credit. Students who complete the equivalent of a Bates semester abroad (JSA) may receive 4 course credits. Official transcripts or reports from the foreign university designate this completion. Grades earned in JYA or JSA programs are not recorded on the Bates transcript, nor are they computed in the GPA. The major department or program chair, in consultation with the returned student, determines what courses taken abroad may be applied to the department's or program's major requirements, possibly exempting the student from certain requirements. It is thus very important that the student, before going abroad, consult with the department or program chair and establish what must be done during JYA or JSA in order to satisfy all major requirements for graduation.

The Academic Calendar

The faculty uses a formula for establishing the academic year calendars. This formula, cited below, guides the Committee on Curriculum and Calendar in designating annual calendars five years in advance.

- 1) Fall and winter semesters of 12 full weeks of classes.
- 2) A fall semester beginning on a Wednesday. A fall recess following 6 weeks of classes, beginning after the last class on a Tuesday and ending at 8:00 a.m. on the following Monday, and a one-week Thanksgiving recess beginning at 4:00 p.m. on the Friday preceding Thanksgiving and ending at 8:00 a.m. on the Monday following Thanksgiving.
- 3) A winter semester beginning on the Monday following a 3-week break between semesters. A winter recess of 1 week timed to coincide with the local school holiday.
- 4) A 1-week recess between winter semester and Short Term.
- 5) Short Term of 5 full weeks.
- 6) For those particular years in which the faculty's academic calendar policies result in conflicts between major academic occasions (specifically, the opening of the academic year and the scheduling of final examinations) and the major Christian or Jewish holidays (specifically, Christmas, Good Friday, Easter, Rosh Hashana, Yom Kippur, and the first two days of Passover), the Committee on Curriculum and Calendar shall designate calendars which avoid such conflicts.

According to faculty vote, classes are suspended on Martin Luther King Jr. Day.