Dean of Studies Memo
For
Teaching Faculty

September 2016

Dean of Studies Update
We look forward to continuing our support to faculty advisors in their work with pre-major and major advisees.

As a reminder, the Office of Academic Deans extension is 2855. Kat Eldred and Marianne Taylor are available to direct your calls or take any detailed and confidential messages for class deans or Dean of Studies when a dean is not available.

If you are concerned about a student in your course or an advisee, don’t hesitate to contact the appropriate class dean:

Kim Parent (kparent@mtholyoke.edu). Class Dean for New Students.

Alison Hopkins, Class Dean of Sophomores and Juniors (ahopkins@mtholyoke.edu)

Sarah Adelman, Senior Class Dean (sadelma@mtholyoke.edu).

As Dean of Studies, I work closely with the class deans and am happy to co-ordinate any necessary team work beyond the faculty advisor or instructor. I am available to brainstorm or strategize on a particularly complex advising or teaching concern. I can also assist when there are serious concerns about a student’s path toward degree completion, reviewing and approving special major proposals, discussing possible academic honor code violations, and responding to questions concerning thesis advising.

Dates to Note

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Last Day to Add Classes</td>
<td>Tuesday, September 20</td>
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<tr>
<td>International Fair</td>
<td>Tuesday, September 20</td>
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<td>5—7 PM Chapin Auditorium</td>
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<td>Last Day to Withdraw from a course without “W” notation recorded</td>
<td>Tuesday, September 27</td>
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<td>Rosh Hashanah</td>
<td>Sundown, Sunday, October 2 – Sundown, Tuesday, October 4</td>
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<td>Yom Kippur</td>
<td>Sundown, Tuesday, October 11 – Sundown, Wed., October 12</td>
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FIRST-YEAR ADVISING

Thanks so much for your great work in advising our incoming class, and for your help at the Academic Fair. It is helpful to reconnect with your first-year advisees within their first few weeks here.

Much useful information for first-year advising can be found online at First-Year Guide, and on the Registrar’s web site, including information about AP and transfer credits and myths about degree requirements.

Pre-Health Advising:

Have an advisee interested in Pre-Health? Please encourage that student to sign up for the Pre-Health Programs email list.

FIRST-YEAR FOCUS

The First-Year Focus residential program continues this year in MacGregor Hall. All Community Advisors (CA’s) in MacGregor have received additional academic advising training. The academic deans continue to offer general training for students who are serving in all residence halls as Community Advisors in order to raise awareness of academic resources and opportunities for all students.

NATIONAL FELLOWSHIPS APPLICATIONS AND RECOMMENDATIONS

Many applications for national fellowships, including the Fulbright, Marshall, Rhodes, Churchill, and DAAD, are due in the early fall. Our new National Fellowships Advisor, Ryan Lewis, joined us on September 13th, and will work closely with our fellowships committees going forward.

We are grateful to the faculty who are serving on fellowships committees this year: Sam Mitchell, Andrew Reiter, and Craig Wood (Fulbright Study and Research); Sarah Frenette, Mark Shea, and Ying Wang (Fulbright English Teaching Assistantships); and Patricia Banks, Amy Frary and Lowel Gudmundson (Marshall, Rhodes, and many others).

If you would like Ryan Lewis to come to one of your department meetings to provide an overview of national fellowships pertinent to students in your discipline, please contact him at X3344 rlewis@mtholyoke.edu. He can also provide handouts for your students, and summaries to post on your department websites that link to the national fellowships specific to your field.

Faculty writing recommendations on behalf of students will find helpful suggestions on writing recommendation letters for national fellowships on the National Fellowships website at https://www.mtholyoke.edu/fellowships
Textbooks on Reserve

Some students cannot easily absorb the high cost of textbooks, particularly in the sciences. Using book information on ISIS, LITS has proactively purchased and placed on reserve textbooks with a retail cost of $90 or more. If you have desk copies of assigned texts, no matter what their cost, please consider putting them on reserve as well.

Plagiarism and the Proper Use of Sources Tutorial

We are trying to reduce all instances of plagiarism, whether intentional or not. Please refer students in your classes, especially first-years, to the online tutorial. It clarifies the range of sources they might use, including online resources, how and when to cite sources, when quotation marks should be used, the various styles of citation, and most importantly, what constitutes plagiarism. There are links to a few excellent tutorials developed at other institutions.

The Academic Honor Board will review and resolve all cases of academic honor code violations. Please refer to https://www.mtholyoke.edu/academicdeans/academic-honor-board for information on procedures and protocol.

Accommodations for Students with Disabilities

Students who request academic accommodations should have first spoken with Deborah Cohen and obtained a letter indicating their accommodation needs. Appropriate and reasonable accommodations are determined on an individual basis.

If you have questions or concerns, please don't hesitate to get in touch. Mount Holyoke is required under the Americans with Disabilities Act (ADA) to provide reasonable academic accommodations to students with documented disabilities and thus give them equal access to their education, but it may be helpful to discuss the question of what constitutes reasonable accommodations within the context of a specific class.

LEAP Symposium and Coll 211

Students will present their summer internship and research experiences at the LEAP Symposium on Friday, October 21. Panels begin at 12:00 and end at 6:00 PM, followed by a reception. Students must be registered for College 211 to participate in LEAP, and those who want to present at LEAP may join the class until September 20. Thank you for taking time to help students reflect on their summer internship, research and work experiences. We hope you will encourage your students, especially first-years and sophomores, to attend LEAP. To see the 2014 LEAP symposium student abstracts or for more information about the LEAP Symposium, please visit https://www.mtholyoke.edu/leap.
ELIGIBILITY REQUIREMENTS FOR UNDERTAKING HONORS WORK

Honors work may be undertaken only by students who enter the senior year with a cumulative 3.00 grade point average in their college work or in their majors. Although students know at the outset of a two-semester-long, 8-credit independent study whether their thesis or project will be recommended for a degree with honor, students and advisors should be aware of this criterion. Departments and programs should use it in deciding whether to admit students to their honors programs. The Academic Administrative Board (AAB), which must approve departmental and program recommendations for degrees with honor, scrutinizes the records of the recommended students. In practice, the AAB has denied recommendations for degrees with honor when students’ GPAs are below 3.00 at the start of the senior year. When a student’s GPA is marginally less than 3.00, a department or program should seek an exception from the AAB via memo providing justification.

A student may undertake honors work in a field other than her major, if approved to do so by the department or major committee concerned and the Dean of Studies. Please be in touch with Leah Glasser (lglasser), Dean of Studies, if you are supervising the work of a student pursuing honors work outside their major. Any student seeking honors in a special (self-designed) major must also seek pre-approval by contacting Dean Glasser, as the honors committee for special majors must be specially constituted.

STUDY ABROAD UPDATES

Spaces (and Laurel Fellowships) are still available for spring 2017 in these Mount Holyoke programs:

- Globalization, Development, and Environment (Monteverde, Costa Rica)
- Economic Transformation and Business Challenges in China (Shanghai)
- Direct enrollment at Université Paul Valéry (Montpellier, France)

The deadline to apply for this spring is September 30. Qualified students who are accepted are guaranteed Laurel Fellowships (need-based financial aid). These programs are the only ones in spring 2017 for which Laurel Fellowships are still available. All three programs are open to sophomores and juniors. Contact Joanne Picard (jpicard), McCulloch Center, if you have any questions.

The annual International Fair will be held on Tuesday, September 20, 5:00-7 PM, in Chapin Auditorium. This event is the best opportunity for students to meet with program and university representatives and learn about a wide range of study abroad opportunities, as well as internships and scholarships/fellowships. The fair is open to all students; we especially encourage sophomores who are beginning to plan for study abroad to attend.

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