
YALE SUMMER SESSION

2016
SUMMER
FACULTY

HANDBOOK

*The closing date for material in the Yale Summer Session
2016 Faculty handbook was March 1, 2016*

TABLE OF CONTENTS

I. FOREWORD	1
II. YALE SUMMER SESSION	
A. A BRIEF HISTORY OF YALE SUMMER SESSION	1
B. AN INTRODUCTION TO YALE SUMMER SESSION'S ORGANIZATION AND STAFF	2
C. HOW WE FIT IN: YALE SUMMER SESSION AND YALE UNIVERSITY	3
D. THE SUMMER AND THE ACADEMIC YEAR: COMPARISONS AND MISCONCEPTIONS	4
III. ACADEMIC POLICIES	
A. CREDIT	5
B. FULL-TIME ENROLLMENT	5
C. GRADES	6
D. FINAL GRADES AND TRANSCRIPTS	6
E. COURSE CHANGES – ADDING OR SUBSTITUTING A COURSE	7
F. COURSE CHANGES – DROPPING A COURSE OR WITHDRAWAL	7
G. INCOMPLETE COURSEWORK	8
H. AUDITING	8
IV. SUMMER TEACHING	
A. PRE-SESSION PLANNING	
1. Sequence of events, calendar, deadlines	9
2. Proposing new courses, course approval process	10
3. Meeting times	10
4. Syllabi	11
5. Classroom requests and media needs	12
6. Supplies and reimbursable expenses	12
7. Class size, minimums and maximums	13
8. Field trips	13
9. Book orders	14
10. Prerequisites and admissions	14
11. Brief overview of class composition	15
12. Pre-course assignments	15
13. Course advertising	16
B. IN-SESSION	
1. Session overview, deadlines	16
2. Class lists	16
3. Shopping period	16
4. Enrollment, course changes, add/drop	16
5. Attendance, absences, dean's excuses	17
6. Auditing	17
7. Academic Advising	17
8. Executive Committee and disciplinary cases	17
9. Examinations, post-session work	18
10. Incomplete work	18
11. Office hours and office space	18
12. Classroom problems	18
13. Technology, Media Services	19
14. Student problems	19
15. Classroom visits	19

continued on next page

C. POST-SESSION	19
1. Grades	19
2. Course evaluations	19
3. Suggestions	20
V. SUPPLEMENTAL INFORMATION	
A. MEDIA REQUIREMENTS	20
B. TEAM-TAUGHT COURSES	20
C. TESTING ON THE FIRST DAY OF CLASSES	20
D. TUTORING	21
E. LANGUAGE TABLES	21
F. ENROLLMENTS AND COURSE CANCELLATION POLICY	21
VI. WORKING IN YALE SUMMER SESSION	
A. APPOINTMENTS FOR SUMMER TEACHING	
1. Recruitment	21
2. Teaching Load	22
3. Appointment process	22
4. Forms	22
B. COMPENSATION	
1. Salaries	22
2. Expenses	23
C. BENEFITS	23
D. SUMMER ASSISTANTS OR GRADERS	24
E. STANDARDS OF BUSINESS CONDUCT	24
VII. UNIVERSITY STATEMENTS AND POLICIES	27
VIII. SUMMER PHONE DIRECTORY	29

I. FOREWORD

Yale Summer Session’s mission is to foster intellectual growth in a community of summer scholars while promoting Yale’s tradition of excellence. Our students share ideas, interests, talents, and cultures – celebrating their unique contributions and learning from each other. By providing exceptional services for students and faculty, we ensure that each member of our community enjoys an enriching experience.

This comprehensive summer faculty handbook is designed to help you, the summer faculty, plan for summer teaching more effectively and experience summer teaching more positively. Many of you have taught during the summer before; for some of you the experience will be new. In any case, summer teaching is significantly different from teaching during the academic year. Even for those of you who have spent many years with Summer Session, policies can change and be modified, and we want to keep you abreast of any such changes. We hope that your experience will be a happy one and that you will remain or become a longstanding member of a unique group of Yale faculty. We appreciate all you do for the program, because it is you who attract a diverse and outstanding group of summer students to Yale. Without our faculty, we would not be Yale, and we also believe that our summer faculty help make Yale the tremendous institution of higher learning that it is – year round.

II. YALE SUMMER SESSION

A. A BRIEF HISTORY OF YALE SUMMER SESSION

First organized in 1975 as the Yale College Summer Term, summer study at Yale has undergone numerous changes. Even though there had been a Summer Activities director in the mid-sixties, this office acted strictly as a clearinghouse for all summer activities at Yale. Summer Term was Yale’s own academic program and was originally organized around three distinct Centers, each with an emphasis on a particular area of knowledge: humanities, social sciences, and natural sciences. As described in the 1975 informational brochure, these centers would allow faculty to sponsor programs “organized around a theme, a problem, a time period, a geographic area, or a method.” Students could then “examine a topic from the varying points of view of different disciplines.” This interdisciplinary approach for majors and non-majors alike resulted in groupings of courses under programs such as “Colonial America,” “Origins of the Modern World,” and “Film.” Each of the centers was based in a residential college, and students, although not restricted to just one area of study, were encouraged to take most of their summer courses in one particular center.

Major changes to this organization were made in 1980, when the Summer Term became Yale Summer Programs (YSP). Perhaps the biggest change was the incorporation of the Summer Language Institute into YSP. The Summer Language Institute had been founded in 1948 and could look back on its own history of providing Yale and non-Yale students

alike a chance to engage in intensive foreign language learning during the summer. This focus remained unchanged under YSP, and summer languages have continued to flourish to this day, with offerings in languages continually changing to reflect our own country's engagement with the non-English speaking world. Other changes made in 1980 included the reorganization of the centers into sessions of varying length, while decoupling them from the residential colleges. Humanities and social sciences combined with SLI into a single 8-week session. The natural sciences offered a 10-week program, and a separate English Language and Orientation Program for International Students was offered over the course of four or seven weeks.

Along with a new name for 1982, Yale Summer and Special Programs, a five-week semester was instituted in 1983, "particularly recommended for college freshmen and qualified pre-college students," as that year's catalogue indicates. And it is in this basic configuration, with minor changes, that YSSP operated for the next 20 years. In 2000, YSP for the first time offered two consecutive 5-week sessions, 5A and 5B, which allowed considerably more flexibility in scheduling one-credit courses given limited classroom space. We are currently in the sixteenth summer with these two sessions, now designated Session A and Session B.

The program again changed its name for summer 2005 to Yale Summer Session (YSS). It was felt that this name more accurately reflects our academic mission. It also brings the name more in line with the norm nationwide. The past ten years have seen tremendous growth in the study abroad programs offered through Summer Session. Each year, over 300 Yale College students now take courses taught abroad by Yale faculty, both in intensive foreign language courses and non-language courses in humanities, social sciences, and science, offered in almost 20 countries.

As Yale looks ahead, it is hoped that YSS will continue to be a support to the many initiatives associated with Yale College education in the 21st century.

B. AN INTRODUCTION TO YALE SUMMER SESSION'S ORGANIZATION AND STAFF

The YSS office is small and has a full-time staff of twelve.

Jeanne Follansbee, Dean of Yale Summer Session and Associate Dean of Yale College, provides strategic planning and overall oversight of Yale Summer Session. In this capacity, she is the primary academic adviser to all summer students.

Meg Palladino, Director of Yale Summer Session and the English Language Institute, has primary responsibility for the overall leadership of all YSS programs.

Rich Collins is the Senior Director of Online Education and Information Technology; he oversees all online summer programming.

Michael Fitzpatrick, Associate Director of Academic Affairs, has primary responsibility for the administration of summer courses and faculty, managing the residential life program, and coordinating the Freshman Scholars at Yale (FSY) program.

Mary-Ann Bergstrom, Program Coordinator of Academic Affairs, manages YSS enrollment, course and classroom support, and handles all faculty payroll and hiring letters.

James Brennan is the Business Manager, and is responsible for all YSS financial transactions.

Naomi DiGioia, Senior Administrative Assistant, works as our receptionist and provides front line support for all incoming queries.

Amanda Hernandez, Instructional Technology Specialist, supports all online summer programming.

Kelly McLaughlin is the Director of Study Abroad, and is responsible for administering all faculty led YSS courses abroad and oversight of academic year programs abroad.

Victoria Rinkerman is the Senior Administrative Assistant for international programs and she also coordinates the Yale Writers' Conference.

Ava Suntoke, Senior Administrative Assistant works as our registrar, and handles the technical nature of student records.

Kathy Trputec is the Assistant Director of International Summer Programs, managing the Global Summer Program and the on-campus partner university programs.

YSS also has several academic program directors: Robert Zinn for Math and Science, Charles Musser for the Summer Film Institute, and Patricia DeChiara for Art.

All residential matters during the summer are the responsibility of the Head of Summer Colleges, usually drawn from the ranks of residential college deans. This year Dean Joel Silverman of Morse College serves as Head of Summer Colleges.

We also share space and work closely with Yale Conferences & Events staff who handle all classroom space allocations during the summer.

Please feel free to contact any of us if we may be of assistance to you. Phone numbers are listed at the back of this handbook.

C. HOW WE FIT IN: YALE SUMMER SESSION AND YALE UNIVERSITY

Yale Summer Session is above all an undergraduate division. We are under the administrative auspices of Yale College. We offer Yale College courses for credit. That being said, YSS has certain policies and procedures that are different from those of Yale College, primarily dealing with issues that are unique to the summer. Since we offer Yale courses to Yale students as well as other visiting college or pre-college students, our policies are tailored to the academic and residential needs of this student body. We also work closely with numerous other Yale offices and schools. For example, the Yale Registrar is still responsible for generating all summer transcripts, although the grades themselves are published by YSS. Student Financial Services generates summer tuition bills and consults with us on summer aid. The Office of International Students and Scholars provides assistance to our international students.

D. THE SUMMER AND THE ACADEMIC YEAR: COMPARISONS AND MISCONCEPTIONS

While Summer Session is like Yale College in many ways, there are certain areas that are naturally different. There are also some perhaps not so obvious ways in which the summer differs from the regular year. As we tell our students, the summer is a time of intense focus, a time that allows students to delve into subject areas in ways not possible during the academic year, with its many other activities and distractions. This intensity is, of course, reflected in the shortened duration of courses, with a regular semester squeezed into five weeks. This requires a compensatory lengthening of class times, with most classes meeting two or three times a week for over two or three hours at a time. This also requires a significant adjustment for both faculty and students.

Probably the biggest difference is our system of pre-registration and enrollment. Summer students apply for admission prior to the start of classes. This can happen anywhere between five months to two weeks prior to the opening day of a session. All students are judged on their academic merit and preparation for a particular course of summer study. Yale College students are deemed to be qualified by the nature of their full-time enrollment, but they, too, must meet course prerequisites, and they, too, must apply for admission and pre-select their course of study.

Registration usually takes place the day before the start of a session on Sunday. This provides students with a final opportunity to discuss their course selection with their summer academic advisor, the Dean of Summer Session. Once the courses have been chosen, they should not be changed. This does give us the advantage of having a fairly clear picture of enrollments about two weeks before the start of your class, and the class list is fairly well set before the first day.

There is no shopping period during the summer. The time is simply too short, since missing even one day of class can be the equivalent of missing an entire week during the year. Students can drop courses the first week of the session, but adding a course requires instructor permission. If you, the instructor, feel that a student has missed too much work and would be academically disadvantaged and unable to catch up, you may decline a student's request to add the course during the first week. No classes may be added after the second class meeting.

Absences during the summer cannot be tolerated. Students normally take no more than two courses at any one time during the summer. This is considered a full load. Faculty should be very tough on students' requests for absence, and in the case of unexcused absences, may take this into consideration for final grades. Students must be committed 100% to their summer studies. It's simply too hard to catch up. Of course, in the case of illness or special circumstances, arrangements can be made, but if a student misses too much of the course, withdrawal may be the only viable option. There are no dean's excuses in the summer.

There is no final examination period. Finals are usually given on the last day of class, even

though this takes time away from an entire class period. The Summer Session calendar does not allow for a reading period or any other time to prepare specifically for final exams. This is also why we do not take Memorial Day or the 4th of July as a holiday. Faculty should plan accordingly. All work must be completed by the last day of class.

These are only some of the differences between the summer and the academic year. Many others will be discussed below in their appropriate section, but those mentioned above are important enough to deserve special attention.

III. ACADEMIC POLICIES

The following rules and regulations regarding academic policies are taken from the Summer Session online catalogue. Where regulations are not explicitly delineated, YSS attempts to use the regular academic year Undergraduate Regulations as a guide. Any part of what follows designated with an asterisk is an additional note not found on the website.

A. CREDIT

Yale undergraduates receive Yale College credit for courses taken in Yale Summer Session. There is no limit on the number of YSS courses taken in New Haven that a Yale College student may count toward the requirements for the bachelor's degree. However, Yale College students may apply no more than two YSS online courses per summer and four courses in total towards a Yale degree. Attending Yale Summer Session in any form does not constitute a term of enrollment in Yale College.

Graduate students wishing to apply for graduate credit must make arrangements in writing with the instructor, the director of Yale Summer Session, and the dean of the student's graduate or professional school. As a rule, YSS courses are not for graduate credit.

Students who wish to transfer Yale Summer Session credit to other colleges and universities are advised to consult with the appropriate academic authorities at their home institutions in advance. One Yale College course credit is the equivalent of four semester hours.

B. FULL-TIME ENROLLMENT

Students are considered to be enrolled full-time if they take two course credits during a 5-week session. Students enrolled in a science course with laboratory during a 5-week session are also considered to be enrolled full-time, as are students engaged in a 3 credit language course sequence offered over the course of Session A and B. Students wishing to enroll for more than two course credits per session must furnish evidence (such as a letter from a dean or other academic adviser) that they are likely to succeed in an unusually heavy program of study. It is preferable to apportion summer courses over two sessions rather than concentrate more than two courses in a single session. Under no circumstances may

a student enroll in more than three credits in one session.

Pre-college students living on campus must be enrolled for two course credits (or one science course with lab, for 1.5 credits, or a 3 credit language course sequence offered over the course of Session A and B). Pre-college students are not permitted to enroll for more than two course credits.

C. GRADES

All students enrolled in Yale Summer Session (including pre-college and graduate students) will be graded in accordance with Yale College standards as follows:

A	Excellent
A-	
B+	
B	Good
B-	
C+	
C	Satisfactory
C-	
D+	
D	Passing
D-	
F	Fail

The “Credit/D/Fail” option does not apply to any summer courses.

*All summer courses, including those offered not-for-credit, must assign students letter grades. ABX is not a valid summer mark. All “Incompletes” must have prior approval of the dean of YSS (see Section IV.B.10).

It is also important to note that all students, pre-college and college alike, should be graded on the same scale, using the same standards.

D. FINAL GRADES AND TRANSCRIPTS

*Grades are due from the instructor one week after the end of the course. We have implemented the online grading system utilized during the academic year. As an alternative to submitting grades online, a signed grade list may be sent to the Summer Session office at 55 Whitney Avenue, Suite 420, or grades can initially be emailed to the YSS registrar, to be followed by the hardcopy list. You may also email the registrar a scanned copy. All grades, once reported to the YSS office, are final and may not be changed. Instructors are expected to be duly diligent in the accuracy of their grade report.

Official transcripts may be ordered at the Office of the Registrar, Faculty of Arts & Sciences, Yale University, 246 Church Street, New Haven, CT 06510-1722. They may also be ordered online at: www.yale.edu/sfas/registrar. A transcript order must include the Social Security

number and signature of the student or former student requesting the transcript. In each transcript order, the charge for the first transcript is \$7, with a charge of \$3 for each additional transcript ordered at the same time. Transcripts will not be issued to any student who is financially indebted to the University.

Yale College students only: Courses completed in Yale Summer Session will be entered on the Yale College record unless the student instructs the Registrar of the Faculty of Arts and Sciences in writing to the contrary by the September 30 immediately following the summer term in question. Prior to this deadline, a Yale College student may elect to have a Summer Session course withheld from the Yale College transcript by completing a form at the Registrar's Office. After this deadline, a Yale College student may request to have a Summer Session course that had previously been withheld entered on the Yale College transcript, or, in the case of a course that had been entered by default by the Registrar's Office, removed from the Yale College transcript, upon payment of a processing fee of \$35 per course. Once a Summer Session course has been entered on or removed from the Yale College transcript in response to a student's request, that action cannot subsequently be reversed by the student. When a course in Yale Summer Session is entered on a student's Yale College transcript, both the course and the grade are recorded; the course may not be recorded without the grade. If a course in Yale Summer Session is entered on the Yale College transcript, it will be included in the calculations of the student's eligibility for General Honors.

E. COURSE CHANGES – ADDING OR SUBSTITUTING A COURSE

Because of the brevity of summer sessions, students are urged to select their courses with care. Students confirm their course selections at registration prior to the start of classes. Additions or substitutions after the start of classes are permitted only in exceptional cases and require the permission of the instructor and a member of the YSS staff. Requests must be made in writing at the Summer Session office immediately following the second class meeting and before the third class meeting. No course additions will be permitted after the course meets for the second time and a course change fee may apply. For online courses, course addition requests may be made no later than seven calendar days **prior** to the start of a session.

Dropping a course is generally not a problem during the summer, although some tuition will be lost after the first week of classes. Moreover, it is not possible for a student to start a course late, even though the student may have very legitimate commitments elsewhere. Missing an entire week, for example, would be the equivalent of missing the first three weeks during the academic year. This is obviously a bad idea. Students who contact you about starting a course late should immediately be directed to address their request to the YSS office. Taking a final exam early or missing the end of a course should also not be permitted. Students are expected to be present for the entire duration of their course.

F. COURSE CHANGES – DROPPING A COURSE OR WITHDRAWAL

To drop a course or to withdraw entirely from Summer Session, a student must come to the Summer Session office and complete the appropriate form. Nonattendance or non-

registration does not constitute withdrawal. Students taking courses online must email the Summer Session offices to request a withdrawal from an online course. The email must include the student's name, the course name and number.

Students may drop a course until the last day of classes for a given session. However, if a student remains in a course after the midpoint of the session, the student is considered to have been enrolled in that course, and the mark W (for Withdrew) will appear on the transcript in association with that course. The mark of W is a neutral designation indicating simply that the student has been enrolled in, but has withdrawn from, a course; while the course obviously carries no credit toward the degree, the W implies no evaluation of a student's work and carries no implication whatsoever of failure.

Yale College reserves the right to require a student to withdraw from Summer Session for medical reasons when, on recommendation of the director of University Health Services (or, in the case of a student with emotional problems, on recommendation of the Director of Yale Health (or in the case of a student with emotional problems, on recommendation of the Director of Mental Health Counseling), the Dean of Summer Session determines that the student is a danger to self or others because of a serious medical problem, or that the student has refused to cooperate with efforts deemed necessary by the University Health Services to determine whether the student is such a danger.

G. INCOMPLETE COURSEWORK AT THE END OF SESSION

A missed examination or work that is incomplete on the final day of classes can be made up only with the permission of the instructor and the written permission of the dean of Summer Session. Permission must be requested prior to the end of the summer session. The work must be completed as soon as possible but no later than thirty days after the last day of classes of the session in question. If a student fails to meet the assigned deadline, the student will receive a grade calculated without the benefit of the missing work.

* A student must submit a written request for a grade of "Incomplete" to the instructor, and the request must also be approved by the dean of Summer Session before such a temporary grade can be entered. If an incomplete has not been authorized, the student will receive the grade earned based on what was assigned, not what was completed. Extensions for late or missing work should be given sparingly. Extensions never exceed 30 days, so if such work could not be done within that time, then other options will need to be explored. Incompletes cannot be carried over from one term to another, or in this case, one summer to another. Most generally, extensions are for one or two weeks only.

H. AUDITING

Auditing is not permitted in summer courses. Only a small number of courses taught online make an exception to this rule.

*This is a strictly enforced summer rule that is very different from the academic year. Please do not make arrangements for students to sit in on a class. We have found that auditing

simply does not work well during the summer, given the time and energy necessary to be successful. Also, since summer classes tend to be small, we find that anyone who is not a fully-contributing member of the course tends to detract from the overall tenor of the class.

IV. SUMMER TEACHING

This section deals with summer teaching in a chronological way, looking first at those issues with which you will be confronted even before the course begins. It is hoped that this might serve as a kind of checklist to help you better prepare for your summer course. Then, as the session commences and you are actively engaged in teaching, there are items of interest that will require your attention at that time. Finally, when the course is finished and your students gone, there is always the cleaning up that goes along with making sure grades are in and any unfinished business is taken care of.

A. PRE-SESSION PLANNING

1. SEQUENCE OF EVENTS, CALENDAR, DEADLINES

The planning cycle for the summer begins very early. We are already planning courses for the following summer as soon as the summer ends, i.e. late August. In the case of courses with a study abroad component, initial planning begins even earlier. This allows us to put together new course proposals and send them to the Course of Study Committee for approval. The course list is finalized by mid-November. The courses will be published on the website in early January. Since the website is our primary means of attracting and informing prospective students, the need to abide by these deadlines is clear. Should a course not be included on the website, it may suffer in terms of enrollment due to its omission. Faculty receive salary information in late March, and all salary related issues should be finalized by the end of April. Likewise, special classroom requests should be made to Conferences and Events by early April. The following table may help to represent these main deadlines.

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Course planning begins, Submissions to COS	Courses finalized	Classes in OCI	Website updated
JANUARY	FEBRUARY	MARCH	APRIL
Yale employees complete summer salary confirmation forms	Faculty salaries determined	Faculty receive salary information	Book orders in, syllabi submitted, classroom requests to Conferences and Events

2. PROPOSING NEW COURSES, COURSE APPROVAL PROCESS

Yale College and Yale Summer Session will send out an email in early September to faculty soliciting interest in teaching summer courses, both repeating and new. Members of the faculty who are interested in teaching either a repeating summer session course or a new course should let their director of undergraduate studies (DUS) know of their intent by **October 10**. If the proposed course has never been taught in the summer before, then s/he should also fill out a Course Proposal Form by October 10. The form is available here:

<http://yalecollege.yale.edu/course-proposals-courseleaf-cim>

Decisions are made by departments concerning their teaching and course loads, and should be finalized in November.

The process for proposing new courses is in many ways similar to that used during the academic year (AY). The primary proponent for any new course is the instructor's department. As with the AY, courses are sponsored by the department. The department's director of undergraduate studies (DUS) should be consulted with regard to ideas for new courses or the wish to teach courses already offered by the department during the summer. In conjunction with the dean of YSS and the associate director of academic affairs, the DUS can then determine what courses would best be suited to be offered during the summer.

In the case of new course proposals, these, too, are handled through the DUS, as they are during the AY. The instructor must fill out a new Course Proposal Form online, have the DUS assign the course a number, and then have the DUS submit the proposal to YSS. Included with this course proposal should be a summer syllabus (for 5 weeks, or whatever the length of the course), and a CV for visiting faculty teaching at Summer Session for the first time (even if they have taught at Yale during the AY). This form should then be submitted by the DUS to YSS for final approval before it goes to Course of Study Committee (CSC). Yale Summer Session, not the departments or their DUSs, submits all new courses to committee. Courses are then reviewed and approved by CSC, with possible questions being raised and answered. The Yale faculty vote to approve the course, and it is then officially recognized for Yale College credit and can be included in the summer course list.

Summer courses are regular Yale College courses for full credit. They must cover the same material that a similar course would cover during the fall or spring. It is understood that certain adjustments will be necessary based on the different structure of summer courses. These adjustments, while they may affect the reading list or assignments, must not in any way compromise the intellectual content and ultimate goals of the course.

3. MEETING TIMES

The number of classroom hours a course meets during the summer should be the

same as during the AY. Generally speaking, **one-credit** courses meet for **32.5** hours. To translate that into regular meeting times during a 5-week session, we have developed the following scheme for planning purposes:

2 DAYS PER WEEK	3 DAYS PER WEEK	5 DAYS PER WEEK	SUMMER LANGUAGES
T,TH	M,W,F	M-F	M-F
3.25 hours each	2.25 hours each	1.25 hours each	3 hours each

Most all humanities and social science courses should meet at least three times a week. It is felt that meeting twice a week, except in rare circumstances, is not adequate in terms of classroom interaction. The days a class meets are somewhat flexible although we try to stick to this scheme, as it allows us to maximize the use of the limited classroom space available, i.e. it reduces the amount of time a classroom is empty because it can't be scheduled for any other class at an odd time. The meeting hours themselves are therefore also regularized in the following scheme:

M,W,F	M,W/T,TH	M-F	M-F, LANGUAGES
9-11:15	9-12:15	9-10:15	9-12
1-3:15	1-4:15	11-12:15	1-4
3:30-5:45		1-2:15	
		3-4:15	

It is important to note that summer times are based on full 60-minute hours, not 50-minute class times. For example, classes actually need to meet for 135 minutes three times per week, or 195 minutes twice per week, with appropriate breaks, of course. As is apparent from the chart above, evening times are normally not scheduled. These times are left open for film screenings and activities in the residential colleges. Finally, lab times, certain science courses, and other special courses, such as art courses or intensive workshops, may differ from the regular scheme. Requests for specific times should always be made to the associate director of academic affairs well before the course description is published in the catalogue. Please do not change your course meeting days or times without first consulting with the associate director of academic affairs. Changing the days or times of a course can create immense problems for students whose schedules are not as flexible as they would be during the academic year, since courses meet for longer periods at a time.

For online courses, the number of weekly course contact hours will be consistent with summer on campus courses (6.5 hrs). Since the course is online, a series of web based synchronous and asynchronous course learning activities will constitute the contact hours. The YSS senior director of online education will assist faculty in determining the composition of those activities.

4. SYLLABI

Every course should have its syllabus available at Summer Session. New courses absolutely need to submit a syllabus specifically for the summer. It is clear how

difficult it is to fit a regular semester course into the short time span of the summer, and the syllabus is the key to how this is done. All syllabi should be submitted to the Summer Session, in electronic format, no later than the end of April. We also like to provide the syllabus online, so that prospective students get a better idea of what sort of workload the course might require. If you don't want your syllabus online prior to the course, please let us know.

5. CLASSROOM REQUESTS AND MEDIA NEEDS

Classrooms are scheduled by Yale Conferences & Events during the summer. All faculty should use the online classroom request form located on our website here <http://summer.yale.edu/student-information/information-faculty/faculty-classroommedia-request-form> to confirm a request for last year's room, request a different room, and/or list specific media services needs. You will also receive an email directing you to this form. All initial requests should be completed in March, if possible, but no later than **April 15**. You can make additional requests online later if you discover you have further needs. The form also contains an email contact for specific questions or special requests/comments about classroom or media service needs.

Screenings for films pose a special challenge during the summer. Most screenings are during the evening, and we need plenty of notice concerning your screening needs in order to handle the logistics of scheduling rooms and equipment. You can use the online form and its email contact to specify any screening needs not already handled during the catalogue printing phase. Screening times, if outside regular class meeting times, must be listed separately in the weekly course meeting times.

6. SUPPLIES AND REIMBURSABLES

YSS will reimburse faculty for reasonable supplies and equipment needed to conduct their course. Please see the associate director of academic affairs well before the start of your course if you have any issues that need further discussion, e.g. if you anticipate needing some kind of course budget for more than just regular photocopying reimbursed. Instructors must have receipts for reimbursements. All requests will be examined on a case-by-case basis. If you need assistance organizing a field trip, please contact the YSS office. Please also refer to section 8, Field trips, below. Food is not a reimbursable expense, nor can it be paid for by Summer Session. Instructors should order desk copies of their books and not ask YSS to reimburse them.

Many instructors prepare packets of readings and other course materials for distribution to their students. These course packets can be ordered through Tyco or RIS, and students should pay for these as during the AY. Instructors are asked please not to photocopy these materials individually for distribution at YSS expense.

Photocopying course materials should be done at **DOCUPRINT AND IMAGING**, 27 Whitney Avenue (203 776-6000), where Summer Session has an account. It is very important to give your name and course title when having work done so that invoices

can be referenced and billed properly.

If you must do last minute photocopying and cannot do so at your department or at Docuprint, please be sure to keep your receipt(s) so that Summer Session can reimburse you. It is preferable, however, to use Docuprint or your department.

7. CLASS SIZE, MINIMUMS AND MAXIMUMS

Classes during the summer tend to be much smaller than during the academic year. Average seminar size is 11 or 12 students. Instructor appointments are conditional on the course attaining a minimum enrollment of 5 students. Instructors will be notified no later than two weeks before their class is scheduled to begin if a course has fewer than 5 students enrolled. Those courses that have five students two weeks before the start of the course will be conducted, even if enrollment falls below five at some point subsequent to this.

While YSS does not normally impose a cap on seminar sizes, there may be certain exceptions. If you have a concern with the maximum number of students in your course, based on equipment needs or other restrictions, please let the associate director of academic affairs know before the course description is published. All caps must be included in your course description.

Please note that minimum and maximum number of students per course will be different for courses taught wholly or in part abroad. Please refer to the Faculty Handbook for Study Abroad for more information.

8. FIELD TRIPS

Academic field trips can be an important – and enjoyable – element of education. They often significantly enhance the content of a course by providing a type of information hard to convey in the classroom. We define an academic field trip as a course-related activity that serves educational purposes and occurs outside of the classroom at a location other than on the campus at which the course is regularly taught. Academic field trips are, by definition, university-sponsored events and must conform to specific guidelines as outlined in the Yale College policy on field trips here:

<http://yalecollege.yale.edu/faculty-staff/faculty/policies-reports/academic-field-trip-policies>

YSS instructors who plan to include an academic field trip should adhere to the following guidelines.

- a. All required academic field trips must be clearly identified as such in the course syllabus at the beginning of the term, with detailed information about date, time, locations, means of transportation, and any fees for which the student is responsible.

- b. In the first class of the session, the faculty member must discuss with students in appropriate detail any risks associated with the activity of the field trip, relevant emergency preparedness information at <http://www.yale.edu>, and expectations for behavior during the field trip. Such a discussion must be repeated no less than a week in advance of the trip.
- c. The instructor must announce that if any student who is enrolled in the course may potentially need special accommodations, such a student should speak as soon as possible with the Resource Office on Disabilities for information and assistance.
- d. Whenever practical, the site of the academic field trip should be visited in advance by the instructor, to evaluate potential risks and to minimize, through effective planning, any risks associated with the location.
- e. No later than three business days before the event, the faculty member must furnish the YSS associate director of academic affairs with complete information about the date, duration, location, and transportation plan for each academic field trip. The faculty member must also provide a roster of the names of all participating students, along with the names and cell phone numbers of all instructors who are accompanying the students.
- f. The instructor must accompany all academic field trips. While teaching summer assistants may participate in academic field trips, a teaching summer assistant is not an appropriate leader for such a trip.

Instructors planning an academic field trip who need assistance arranging transportation, or who have questions regarding reimbursable trip expenses, should please contact the associate director of academic affairs in the YSS office.

9. BOOK ORDERS

Book orders for your course should be made well in advance of the summer. We recommend you use the Yale Bookstore, but the vendor you use is up to you. A Yale Bookstore order form is available on our website. The due date for ordering books will be on the form and is typically in mid-April.

Foreign Language Texts and ESL Texts

Please remember to order foreign language books as soon as possible. You can place your book orders either via e-mail by contacting Cecile Cohen at worldlanguagecenter@snet.net or by using the book order form on the YSS website. The deadline for ordering foreign language texts is typically in mid-April.

10. PREREQUISITES AND ADMISSIONS

Certain courses may have prerequisites. These are considered as students apply for admission to specific courses. Coordination between the dean and the instructor

will occur whenever questions concerning any potential student's qualifications arise. Students are admitted based on their demonstrated preparation in specific areas, i.e. they are admitted to specific courses, not to a generic course of study. Students who fail to meet certain requirements for one course may well be admitted to other courses. Final admission decisions are always reserved for the dean.

11. BRIEF OVERVIEW OF CLASS COMPOSITION

("WHO WILL BE MY STUDENTS?")

All summer students must apply for admission. Yale Summer Session is not an open-enrollment program like most other summer sessions. Students are carefully screened for academic credentials and are deemed eligible for a specific course of study.

More than half our summer student body is made up of regular Yale students. The other half is split between pre-college students and visiting college students. Pre-college students must have completed their junior year of high school or its equivalent. Most of these students are doing AP and honors work, and all admitted pre-college students represent the best of their group. They are anxious to experience college life and academics, and they are curious and eager to be challenged. Visiting college students may be from the local area, and some are looking for course work perhaps not available at their home institution. Many want to experience a university of Yale's caliber, if only for a brief time. As for Yale students, they are often getting ahead in their course work, fulfilling pre-med or foreign language requirements, or catching up if they are behind in credits. You will find that your students are a diverse body of focused learners, since they should only be taking one other course alongside yours. If you are teaching in Session B, there is greater likelihood that some of your students will be pre-college students. It is important that they be treated as college students, since they come with the full expectation of being challenged at that level. More and more of our students are now coming from abroad. This reflects Yale's increased presence and reputation around the globe, as well as the increased mobility of many young students who seek the very best opportunities in their own educational experiences.

12. PRE-COURSE ASSIGNMENTS

It is not advisable to give students readings to complete before the start of the session, because our rolling admissions process makes it difficult to ensure that all students will receive the assignment in time to complete it. When this is deemed necessary, however, please let YSS know what you would like students to have read before the first day of class (the readings should be short, no more than 5 pages), and we will send these to those students who have enrolled in your course. A preferable solution is to include the "pre-assignment" in the course description, but again, we advise against this practice.

13. COURSE ADVERTISING

Our website, summer.yale.edu, is our primary means of informing students about our courses. However, you should feel free to advertise your own course in any way you see fit. Flyers around campus, emails, and other inexpensive ways to get the word out are all important methods of contributing to good enrollments. If you have ideas, please discuss them with the associate director of academic affairs.

B. IN-SESSION

1. SESSION OVERVIEW, DEADLINES

As mentioned above, sessions are very short and time will pass quickly. There are certain important deadlines to remember during the conduct of the course.

- Class lists returned via email with corrections to YSS office: end of second week.
- Course evaluations: until August 31
- Final exams: last day of class
- Grades back to YSS: one week after last day of class

Instructors are expected to attend all scheduled class meetings. If an instructor needs to cancel a meeting for unforeseen reasons, he or she should schedule a make-up class, if possible, and inform YSS that a meeting was missed.

2. CLASS LISTS

Class lists will be e-mailed to you during the first week of class. A second more final list will be e-mailed around the mid-term. You may view your official class list using the Faculty Grade Submission/Class Roster system, located at <http://www.yale.edu/sgs/fgs/>. All instructors are asked to please take roll, and notify our office of any discrepancies in the Class Roster. Any students attending your course, who do not appear on the Class Roster, should report to the YSS office at their earliest opportunity to record their enrollment. Online students who participate in online activities who do not appear on your list, or who appear on your list, but do not participate, should contact the senior director of online education.

3. SHOPPING PERIOD

There is no shopping period, period. Students who show up in your course and indicate that they are just shopping are wrong. They are either in the course or not, and if they have not made up their mind, please ask them to go to the YSS office immediately. Students should not be allowed to just try out the course.

4. ENROLLMENT, COURSE CHANGES, ADD/DROP

Any course changes need to be registered with YSS during the first week of the

session. Please remind students that they have to come by the Summer Session office to fill out the appropriate paperwork. In this way we function as the students' college dean and advisor. There is also a course change fee that the student must pay.

It is possible to drop a course at any time. Any drop after the mid-point of the course will be registered as a W on the student's transcript. Tuition will not be refunded at that point.

5. ATTENDANCE, ABSENCES, DEAN'S EXCUSES

Attendance is mandatory. Even one absence can significantly affect the student's ability to keep up. In fact, attendance should figure heavily in any class participation grade. Please use your discretion when granting excuses. There are no dean's excuses during the summer. If there is any doubt as to the student's absence or reasons given, please ask the student to see the dean. If a student has multiple absences, it may be necessary for the dean to impose a cut restriction. Any further absences might result in the student's involuntary withdrawal from the course. Of course, this system can only work if instructors and the dean work in concert to address issues of absenteeism early on. For online courses that feature live discussion sections online, attendance is mandatory as well. These courses also should weight participation heavily in final grade. If an online student misses multiple discussion sections, then a cut restriction may be imposed.

6. AUDITING

As stated in the regulations above, there is no auditing, except for a few online courses. All students are responsible for all course work and should be held accountable for this work.

7. ACADEMIC ADVISING

Much of the support network available to students during the academic year is not available during the summer. Among the missing pieces are the student's college dean and advisor, as well as other key departmental representatives, such as the DUS. Visiting students may not miss these, but they may also desire some sort of academic advising during their time here. The dean of Yale Summer Session acts as the primary academic advisor during the summer. Often, in coordination with those just mentioned, the dean will seek to assist all Yale and visiting students alike in making the best choices in terms of courses and academic work. Most of this should be done before the start of the session. If students in your course have questions, please send them to the YSS office immediately.

8. EXECUTIVE COMMITTEE AND DISCIPLINARY CASES

Summer Session has an Executive Committee that is called together should a need arise. Please refer any disciplinary cases, to include cheating, plagiarism, harassment, inappropriate behavior, and the like immediately to the dean. These are covered in more detail in the Summer Student Handbook, and basically reflect the standards in Yale College's Undergraduate Regulations.

9. EXAMINATIONS, POST-SESSION WORK

Examinations should be given as practicable. Mid-terms may or may not be appropriately given as exams. Some courses substitute some sort of other work for this exam, but in any case a mid-term evaluation of some sort is required. Final exams of some sort, be they papers or oral exams or written exams, must be administered on the last day of class. Final exams will not be returned to students. Take homes are not appropriate, since there really isn't time after the last day to devote to such an endeavor. Also, it is not appropriate to have work due after the last day of the session. Some students will be disadvantaged because they have to make travel plans and cannot remain on campus past the end of their session. Please do not assign work that is due after the end of the course.

10. INCOMPLETE WORK

If a student has not been able to complete all of his or her work during the session due to illness or some other unforeseen circumstance, an extension may be granted. The extension must be requested in writing (email is fine) before the end of the course. The request for extension must be sent to the dean of Yale Summer Session. The dean will then consult with the instructor to determine the length of the extension, i.e. the due-date for the remaining work. Work not completed by that time cannot be counted toward the final grade. The final grade must then reflect the grade without the incomplete work. Any grade of "Incomplete" must be approved by the dean of Summer Session. The instructor must notify the dean as soon as the missing work is in and the grade then assigned. If the student misses the deadline, extensions will not be granted. A grade will then have to reflect this missing work.

11. OFFICE HOURS AND OFFICE SPACE

Instructors should hold office hours during the course of the session in which they teach. There are no set standards, but it is important to be available to students outside of class. Instructors may find it appropriate to work on an appointment basis, they may hold chat hours on the internet, or they may reserve time before or after class. It is important to let students know how to contact you outside of scheduled class time.

Since YSS does not control any office space outside its own, we cannot provide faculty with office space aside from any they may have already. If you do not have a regular office, you should consult with your department for appropriate space.

12. CLASSROOM PROBLEMS

If your classroom has a problem, such as air conditioning, broken equipment, broken lighting, etc., please notify Facilities (203-432-6888) for maintenance. It is often difficult to reassign space during the summer as there are many groups using campus besides Summer Session. **Please, do not move your class or change your class meeting times, even if students agree to the change.** If you need another room, please notify the associate director of academic affairs.

13. TECHNOLOGY, MEDIA SERVICES

Technical support during the summer is similar to that of the academic year. However, Media Services operates with a limited staff during the summer; therefore, it is more difficult to fill last-minute requests for classroom technology. If you have special technical needs for your classroom or your instruction, please let YSS know well in advance of the start of your course. Please fill out the online form <http://summer.yale.edu/student-information/information-faculty/faculty-classroommedia-request-form> so that we may coordinate your requirements. Please do not assume that the support you normally take for granted during the year is available during the summer. Faculty should continue to work with ITS-FAS as they would during the AY for the kind of instructional support that this office provides.

Please visit <http://www.yale.edu/its/academic-technologies/> for more details. For online courses, the Yale Summer Online program provides the majority of technology requirements for the courses. If you have questions or additional needs, please contact the senior director of online education.

14. STUDENT PROBLEMS

Should any of your students have problems, please direct them to the YSS office. If you should have problems with any of your students, please let the associate director of academic affairs know right away.

15. CLASSROOM VISITS

The dean or her staff reserves the right to make classroom visits during the summer. We will attempt to announce these in advance, but please do not be upset if someone from YSS sits in on your class for a short time. We are just trying to make sure that courses are where we think they are and that everyone is satisfied with their accommodations.

C. POST-SESSION

1. GRADES

Grades should be completed and handed in no later than one week after the end of your course. Grades should be submitted online. As an alternative, you may drop the final grade sheet off at the YSS office, mail it, or initially email grades to the YSS registrar, to be followed by an original, signed hardcopy or scanned copy.

2. COURSE EVALUATIONS

Summer course evaluations will be completed as they are during the academic year using the online course evaluation system (OCE). Students will receive an email notification from the YSS office during the last week of class asking that they complete

an evaluation. OCE for summer closes on August 31. Instructors will receive an email notification from YSS when evaluations are available for review, during the first week of September. All evaluations are reviewed by the dean, and copies are sent to department chairs. The online form itself is standardized. If you wish to use another form, please consult the associate director of academic affairs.

3. SUGGESTIONS

Should you have any suggestions or criticisms that would help us improve Summer Session, please don't hesitate to bring these to the attention of the dean, either during or after your course. We welcome any and all comments and will do our best to learn from your experiences. Any comments on this handbook are also most welcome.

V. SUPPLEMENTAL INFORMATION

A. MEDIA REQUIREMENTS

Depending on the nature of the media requirements of your course, you need to make arrangements prior to the beginning of summer courses by going to <http://summer.yale.edu/student-information/information-faculty/faculty-classroommedia-request-form>.

B. TEAM-TAUGHT COURSES

In team-taught courses both instructors are expected to teach equal number of hours throughout the duration of the program. It is important that team members work closely and take the greatest care in the coordination of all course materials, course assignments, testing, and in the planning of all course activities.

C. TESTING ON THE FIRST DAY OF CLASSES

Placement Tests should be administered in all intermediate level courses during the first day of classes in order to insure that students are placed at the appropriate level.

If you determine that a student has been placed at the inappropriate level in a language course and the student has to be moved to another level, you will have to send the student to the Summer Session office to complete the necessary course-change form. Class lists are due in the Summer Session office by the end of the second week of class.

D. TUTORING

Tutoring is not available during the summer. Students must make their own arrangements if they require remedial work. The Center for Language Study may assist with foreign language tutoring. For information, please visit their website: <http://cls.yale.edu/foreign-language-tutoring>. In addition, limited writing tutoring is available to international students in Session B only. We will e-mail the details of this program during Session B to appropriate faculty.

E. LANGUAGE TABLES

YSS encourages all language faculty to have language tables with their students. You can have your language tables in the Summer Residential College, or at any other restaurant of your choice. Your expenses will be reimbursed by Summer Session up to the cost of a lunch in the summer Residential College, up to two to three language tables per week. (Please note that this reimbursement policy applies only to instructors. Students must pay for their meals). Whatever your choice, be sure to keep your receipts for reimbursement. Instructors teaching a portion or all of their course in New Haven will receive a meal card valid for 10 meals in the residential colleges. These meals should not be used for students. If language tables are required for the course, students must have equal access to the meals, therefore, required language tables may take place in the residential colleges only if all the students are on a meal plan.

F. ENROLLMENTS AND COURSE CANCELLATION POLICY

Instructor appointments are conditional on the course attaining a minimum enrollment of 5 students. Instructors will be notified no later than two weeks before their class is scheduled to begin if a course has fewer than 5 students enrolled.

VI. WORKING IN YALE SUMMER SESSION

A. APPOINTMENTS FOR SUMMER TEACHING

Most of our summer faculty are regular Yale faculty, either ladder or non-ladder. Courses can also be taught by graduate students who have taught previously at Yale and who have advanced to candidacy in their doctoral program. Graduate students should also consult with their assistant dean in the Graduate School to determine if accepting a teaching position in Yale Summer Session will affect their eligibility for financial aid. Visiting faculty may teach, but must first be approved by the department sponsoring the course and by the Course of Study Committee after providing a resume and letter of reference.

1. RECRUITMENT

Instructors are recruited primarily by the proponent departments. Graduate students who wish to teach should meet with their director of graduate studies to discuss the impact of summer teaching on their course of study. As a rule, graduate students should be at least in their third year of graduate work before considering teaching during the summer. Yale faculty, or anyone else who would like to be a YSS instructor, should express their interest in summer teaching either to their DUS and the associate director of academic affairs by the end of September.

2. TEACHING LOAD

Instructors generally teach 1 or 1.5 credits per session. Instructors may not teach more than one course per session but may teach courses in consecutive sessions. In rare circumstances, instructors may share the teaching of a one-credit course, each receiving half salary. All instructors should plan to be teaching throughout the entire session. Language instructors may teach 1.5 credits (half of 3 credits). This is considered a normal one-class teaching load, as it is during the academic year. Faculty as a rule should not teach 2-credit courses alone. Two- and three-credit courses should be team-taught. The workload and hours required for teaching these courses alone are simply too much.

3. APPOINTMENT PROCESS

Prospective summer faculty will receive a mailing in early April. This mailing will contain an appointment letter and information about the coming summer sessions. Final appointments are conditional upon enrollments. All courses must have at least five students enrolled two weeks prior to the start of the course in order to go forward.

4. FORMS

The following forms are needed by the YSS office in order to process your pay:

Salary Confirmation Form

A Salary Confirmation form must be submitted to the Summer Session office for all summer instructors who are currently being compensated by Yale University. The information on this form is necessary for processing the correct salary in keeping with University policy and to ensure accurate effort reporting. Without the form a salary cannot be processed.

Graduate Student Confirmation Forms

All Yale graduate students must complete either the Instructor or Summer Assistant Graduate Confirmation form. The information on the form is necessary to ensure that graduate students are eligible to receive summer compensation.

Federal and State Withholding Forms

All visiting employees must file these forms with the Summer Session office each year. Yale faculty or graduate students may also wish to file summer withholding forms as you may find that the additional summer salary may alter your overall tax liability. These forms are available on our website: <http://summer.yale.edu/student-information/information-faculty#forms>.

I-9 Form For Visiting Instructors Only

Summer instructors who are not regular Yale employees must complete an I-9 form. Instructors must present the appropriate form (s) of identification along with the I-9 form in person at Yale's Employee Service Center, 221 Whitney Ave. Instructors who have submitted an I-9 form within the past three years do not have to repeat this process. If this is your first year teaching or if you have not completed an I-9 form in over three years, you must do so. The University will not be able to issue paychecks unless a current form is on file.

ID's for Visiting Faculty

All visiting instructors should visit the Yale ID Center at 246 Church Street (basement) upon arrival in New Haven to procure a summer identification card. You must show proof of identification such as a driver's license or other government photo ID.

B. COMPENSATION**1. SALARIES**

All salaries are determined by the Yale University Provost based on ranges proposed by the dean. All Yale ladder-faculty and non-ladder faculty salaries are determined by current salary levels. Summer pay is 1/9th of annual salary, to a maximum set by the Provost. All graduate students are paid a flat summer teaching salary for each course taught.

2. EXPENSES

Certain expenses for courses may be reimbursed by YSS if prior coordination has been made and the request is deemed reasonable. Please contact the associate director of academic affairs with any questions regarding expense reimbursement.

C. BENEFITS

All summer faculty are entitled to a Yale ID card, free gym membership for the entire 10 weeks (even if only teaching one session), and a NetID for computer use. Health or insurance benefits are not included for summer teaching.

D. SUMMER ASSISTANTS OR GRADERS

Any faculty with a course enrollment of 20 or more students, as determined two weeks prior to the start of classes, can petition for a summer assistant or grader. The instructor is responsible for finding a suitable assistant or grader (with DUS or departmental approval) once the determination has been made by the associate director of academic affairs to approve such a position. Please be sure that the department or the DUS has approved any assistants or graders you intend to engage.

The summer teaching levels are not equivalent to the Graduate School levels listed in the Teaching Fellows Handbook. The Teaching Fellows Handbook does not apply to Summer Session. The responsibilities and the level of supervision determine the summer assistant level. They are:

Grader: under close supervision by a faculty member, work consists of grading papers, homework, and/or exams

Summer Assistant 1: under supervision by a faculty member, work consists of that of a grader with additional responsibilities such as leading a discussion topic

Summer Assistant 2: under limited supervision by a faculty member, work consists of that of a Summer Assistant 1 with additional responsibilities such as being in charge of a lab or separate section of a course.

Please note that graduate students should consult with their assistant dean in the Graduate School to determine if accepting a position in Yale Summer Session will affect their eligibility for financial aid.

E. STANDARDS OF BUSINESS CONDUCT

Yale University's Standards of Business Conduct: <http://ogc.yale.edu/standards-business-conduct> articulate the overarching ethical and legal principles that govern business dealings at Yale by Yale faculty and staff. Every member of the Yale community should be familiar with the Standards, which address the following topics:

- Ethical conduct
- Respect for others
- Conflicts of interest
- Compliance with applicable laws and regulations
- Compliance with applicable University policies and procedures
- Compliance with contractual, grant, and other private obligations
- Individual responsibility and accountability
- Stewardship of property and funds
- Appropriate treatment of confidential information
- Recording, allocating, and charging costs and effort
- Internal controls

- Gifts, gratuities, and “kickbacks”
- Antitrust
- Obligation to report suspected material violations

Consequences of violation: OGC attorneys are available to consult with any member of the Yale community about questions arising in connection with the Standards. In particular, we work regularly with Yale departments and individuals on issues related to compliance with applicable laws, regulations, University policies and procedures, and contractual, grant and other private obligations. We encourage you to contact us with any such questions or concerns.

VII. UNIVERSITY STATEMENTS AND POLICIES

Complete information on these procedures and policies, as well as the annual Uniform Crime Report statistics, are available upon request to the Office of the Secretary, P.O. Box 208230, New Haven, CT 06520-8230; (203) 432-2310.

UNIVERSITY STATEMENT ON SEXUAL HARASSMENT

Sexual harassment is an affront to human dignity and fundamentally at odds with the values of Yale University. Because the University is committed to maintaining a community for study and work that is free from sexual harassment, the University will not tolerate any member of that community sexually harassing another.

Sexual harassment is antithetical to academic values and to a work environment free from the fact or appearance of coercion. It is a violation of University policy and may result in serious disciplinary action. Sexual harassment consists of non-consensual sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus, when: (1) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or (2) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating or hostile academic or work environment. Sexual harassment may be found in a single episode, as well as in persistent behavior. Conduct that occurs in the process of application for admission to a program or selection for employment is covered by this policy, as well as conduct directed toward University students, postdoctoral appointees, faculty, or staff members.

UNIVERSITY POLICY ON TEACHER-STUDENT CONSENSUAL RELATIONS

The integrity of the teacher-student relationship is the foundation of the University's educational mission. This relationship vests considerable trust in the teacher, who, in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning and personal development. Whenever a teacher is or in the future might reasonably become responsible for teaching, advising, or directly supervising a student, a sexual relationship between them is inappropriate and must be avoided. In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating a conflict of interest and may impair the learning environment for other students. Finally, such situations may expose the University and the teacher to liability for violation of laws against sexual harassment and sex discrimination. Therefore, teachers (see below) must avoid sexual relationships with students over whom they have or might reasonably expect to have direct pedagogical or supervisory responsibilities, regardless of whether the relationship is consensual. Conversely, a teacher must not directly supervise any student with whom he or she has a sexual relationship.

Undergraduate students are particularly vulnerable to the unequal institutional power inherent in the teacher-student relationship and the potential for coercion, because of their age and relative lack of maturity. Therefore, no teacher shall have a sexual or amorous relationship with any undergraduate student, regardless of whether the teacher currently exercises or expects to have any pedagogical or supervisory responsibilities over that student.

Teachers or students with questions about this policy are advised to consult with the department chair, the appropriate dean, the Provost, or one of his or her designees. If an alleged violation of this policy cannot be resolved informally, a student may lodge a complaint with the dean of the school in which the student is enrolled or where the teacher exercises his or her supervisory responsibilities.

Violations of the above policies by a teacher will normally lead to disciplinary action.

For purposes of this policy, “direct supervision” includes the following activities (on or off campus): course teaching, examining, grading, advising for a formal project such as a thesis or research, supervising required research or other academic activities, serving in such a capacity as Director of Undergraduate or Graduate Studies, and recommending in an institutional capacity for admissions, employment, fellowships or awards. “Teachers” includes, but is not limited to, all ladder and non-ladder faculty of the University. It also includes graduate and professional students and postdoctoral fellows and associates serving as part-time acting instructors, teaching fellows or in similar institutional roles, with respect to the students they are currently teaching or supervising. “Students” refers to those enrolled in any and all educational and training programs of the University. Additionally, this policy applies to members of the Yale community who are not teachers as defined above, but have authority over or mentoring relationships with students, including athletic coaches, supervisors of student employees, advisors and directors of student organizations, Residential College Fellows, as well as others who advise, mentor, or evaluate students.

UNIVERSITY STATEMENT ON EQUAL OPPORTUNITY

The University is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualifications and abilities and affirmatively seeks to attract to its faculty, staff, and student body qualified persons of diverse backgrounds. In accordance with this policy and as delineated by federal and Connecticut law, Yale does not discriminate in admissions, educational programs, or employment against any individual on account of that individual’s sex, race, color, religion, age, disability, status as a special disabled veteran, veteran of the Vietnam era or other covered veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression.

University policy is committed to affirmative action under law in employment of women, minority group members, individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other covered veterans.

Inquiries concerning these policies may be referred to Valarie Stanley, Director of the Office for Equal Opportunity Programs, 221 Whitney Avenue; 3rd Floor, 203-432-0849.

VIII. SUMMER PHONE DIRECTORY

SUMMER SESSION OFFICE	432-2430
P.O. Box 208355	Fax 432-2434
New Haven, CT 06520-8355	
summer.session@yale.edu	
Campus address: 55 Whitney, 4th Floor	
Dean of Yale Summer Session:	
Jeanne Follansbee	432-2437
<i>Academic issues & policies, overall administration</i>	
Director of Yale Summer Session and the English Language Institute	
Meg Palladino	432-2433
<i>ESL programs for Yale & non-Yale international students</i>	
Senior Director of Online Education and Information Technology:	
Rich Collins	432-8273
<i>Administration of online courses</i>	
Associate Director of Academic Affairs:	
Michael Fitzpatrick	432-2431
<i>Administration of summer faculty and courses</i>	
Program Coordinator of Academic Affairs	
Mary-Ann Bergstrom	432-5333
<i>Enrollment management, faculty payroll and appointment letters</i>	
Business Manager:	
James Brennan	436-9028
<i>Payments, reimbursements, billing</i>	
Receptionist:	
Naomi DiGioia	432-2430
<i>General inquiries, applications, mailings</i>	
Instructional Technology Specialist:	
Amanda Hernandez	432-7985
<i>Support of online programming</i>	
Director of Study Abroad:	
Kelly McLaughlin	432-0241
<i>Administration of study abroad programs</i>	

**Senior Administrative Assistant
for International Programs:**

Victoria Rinkerman 432-9601
Coordination of Yale Writer's Conference and group student programs

Registrar:

Ave Suntokke 432-7982
Data entry, student transcripts, applications

Assistant Director of International Summer Programs:

Kathy Trputec 432-8477
Planning and coordination of visiting international student programs

Director of Yale Summer Math and Sciences:

Robert J. Zinn 432-3017
Curriculum & staffing matters in math and sciences

ITS Academic Media Support:

Faculty computer questions, problems 432-6523

Instructional Technology:

Classes server/class web pages 432-8903

ITS User Accounts:

NetID/email account problems 432-6627

Security Systems:

Non-functioning ID cards 432-1150

Residential Colleges:

Berkeley, Calhoun, and Saybrook

INFORMATION

Yale Telephone Directory Information 432-4771

Visitor Information, 149 Elm Street 432-2300

Lost and Found Center 432-4405

EMERGENCY

FROM CAMPUS PHONES 111

Yale Police 432-4400

University Health Services 432-0123

NOTES

