Rensselaer

MEMORANDUM

To: Faculty

From: Prabhat Hajela, Provost

Subject: IMPORTANT INFORMATION AND REMINDERS FOR THE SUMMER TERM

In preparing for the Summer term, please read this memorandum carefully and completely. It contains a great deal of important information. We have highlighted significant dates and information to ensure that faculty, students, and staff have a productive and effective academic term. This memorandum highlights key dates and required information/action, followed by links to key information you will need.

<p align="center"><a>Academic Calendar – CHECK OUT IMPORTANT THESIS DUE DATES</p>

Dates of Interest:

Date	Interest	Resource Links
May 23	Summer I and II Classes Begin (including the Arch Classes)	
May 30	Memorial Day – No Classes, Institute Holiday	
Jun 1	Wednesday – Classes follow a Monday Schedule	
June 2	Faculty must use EWS to alert the relevant Institute Offices of potential problems with student performance, including attendance and missed classes/assignments & performance on quizzes or tests	EWS Step by Step Documentation
June 10	EWS due – (and at least one grade – text, quiz, etc.)	EWS Step by Step Documentation
June 13	Syllabi due in AEFIS Faculty are asked to have all of their syllabi completed and published in AEFIS two weeks after the first day of classes. AEFIS will automatically publish all syllabi three weeks after the first day of classes. *Please review **Key Required Information For/Actions from Faculty** section below*	Developing the Course Syllabus Standard Course Syllabus Template Sample AEFIS Support Resource Page
July 1	Final Exams and Last day of Summer Session II Classes – ***Grades for courses with scheduled final exams are due 48 hours after the exam***	Timing of Exams, Final Exams, and Final Projects Grading Policy
July 4 - 8	No Classes – Semester Break	
July 11	Summer III Classes Begin (including the Arch Classes)	
July 21	Faculty must use EWS to alert the relevant Institute Offices of potential problems with student performance, including attendance and missed classes/assignments & performance on quizzes or tests	EWS Step by Step Documentation
July 27	Student Course Evaluation Reports Available for Summer Session II	AEFIS Course Evaluations Support Resources
July 28	EWS due – (and at least one grade – test, quiz, etc.)	EWS Step by Step Documentation
Aug 19	Final Exams and Last day of Summer Sessions I and III Classes – ***Grades for courses with scheduled final exams are due 48 hours after exam***	Timing of Exams, Final Exams, and Final Projects Grading Policy
Aug 20	Semester Break Begins	

Aug 29	Fall Semester Begins	
Sept 14	Student Course Evaluation Reports Available for Summer Sessions I & III	*AEFIS Course Evaluations Support Resources*

* Key Required Information For / Actions From Faculty:

- While most students are attending classes in-person, there are students who cannot physically be on campus due health related issues. Please provide lecture notes, online lectures, HW solutions and any other resources to allow them to be up-to-date.
- Faculty may wish to record their lectures that would not be posted for general consumption but would be provided to students taking classes remotely due to students in isolation. If not different from previous offerings, previous recordings may be used for this purpose.
- All faculty should be prepared to provide required study material (recorded lectures, notes, readings, etc.,) for students who may need to quarantine or isolate during the semester. Lecture recordings or recordings from previous semesters may be used.
- Faculty are not to conduct comprehensive or final exams during the final two weeks or during reading days of the semester.

- All faculty should make accommodations for students with limited internet and streaming capabilities.
- Office hours and advising (i.e., faculty and teaching assistants) should be done using WebEx, unless your office can meet the 6-foot social distancing requirement or you have a suitable alternative location.
- All faculty must maintain an LMS for their course (e.g., Blackboard or Canvas).
- Student engagement will be tracked using login data to the LMS. Faculty should make all materials available at their convenience for students.
- Due to the pandemic, faculty should be prepared to conduct classes online or remotely should the health conditions warrant.
- Student Success & ALAC will be offering centralized services(tutoring, counseling, Career services, Success labs) on Wednesdays in the late afternoon and evening hours in the DCC.

Please be aware of our policies on:

- Disability Services for Students
- Excuse Policy
- Student Complaint Process

- Academic Integrity
- Timing of Exams, Final Exams, and Final Projects
- Grading Policy

Resources:

- Resources for Telecommuting and Remote Work
- Resources for Teaching Remotely
- Advising & Learning Assistance Center |

- Faculty Forms
- Rensselaer IT Services and Support Center
- Home | Student Success (rpi.edu)