



SUMMARY OF TEACHING-RELATED POLICIES FOR FACULTY

Complete policies are available online. This is a summary.

For MBAs: <http://www.stern.nyu.edu/portal-partners/academic-affairs-advising/policies-procedures/default-policies-stern-courses>

For Undergraduates: <http://www.stern.nyu.edu/portal-partners/current-students/undergraduate/resources-policies/academic-policies>

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GRADING & ASSIGNMENTS

Grade distribution in core (MBA)

Just a reminder that the MBA core course grade distribution applies to both the Langone Program and the full-time MBA program. If you are teaching an MBA core course, please do not give more than 35% A range (A and A-) grades.

Pre-Work

If you assign pre-work, e-mail your students to let them know, as they may not remember to check NYU Classes or your syllabus. If you send communications to your students before the final date to add your class, be sure to resend all communications on that date, so late registrants get all the information. If you are teaching students in their first semester, don't e-mail them before pre-term, as they will not be checking their Stern e-mail accounts until they have been through orientation.

Discarding student papers

Faculty should keep all exams, assignments, etc. that have not been returned to students for at least one full semester following the one in which the course was offered. (This includes materials that have been left in the department for students to pick up.) If an incomplete grade is granted, faculty should keep all assignments submitted by the student who received the incomplete for at least a semester following the one in which the incomplete is changed to a grade or lapses to an "N" (in the case of an "IP") or an "F" (in the case of an "IF").

Providing feedback

The instructor has a responsibility to provide feedback to students on their performance at appropriate intervals throughout the course and respond promptly to questions and concerns about grading.

Final deliverable & grade due date (MBA)

PLEASE make sure that your final deliverable due date is **no more than one week after your last class**. This rule applies every semester and every module.

PLEASE submit your grades **no more than one week after the final class meeting, final exam, or final assignment due date**, whichever is latest.

We are not doing students any favors by dragging out their course completion (whatever some of them may tell us!) and we cause problems when we delay their ability to give their employers transcripts, which many need to have their tuition reimbursed.

REGISTRATION

Permission to take your class

DO NOT give students permission to take your class:

- a) If they don't have the prerequisites,
- b) If your class may be full,
- c) If the date to add your class has passed, or
- d) Some other rule has prevented the student from registering!

If an MBA student approaches you to waive a prerequisite, add your class after the deadline, or make an exception to another school rule, send him or her to an adviser in MBA Academic Affairs.

If your class is full, send students to Registration and/or remind them to join the wait list.

Most of these requests are routine, but if the program advisers have questions about the appropriateness of a possible exception, they will be sure to contact you. If you think a prerequisite is not appropriate for your course or you want to add a prerequisite that is not on the books, please discuss it with your department chair, as this is a departmental decision. (Chairs, please notify Beth Rubin of any changes you make.)

SYLLABUS

Posting syllabi

As soon as possible after the new semester site opens, post your syllabus on the Stern Syllabus web page (or ask the Department Administrative Coordinator to do it for you).

Syllabus requirements

All courses should have a current syllabus, distributed to students and department Administrative Coordinators no later than the first day of class, that outlines, at a minimum:

1. The emphasis of the course,
2. Class meeting dates and times,
3. Exam and assignment due dates, and
4. Policies concerning grading, late submission of assignments, attendance, and lateness.

Faculty and students should view the syllabus as a contract. Under normal circumstances, the elements of the syllabus indicated above should not be changed after the course begins.

Homework (MBA)

Students have been warned that they should expect to spend 2 hours in preparation for each hour of class.

Please be attentive to what students can reasonable accomplish in the time they have between your classes. For example, in the summer you should have all assignments for the week due in the first class meeting of the week or make the second assignment very small. Students have only one evening to complete work between classes and those taking a second class during the week don't have even that.

CLASS SCHEDULE

Evening classes (MBA)

- a) All 3-credit evening, weekend, and intensive courses meet for **12 three-hour sessions**, regardless of term. (1.5-credit courses meet 6 times.)
- b) There is **no exam period** for evening, weekend, and intensive courses. (Many faculty give take home exams, online exams, a number of shorter tests throughout the term.)
- c) All evening classes meet **6:00 - 9:00 pm** with a **10 minute break**.
- d) Weekend classes meet **9:00 am - noon** and/or **1:00 - 4:00 pm**, with **10 minute breaks**.

Skipping breaks. Even if students beg you to skip one or more of the breaks or shorten lunch, DON'T DO IT!!! Tell them it is a firm school policy. If you want to get into the discussion, you can tell them it is well documented that teaching is not as effective and learning is less when there are fewer or shorter breaks than we have planned.

Early dismissal. Do not make a regular practice of dismissing the students early. It has come to our attention that a minority of faculty teaching in the evening routinely dismiss their classes well before 9:00 PM. Please don't! It is important to give our students as complete an education as possible. Dismissing students on time also shows consideration for colleagues who wish to use the entire class period.

LAPTOPS, CELL PHONES, SMARTPHONES, RECORDERS AND OTHER ELECTRONIC DEVICES

May not be used in class.

ATTENDANCE & LATENESS

Requiring attendance outside of scheduled time

Please do not require that your students be available for a class session, exam (in-person or online), exercise, review session, simulation, or anything else, outside of your regularly scheduled class time, **unless**:

- a) The additional time was cleared by the Registrar and was on the schedule when students registered for your class, or
- b) All of your students agree (please be careful not to make them feel unduly pressured), or
- c) You provide enough alternatives that all students are accommodated, or
- d) You are teaching MBA1s and the session appears on the Block Calendar.

We do our best to reinforce with MBA and undergraduate students that academics are the priority. Still, outside of scheduled class time, we expect them to be engaged in job searches, full-time and part-time jobs, career related programming, conferences, speakers, club meetings, etc. We need to help them respect their commitments, by respecting their time and the challenges involved in managing it.

Lateness and attendance guidelines for faculty

It is tricky to strike the right balance between ensuring that students get what they should out of a course, minimizing disruption, allowing students to make their own choices, and being sympathetic to the challenges faced by busy students, especially those who work full time.

We expect students to make every reasonable attempt to attend class and not register for classes of which they anticipate having to miss significant portions. We also expect them to arrive on time.

However, the School does not have a policy on student absences and lateness. It is the faculty member's responsibility to lay out his or her ground rules in the syllabus, including any penalties, so students can evaluate their ability to satisfy the requirements. Once a student registers for a course, it is inappropriate for the instructor to tell a student that he or she cannot remain in the class. However, it is appropriate for the instructor to counsel students on whether their ability to attend classes might have a significant impact on their performance in the class.

Set up the course mechanics to make sure the consequences of absences and lateness are:

- a) Clear to the students up front,
- b) Objectively determined, and
- c) Relate directly to what you think a student and the student's classmates need to get from and contribute to the course in order to deserve a respectable grade.

For examples of attendance policies used by Stern faculty and tips on minimizing lateness and the disruption it causes, contact Education @ W.R. Berkley Innovation Lab (education.innovationlab@stern.nyu.edu).

Attendance & summer courses (MBA)

If attendance is important in your class, institute an explicit attendance policy, so students can weigh the costs of missing class. Students have been asked not to take a course if they expect to miss class and reminded that if they miss a week of class, that's 1/6 of the course. They know we have encouraged you to be very explicit and consistent in how your attendance policies are administered, so they should take careful note of them.

Attendance & intensive courses (MBA)

It is tricky to strike the right balance between ensuring that students get what they should out of a course and being sympathetic to the challenges faced by working professional students. Because intensive courses (Winter intensive and Late Summer intensive) are short and compressed, missing class diminishes the educational experience far more than during a regular semester. Students may approach you before your class begins about needing to miss some sessions. Please tell them it is Stern policy that students may not register for an intensive class if they anticipate missing even one session. If they have questions about the policy, please refer them to the MBA Academic Affairs office.

Accommodations for Religious Observance

The University policy on religious holidays is that a student may be absent from class without penalty when it is required to meet their religious obligations. There is no list defining which holidays qualify, so it is up to the student to be truthful. Each student should notify each professor in advance (if possible) about each absence.

The student must not be penalized by the instructor for missing the class session (e.g., class participation grade, missed exam or other in-class graded assignment, late submission of an assignment due on that day). If there are in-class graded assignments (best for us to avoid if possible) or other assignments due on that day, the student must be given reasonable accommodation to make up the in-class work or get an extended deadline.

However, it is up to student to learn the material covered in that class session. With reasonable accommodation for timing, the student must learn the material for later use in the course (e.g., quiz or exam). The University policy does not indicate that the faculty member should assist the student in learning the material, but common sense indicates that we should try to provide a reasonable way for the student to do so, for instance, videotaping the session, or offering to meet with the student outside of class time to answer questions that the student may have.

Absences for Presentations & Interviews (MBA)

At various times of the year, students may come to you to say they must miss class for a corporate presentations or job interviews. Here's a summary of the situation and our recommendations for dealing with it:

1. On-campus corporate presentations do not occur during class time. If students come to your class late after a presentation, they chose to stay after its official end.
2. We have little control over the scheduling of off-site corporate presentations. We ask companies to avoid scheduling them during classes and to tell students they shouldn't attend if they have class conflicts. However, not all companies cooperate and some students don't believe the sessions are optional.
3. Mostly in the fall, students will have off-campus interviews (mostly informational, but some formal). Companies are usually flexible and respect students' class schedules, and we tell students to ask for interview times that don't conflict. However, students don't always have the courage to ask for times other than those they are offered. If students tell you they must miss class for an interview, odds are they had a choice.
4. On-campus interviews for MBA2s and part-time students are primarily in the fall. For MBA1s, most occur in January before classes begin.
5. Students sign up for first round, on-campus interviews 1-2 weeks in advance. They have been told not to schedule interviews during class times. Some don't pay attention and some choose the times they think they will be most "on" regardless of their class schedules. And then there are those who are the last few to sign up and truly have no choice but to schedule an interview during class, if they want an interview with the company at all.
6. Second round interviews usually take place at the company's place of business and continue through the first several weeks of the spring semester. Students have been told to request times that do not conflict with classes and that recruiters will not penalize them for it. However, no matter how often we tell them, some students worry that if they are not completely accommodating, it will hurt their chances for an offer.

Most important is to have a clear, detailed, consistently applied attendance policy that specifies any consequences of absences. The policy should appear in your syllabus. If class participation isn't very important to the quality of your class and you evaluate students' performance on the basis of exams and other deliverables, it probably doesn't make sense to penalize a student for the absence itself. If the absence has a negative impact on learning, you should be able to see it in their performance on your assessments.

Students are making a choice when they opt to go to an interview rather than attend class. However, they don't always feel they have a choice. As a consequence, there may be times when you are inclined toward some degree of sympathy (e.g., the student convinces you that there were no other interview slots available for his or her dream job). If you are unsure how much control a student had over his or her interview timing, ask the Dean of Students to provide insight.

FACULTY ABSENCES & CLASS CANCELLATIONS

Faculty absences

NYU policy prohibits canceling class unless there is an emergency preventing the instructor himself or herself from attending and a substitute cannot be found. (Guest speaker cancellations are an occupational hazard and faculty should have a backup plan.) When a faculty member must be absent from a scheduled class meeting (including a class designated for an examination), he/she should give advance notification to the Department or Area Chairperson of the date of absence, the class from which he/she will be absent, the reason for the absence, and a brief explanation of how the class will be handled. The Chair will forward this information to the Dean's Office. Having someone take over your class when you are not present is viewed as an absence, regardless of the cause. Faculty who need to miss more than one day of classes must get advance approval from the Dean. If a faculty member must miss a class, every effort should be made to find a substitute instructor. Ask your Department Chair for assistance in finding someone.

Rescheduling classes

If it is impossible to secure a suitable substitute, it might be possible to reschedule the class. However, the date and time must be satisfactory for virtually 100% of the students registered in the class, there must be a room available, and you should arrange to have the class recorded for internet streaming. To reserve a room and have your class recorded, ask your Department Administrator or Administrative Aide or go to the Faculty Resources page through SternLinks (<http://w4.stern.nyu.edu/sternlinks/>) and follow the instructions below.

Room Reservation: Log onto [Room Reservations: Search/Reserve Rooms](#), and fill in your information.

Recording: Log onto [Classroom & Event Technology Request Form](#) and fill in your information.

School closings

If you wonder whether classes have been canceled due to inclement weather, check the NYU home page (www.nyu.edu) or call (212) 998-1220 for a recorded message.

FACILITIES

Classroom cleanliness

Every semester, we remind the student groups of their cleanup responsibilities when they use classrooms between classes, but we need your help too. **Please do your part** by throwing away your own trash (including extra handouts), cleaning the white board when you are finished, and reminding your students to put their refuse in the hallway bins.

If you find a mess in your room when you arrive, please report it by calling Stern Facilities at x81071. If it's a regular occurrence, we also recommend speaking with the professor who teaches in the room before you. If he or she also found it that way and speaks to the previous occupant, we should be able to zero in on the source of the problem.

Getting things fixed

Too hot? Too cold? Pizza boxes on the desks? Buzzing lights? Broken chairs? For issues related to classroom cleanliness, temperature, trash removal, etc., please email Stern Facilities at fixit@stern.nyu.edu or call x81001. Please be sure to include the building, floor and room number in the email.

For IT-related help in the classroom, please use the following contact information:

URGENT: x80180

NOT URGENT: Email the IT Help Desk at helpdesk@stern.nyu.edu or Matthew Gee in IT Faculty Support at mgee@stern.nyu.edu

Getting into your classroom

As we are all painfully aware, we just don't have enough space for everything we want to do at Stern. As a consequence, classrooms are often booked solid all day and evening. If someone has your classroom reserved for the time slot before your class, they know that they must vacate the room at least 10 minutes before the scheduled beginning of your class. If they are running over, entering quietly and mentioning politely that it's time to start setting up for class, should do the trick. However, please don't ask them to leave more than **10 minutes** before your class. If you have trouble with an MBA student group, please inform the Dean of Students.

Security Guards

You can contact the lobby security guards at: KMC 212-998-1340, Shimkin 212-995-3583, Tisch 212-998-1322

CHEATING & CODE OF CONDUCT

Some guidelines to help minimize plagiarism and other forms of cheating, and deal with them effectively when they do occur:

1. Include in your syllabus the requirement that students adhere to the [Stern Code of Conduct](#).
2. Make sure students know the extent (if any) to which you permit them to collaborate on assignments.
3. On every assignment and test that students submit, have them include a signed statement indicating that they have adhered to the Code of Conduct. Something like this does the job: "I pledge my honor that I have not violated the Stern Student Code of Conduct in the completion of this [examination/assignment]." Tell your students that the assignment or test will not be graded until the statement is signed.
4. Establish a reputation for giving fair exams and assignments by telling students what to expect, preparing them well, allowing enough time, and using a reasonable grade distribution.
5. Make sure exams are proctored from beginning to end and distribute different versions of the exam (even if only the question order varies).
6. Limit students' choices of paper topics and change assignments and exam questions from one semester to the next.
7. Utilize the Turnitin software (which can be used through the assignment submission feature of NYU Classes) to help you detect plagiarism and collaboration. (See the Education @ W.R. Berkley Innovation Lab Web site.)
8. Additional strategies for preventing and detecting cheating are available on the Education @ W.R. Berkley Innovation Lab Web site (<http://www.stern.nyu.edu/portal-partners/center-innovation-teaching-learning/about-citl>).

Violations

- If you believe an undergraduate student has violated the Code of Conduct, please contact Tiffany Boselli, Assistant Dean of the Undergraduate College (tboselli@stern.nyu.edu, 212-998-4003).
- If you believe an MBA student has violated the Code of Conduct, please contact Conor Grennan, Assistant Dean and Dean of Students (cgrennan@stern.nyu.edu, 212-998-0894).

EVALUATIONS

Mid-Semester Evaluations

We strongly encourage you to use the Mid-Semester Evaluation with your class and to debrief with your students afterward. Every semester students tell us how much they appreciate being given the opportunity to provide feedback during the term, especially when faculty show they take it seriously by responding.

You have two options for administering the evaluation.

1. Activate the electronic version, which is preloaded in NYU Classes, and ask students to complete it.
 2. Print it out, make copies, and ask students to complete them in class.
- Instructions for both methods appear on the Education @ W.R. Berkley Innovation Lab Web site.

Course Faculty Evaluations

Students are expected to provide a Course Faculty Evaluation (both numerical and open-ended questions) for every course they take. Each instructor receives information about the CFE for her or his course by e-mail message. Numerical results are available to the Stern community (password protected). Each instructor can see the written responses to the open ended questions for her or his course.

COPYRIGHT, COURSEPACKS & FAIR USE

"Fair use" is an important, but not particularly simple concept. It means that we may make copies of copyrighted materials for our students or post those materials in a password protected location (e.g., NYU Classes) without getting permission *only under a number of specific conditions*, e.g., you made the decision shortly before class, the item is short, you don't do it very often, and you don't do it again with the same work. (See the NYU Faculty Handbook through SternLinks for precise guidelines or use this link:

<http://www.nyu.edu/academic.appointments/policies.html#photocopy>.)

Coursepacks don't qualify for "fair use." If you give hard-copy or digital coursepacks to your students and don't go through the NYU Book Stores (where they make sure permissions are obtained), *you must get permission from the NYU Office of Legal Counsel* if you want them to defend or indemnify you if someone accuses you of copyright infringement. (Do not trust off-campus copy shops to get permissions. We know that they often do not and if you get in trouble you will want NYU's support.) The same thing goes for most cases, unless you go through the NYU Book Stores or buy directly from the publisher.

Fortunately, many of the periodicals we use in our courses are available through the NYU Libraries, e.g. *The Wall Street Journal*, *The New York Times*, *BusinessWeek*, *Financial Times*, *The Economist*, and most academic journals.

Search databases -- http://library.nyu.edu/collections/find_articles.html

Search journals -- http://library.nyu.edu/collections/find_ejournals.html

If you locate something there you want your students to have, you may either post a link to it in NYU Classes (<https://newclasses.nyu.edu/portal> under Academics tab on NYUHome) or distribute it yourself, as long as you note on the document itself that it was retrieved from Bobst Library and specify the database in which you found it.

A summary of what we can do:

1. Have the NYU Book Stores assemble and sell our coursepacks and cases.
2. Find materials in Bobst Library's online databases and either give students the links to them or note the source (NYU Bobst Library and database name) on the item, and reproduce or post in NYU Classes.
3. Find materials online and give students the link to the Web site where they are located.
4. Do anything we want with materials we created ourselves, whose copyrights we own.
5. Spontaneously reproduce and distribute or post copyrighted materials (in password protected location for a short time) as long as it fits within the definition of "fair use."

More on the subject from:

Stern's Education @ W.R. Berkley Innovation Lab -- <http://www.stern.nyu.edu/portal-partners/center-innovation-teaching-learning/about-cit/>

NYU Libraries -- <http://library.nyu.edu/copyright/>

NYU Faculty Handbook -- <http://www.nyu.edu/academic.appointments/policies.html#photocopy>

NYU's Fair Use Forum - fairuse@nyu.edu (NYU administrators will review e-mail messages sent to this listserv.)

STUDENTS WITH DISABILITIES (MOSES CENTER)

If you give in-class exams, you may have students approach you to ask for accommodations. To help us make reasonable accommodations for students with disabilities, the Moses Center for Students with Disabilities (CSD) provides a variety of services. Most commonly used by Stern faculty are examination services for students who need extended time.

So you can be prepared to respond, here is a quick overview of students' rights, our responsibilities, and the way NYU's CSD can help.

1. So we don't have to figure out who is eligible and what to do, students must register with the CSD. They should do this as early as possible in their time at NYU.
2. Students eligible for and wishing to request accommodations must present you with a letter from the CSD verifying their registration and recommending accommodations.
3. In some cases, you will be able to provide what they need (usually extended time or distraction-free room for an exam) without assistance. If you cannot, students should arrange to take their exams at the CSD. To do this they must present you with an Exam Accommodations Form, which they must return to the CSD at least a week before the exam.
4. To the extent possible, exams at the CSD should begin at the same time the exam begins for other students.
5. Students should make arrangements for all scheduled exams as early as possible in the semester. They are also responsible for reminding faculty to forward exam materials to the CSD in a timely fashion.

We strongly recommend that all faculty add a statement like the following to their syllabi:

If you have a qualified disability and will require academic accommodation during this course, please contact the Moses Center for Students with Disabilities (CSD, 998-4980) and provide me with a letter from them verifying your registration and outlining the accommodations they recommend. If you will need to take an exam at the CSD, you must submit a completed Exam Accommodations Form to them at least one week prior to the scheduled exam time to be guaranteed accommodation.

If you have questions, the CSD is very helpful and you should feel free to contact them.

ANNOUNCEMENTS AND CAMPAIGNING DURING CLASS (MBA)

Throughout the semester, various people may want to make announcements to your class -- Block Leaders, SCorp leaders, club leaders, students campaigning for Block Leader and other positions, shady promoters, etc.

What should you do if students ask for time during your class to speak to their fellow students?

Campaigning and Block Announcements: Blocks have a time slot every week -- Monday, noon-1:20 -- to use pretty much as they wish. Once they have been elected, anyone other than a Block Leader who wishes to address the block during this time should request time from a Block Leader.

No campaigning of any kind should be done during class time, nor should any announcements be made. We tell students that this can happen immediately before or after class or during a Block Meeting (Monday at noon) by prior arrangement with the Block Leaders. Feel free to blame this ruling on the administration.

One exception: We will tell the Block Leaders that they can ask their own block faculty for time to announce Block Meetings, but that they should never take more than a minute or two and professors are perfectly within their rights if they say they would prefer to have it happen before or after class.