

## APPENDIX I

### TEACHING AWARDS

Several University-wide teaching awards, fellowships, and endowed chairs are available each year at U.Va. to recognize exceptionally effective teaching. Award descriptions appear below, as well as at <http://trc.virginia.edu/Awards/> where you will also find the names and departments of all recent and previous award winners. Consult your department or school for various local awards.

#### **The All-University Outstanding Graduate Teaching Assistant Award**

Under the auspices of the Teaching Resource Center, winners of approximately thirty GTA awards of \$250 are chosen annually through departments. These award-winners are considered for four \$1000 awards, with one award in each of the four areas of humanities (including architecture and the Engineering/Science, Technology, and Society), social sciences (including commerce and education), sciences (including engineering and nursing), and medicine. A faculty committee coordinated by the TRC selects the four major GTA awardees from this group.

#### **The All-University Teaching Award**

In a program supported by the Office of the Provost, three awards of \$2,000 each are given to outstanding faculty members teaching undergraduate students in each of three broad areas: humanities, social sciences, and sciences. Six additional \$2000 faculty awards are given for undergraduate, graduate, or professional instruction in any discipline. Nominations are solicited by the Faculty Teaching Awards Committee.

#### **The Alumni Board of Trustees Teaching Award**

Any faculty member who has been at the University no longer than nine years and who is a full-time untenured faculty member on a tenure-track is eligible for nomination. The Alumni Board of Trustees awards an outstanding teacher a \$2,500 cash prize and a \$1,500 research award. The Office of the Provost provides the winner with a one-semester leave at full pay.

#### **The Alumni Association Distinguished Professor Award**

The Distinguished Professor Award is conferred annually upon that member of the faculty who has, over a period of not less than ten years, excelled as a classroom teacher, shown unusual concern for students, and made significant contributions to the life of the University. The award consists of an inscribed and framed certificate, a cash prize of \$2,500, and a Life Membership in the Alumni Association.

#### **The State Council of Higher Education for Virginia (SCHEV) Outstanding Faculty Award**

This award recognizes excellent college and university faculty in Virginia on the basis of exemplary contributions to teaching, research, or public service. Winners of these state-wide awards are chosen by a committee made up of State Council leaders, business and community leaders, faculty members, and past recipients. The award consists of a \$5,000 cash prize.

#### **The Cavaliers' Distinguished Teaching Professorship**

Faculty members appointed to the Cavaliers' Distinguished Teaching Professorship because of enduring excellence in teaching devote attention primarily to enriching instruction in their discipline during the chair appointment and beyond. They work with the Teaching Resource Center to promote the general enhancement of teaching and normally teach a University Seminar.

#### **The NEH Distinguished Professorship**

In response to a proposal written at the Teaching Resource Center, the National Endowment for the Humanities awarded U.Va. a Special Challenge Grant. That challenge met, the University now has three rotating, three-year chairs for distinguished faculty members in the humanities to pursue special projects related to teaching their disciplines:

The Richard A. and Sara Page Mayo DTP

The Horace W. Goldsmith DTP

The Daniels Family DTP

Distinguished Teaching Professors also regularly share their ideas generated interdisciplinarily through TRC-sponsored workshops.

#### **The University Teaching Fellowship**

With summer research grants of \$7,000 and ongoing, interdisciplinary discussions, the University Teaching Fellows Program aims to help our most intellectually sound and successful junior faculty members develop into exceptionally fine teachers. Under the auspices of the Teaching Resource Center, a committee composed of award-winning faculty members and former Fellows and Mentors annually choose six Fellows. They

participate in an off-Grounds retreat and monthly meetings to discuss aspects of teaching that interest them and consult about their course development projects.

### **The Teaching + Technology Initiative Fellowship**

The Teaching + Technology Initiative (TTI) is a joint venture supported by the Provost and the Vice President for Information Technology. Through this program faculty are supported in creating or revising a course that makes use of emerging technologies. TTI faculty interactions, coordinated by the Teaching Resource Center in conjunction with the Instructional Technology Group, include a retreat at which Fellows identify their concerns in pursuing this work and regular meetings at which Fellows update each other on progress with projects and hear from experts on relevant topics. For further information, visit the TTI website: <http://nmc.itc.virginia.edu/tti/>

### **The Seven Society Graduate Fellowship for Superb Teaching**

This \$7000 Fellowship funded through an anonymous bequest to the Seven Society recognizes a teaching assistant who embodies the highest ideals of teaching at the University: dedication to students, substantial knowledge of the subject matter, and skill in conveying passion for that knowledge. Nominations are made by undergraduates, and the selection committee is composed equally of faculty and undergraduate students.

### **The Dr. Frank Finger Graduate Fellowship for Teaching**

Funded by a bequest of J. Huston McCollough, III in honor of Dr. Frank Finger (former Alumni Professor of Psychology), this Fellowship is awarded each year to a graduate teaching assistant from the Graduate School of Arts & Sciences, in recognition of stimulating and organized classroom teaching. The fellowship amount is \$5,000.

### **The Class of 1985 Fellowship for Creative Teaching**

Funded by a gift from the Class of 1985, this \$5,000 Fellowship is awarded annually to a U.Va. teaching assistant in honor of most creative teaching.

## APPENDIX II

### UNIVERSITY RESOURCES FOR INSTRUCTORS AND STUDENTS

#### A. ACROSS GROUNDS

NB: For more details about particular services, see “Where Can I Find . . . ?”

\*\*To the best of our knowledge, all of the following services, locations, and URLs were correct and up to date at the time of publication. As technology continues to change, some websites may be moved or updated. If you have trouble locating a particular site, you can always perform a web search from the U.Va. homepage (<http://www.virginia.edu>).

##### **Office of African American Affairs**

Luther P. Jackson House (924-7923)  
<http://www.virginia.edu/oaaa/>

The Office of African American Affairs offers a wide range of services and programs to create a welcoming and nurturing environment for African American students. Among them is the nationally recognized Peer Advisor Program, which provides first-year and entering transfer students individualized, sensitive, and caring support through formal interactions with U.Va. administrators, faculty, and staff. The Faculty/Administrator Mentoring Program provides second- and third-year students with faculty mentors. The Student Leadership Program offers students leadership education training and development. In addition, the OAAA works in collaboration with schools, departments, other Student Affairs' offices, student organizations, and the Charlottesville community to provide cultural activities and educational programs to benefit the entire University community.

##### **Arts & Sciences Center for Instructional Technologies (ASCIT)**

Cabell Hall 219 (924-6874, 924-3470)  
<http://ascitweb.clas.virginia.edu/>

The Arts & Sciences Center for Instructional Technologies at the University of Virginia supports use of technology in teaching in the College of Arts and Sciences. This includes consultation with faculty on creative ways to enhance classroom instruction with technology. They also provide an extensive equipment loans service and are the home of the Language Laboratory, a digital facility delivering authentic resources for language learning and teaching.

##### **Associate Provost for Classroom Management and Academic Support** (924-3728)

Contact this office for physical accommodations (such as a room with carpeting or air conditioning, a separate exam room, or a location change for a public lecture) or for special access needs (a temporary ramp, outlet for an electric wheelchair, etc).

##### **Center for Alcohol and Substance Education (CASE)**

2400 Old Ivy Road (924-5276)  
<http://www.virginia.edu/case/>

CASE is dedicated to providing the University of Virginia community with education activities and prevention programs related to substance abuse concerns. By providing outreach, trainings, consultation, and group classes, CASE aims to increase knowledge and

awareness of alcohol and other drug issues and to decrease the negative consequences associated with high risk drinking and illegal drug use.

##### **Coordinator of Services for Students with Disabilities/ Ombudsman**

Washington Hall, East Range (924-7819 General U.Va. TTY Relay: 982-HEAR).

The coordinator holds primary responsibility for the University's compliance with the Americans with Disabilities Act and works to further program and physical accessibility at U.Va.

##### **Center for American English Language & Culture (CAELC)**

B019 Garrett Hall (924-3371, [caelc@virginia.edu](mailto:caelc@virginia.edu))  
<http://www.virginia.edu/provost/caelc/>

CAELC helps international students and faculty members who are non-native speakers of English become linguistically and culturally fluent. To do so, CAELC provides a number of services, including the SPEAK test, courses in English pronunciation, writing and conversation, the Language Consultant Program and the International Teaching Assistant Program. The Language Consultant Program matches international graduate students and scholars with native English-speaking U.Va. students to offer non-native speakers weekly practice in conversational English and American academic culture. The student volunteers also provide information about US academic culture as well as feedback and a realistic audience for ITA's practice teaching sessions. As a part of the ITA program (administered by CAELC, the TRC, and the Graduate School of Engineering and Applied Science [GEAS]), CAELC conducts the SPEAK test to evaluate the spoken English skills of prospective ITAs upon their arrival or if requested by their department. Based on the results of the SPEAK test, a prospective ITA may be advised to complete further language training by enrolling in oral English courses offered through CAELC.

##### **Center for Diversity in Engineering**

351 McCormick Road (924-0604)  
<http://www.seas.virginia.edu/diversity/index.html>

This office strives to increase the recruitment and retention of first generation and underrepresented students pursuing degrees in engineering and applied sciences at both the undergraduate and graduate levels. The Center also seeks to develop a pre-college network that will encourage knowledge of and interest in engineering at both the primary and secondary levels.

**Counseling and Psychological Services (CAPS)**

Elson Student Health (243-5150)

<http://www.virginia.edu/studenthealth/caps.html>

The Center provides a broad, comprehensive range of psychological services: psychological and psychiatric assessment, referral, individual, couples and group psychotherapy, emergency walk-in and crisis consultation, 24-hour on-call crisis consultation, and consultation to administrators, faculty, students, families, and allied professionals. A substance abuse clinician provides consultation and treatment to students concerned about their use of alcohol and other drugs, or who are affected by another's substance abuse. CAPS provides suicide prevention programming and psycho-educational outreach.

**Office of the Dean of Students**

Peabody Hall (924-7133)

<http://www.virginia.edu/deanofstudents/>

The Office of the Dean of Students provides advising services and co-curricular programs to enhance student life and development, working to create an academic environment where diversity is valued and encouraging students to become responsible, active members of the University and local communities. Included under this office are Deans of Asian/Pacific Student Affairs and Hispanic/Latino Student affairs. For more information, contact the main office. Deans also deal with discipline problems inside and outside the classroom.

**Electronic Text Center**Alderman Library (924-3230 or [extext@virginia.edu](mailto:extext@virginia.edu))<http://etext.lib.virginia.edu/>

The Electronic Text Center combines an on-line archive of tens of thousands of SGML- and XML-encoded electronic texts and images with a library service that provides hardware and software suitable for creating and analyzing text. The Center supports teaching and research projects and offers ongoing training sessions.

**Equal Opportunity Programs Office (EOP)**

Poe Alley, West Range (924-3200)

<http://www.virginia.edu/eop/>

The EOP Office implements the University's nondiscrimination and equal opportunity policies. A faculty member, staff employee, or student having a concern about discrimination based on race, age, color, sex (including sexual harassment), religion, national origin, foreign citizenship, disabilities, veteran's status, political affiliation, or sexual orientation may contact the EOP Office informally or to file a formal complaint.

**Geospatial and Statistical Data Center (Geostat)**

Alderman Library (924-3169)

<http://fisher.lib.virginia.edu>

Geostat helps the University community identify, acquire, and use digital data sets for statistical and geographic analysis. Working closely with the instructor, Geostat can provide classroom instruction in the use of the Library's large data holdings, which include government collected data as well as the archives of the Inter-University Consortium for Political and Social Research. Geostat also provides reference services based on statistical data and maps and hosts a

computing lab devoted to the analysis and electronic mapping of issues studied in the humanities, sciences, and social sciences.

**Hispanic/Latino Programs and Services**

Peabody Hall (924-7438, 924-7133)

<http://www.virginia.edu/deanofstudents/latino/>

This organization, stemming from the Office of the Dean of Students, distributes information relevant to the Hispanic/Latino community (including people of Latin American origins and all those interested in the community, culture, or issues). In collaboration with other University offices, the Office of the Dean of Students works with Hispanic/Latino students and organizations to strengthen their interconnectedness and their ability to benefit from, and contribute to, the life of the University and of the wider community. The website provides links to a variety of programs designed to support Hispanic/Latino students.

**Honor Committee**

Newcomb Hall, 4th Floor (924-7602)

<http://www.virginia.edu/honor/>

Comprised of members elected from the schools of the University, the Honor Committee is responsible for maintaining and strengthening the University's community of trust. Each academic department is also assigned an Honor Committee liaison with whom faculty and TAs may consult.

Information Technology and Communication (ITC)

235 Wilson Hall (924-3731 or [consult@virginia.edu](mailto:consult@virginia.edu))<http://www.itc.virginia.edu>

ITC provides a wide range of computing support services to U.Va. faculty and students, including research computing support, Instructional Toolkit (<http://toolkit.virginia.edu/displaydocs.html>), electronic test scoring (<http://www.itc.virginia.edu/desktop/unix/docs/u022.testscor.html>), and short courses on a variety of computing and web-related subjects. Students and faculty can obtain information and assistance at the helpdesk and in the on-Grounds computer labs.

**Institute for Advanced Technology in the Humanities (IATH)**

Alderman Library (924-4527)

<http://jefferson.village.virginia.edu/>

The Institute for Advanced Technology in the Humanities supports computer-mediated faculty research projects in the humanities and can help develop teaching resources based on those projects. Projects are selected in an annual application process, and support includes office space, teaching release time, technical support, and access to high-end computer equipment. The Institute does not provide walk-in service, nor help develop resources unrelated to its research projects, but faculty members are invited to discuss potential research projects with the Institute's Director.

**International Center**

21 University Circle (924-7983)

<http://www.virginia.edu/iso/ic/>

The Lorna Sundberg International Center provides a dynamic environment where members of the

University and local communities can come together and learn about the cultures of the world. The Center offers support services, development and execution of cultural and education programs, outreach services, and learning opportunities for individuals, both international and American, to share and enhance their cross-cultural knowledge and leadership skills. The Center also features a multi-cultural library available to students and Charlottesville community members. In addition, the Center coordinates short-term lodging for international students and faculty.

#### **International Studies**

<http://www.virginia.edu/iso/>  
208 Minor Hall (982-3010)

International Student and Scholar Program staff advises international students, research scholars, and visiting faculty from abroad about visa regulations, employment, and any individual concerns. Overseas Study Program staff offer information to undergraduate students who study and do internships abroad.

#### **Learning Needs and Evaluation Center (LNEC)**

Elson Student Health Center (243-5180)  
<http://www.virginia.edu/studenthealth/l nec/>

LNEC provides support services for students with disabilities in line with the Americans with Disabilities Act (ADA) guidelines. These services include reasonable academic accommodations and assistance with enrollment and residence life, including group instruction in specific learning and study skills during the academic year. In addition, their psycho-educational evaluation services for students with unexplained academic difficulties help diagnose learning, attention, and/or emotional disorders and plan appropriate treatment. LNEC also offers learning and study skills workshops during the academic year and their services are available to all undergraduate and graduate students.

#### **LGBT Resource Center**

435 Newcomb Hall (982-2843)  
<http://indorgs.virginia.edu/lgbtrc/>

The Lesbian, Gay, Bisexual, Transgender Resource Center provides students and faculty with the opportunity to attend programs, evaluate resources, and talk to peers regarding concerns or questions. This resource exists for questioning and LGBT students, as well as everywhere else in the spectrum. The Speaker's Bureau is available for presentations in classrooms and the Resource Library is available for browsing and check-outs. Their website also provides additional information and links on LGBT groups and issues within the U.Va. community.

#### **Mathematics Tutorial Center**

Kerchoff Hall (924-4919)

The Mathematics Tutorial Center primarily helps first-year students in elementary calculus and pre-calculus programs but also serves students who need help in other areas. The tutors are mathematics students selected by the Department of Mathematics. The free tutorial sessions are held in Clark Hall.

#### **Peer Health Educators**

Student Health, corner of Brandon and Jefferson Park Avenues (924-1509)  
<http://www.virginia.edu/studenthealth/phe.html>

Trained University students provide comprehensive health promotion programs through outreach, patient education and special events enabling students to make well-informed health decisions.

#### **The Robertson Media Center (RMC)**

Clemons Library, 3rd Floor (924-7474 or [mediacenter@virginia.edu](mailto:mediacenter@virginia.edu))  
<http://www.lib.virginia.edu/clemons/RMC/>

The RMC combines both analog and digital media services supported by the Library and ITC. Here you can gain access to extensive collections of video, audio and digital media and view analog or digital media in carrels, small group rooms or classrooms. You will also find facilities for scanning, digitizing, CD burning, HTML and multimedia production. Formal support for instructional technology is available on site.

#### **Services for Students with Disabilities**

Southwest Wing, Rotunda (924-7984)  
<http://www.virginia.edu/vpsa/services.html>

Students who have a disability covered under the ADA/Section 504 guidelines can receive reasonable accommodations, such as classroom reassignment, transportation services, or other modifications to physical structures. Contact the Learning Needs and Evaluation Center for audio or visual aids, note takers, readers or interpreters (LNEC 243-5180).

#### **Sexual Assault Education Office (SAEO)**

UVA Women's Center (982-2774 or [saeo@virginia.edu](mailto:saeo@virginia.edu))  
<http://sexualassault.virginia.edu>

The SAEO's goal is to increase awareness of sexual assault issues and strategies for personal safety through educational programs for students, faculty, and staff. The SAEO works on strengthening University policies and procedures, provides advocacy for students, staff, and faculty dealing personally with sexual assault or domestic violence issues, and maintains a network of appropriate referral resources while working closely with University groups. SAEO staff provides guidance for students who are exploring their options both outside the University (criminal and civil courts) and internally (adjudication or more informal meetings). We consult with faculty who are concerned about particular student problems, or who have questions about how to infuse these issues into the curriculum. The SAEO library has resources covering a broad range of issues including books, videotapes, journals, and clipping files. The website is a rich resource both for students conducting research for papers, and for individuals seeking information for personal reasons. The Coordinator, Claire Kaplan, can also speak to classes as an alternative to canceling a session if the instructor is away.

**U.Va. Speech Language Hearing Center**

2205 Fontaine Avenue (924-6354)

<http://curry.edschool.virginia.edu/commdis/clinicvoice.html>

Run by the Communications Disorders Program, the Speech-Language Hearing Center offers a variety of services to the community, including accent modification for nonnative speakers of English.

**Student Health Service**

Elson Student Health Center (924-5362)

<http://www.virginia.edu/studenthealth/>

The Student Health Service is responsible for all aspects of health care of enrolled University students' with valid IDs. Its facilities include General Medicine, Allergy, Gynecology, Counseling and Psychological Services, Health Promotion, Learning Needs Evaluation, a clinical laboratory, and pharmacy. Please call ahead for an appointment.

**Summer Session**

210 Miller Hall (924-3371)

<http://www.virginia.edu/summer/>

Most Summer Session courses equal fall and spring semester courses both in character and in credit value and include undergraduate- and graduate-level courses leading to degrees in the schools of arts and sciences, architecture, commerce, education, engineering and applied science, and nursing. Special courses lead to teacher certification in Virginia.

**Tutorial Program**

B-11 Garrett Hall (982-2273)

[http://artsandsciences.virginia.edu/undergrad/special\\_programs/aap.php](http://artsandsciences.virginia.edu/undergrad/special_programs/aap.php)

The Tutorial Program of Student Academic Support offers group tutorial support when requested by students or faculty for courses centered in the College of Arts and Sciences. (Additional support is available through the Office of Minority Programs in the School of Engineering, and through LNEC.) The focal points of the College program are first- and second-year mathematics, sciences, economics, accounting and finance, and foreign language. Other options are available if requested, including private tutoring. All tutoring is dependent on the availability of qualified graduate or undergraduate tutors. Students must sign up in the Office of Student Academic Support (Garrett Hall, B-11). The office maintains a list of qualified tutors in many fields and students may make private financial arrangements for individual tutoring.

**University Career Services (UCS)**

Bryant Hall, 2nd floor (924-8900)

<http://www.virginia.edu/career/>

UCS assists undergraduate and graduate students with attaining their career-related goals. Services include an extensive career library, individual career advising, EXTERNships and job fairs, pre-professional advising for students interested in law or medicine, as well as panel discussions, career information days and workshops. The Minority Career Fair, held in the fall semester, also provides a unique recruiting opportunity targeted towards minority students but open to all. Although

primarily focusing on non-academic employment assistance, graduate career services include teaching portfolio reviews for the academic job search.

**University Registrar**

Carruthers Hall (924-4122)

<http://www.virginia.edu/registrar/>

The Office of the University Registrar provides services related to the creation and maintenance of academic records. The office oversees student enrollment and registration, coordinates course rolls and grade submission, operates the Integrated Student Information System (ISIS), and maintains the academic transcripts. The office also maintains the *Undergraduate and Graduate Records* (catalogs) on-line, provides diplomas and intermediate honors certificates, administers enrollment verifications and loan deferrals, and assigns classroom space.

**UVA Pride**<http://indorgs.virginia.edu/uvapride/>

The Lesbian, Gay, Bisexual, Transgender Faculty, Staff & Graduate Student Association was founded in the spring of 1992 to serve the needs of the gay, lesbian, bisexual and transgender members of the University of Virginia community. By providing advocacy, education, social events and an open forum, UVA Pride hopes to foster a more tolerant and diverse atmosphere both in the community and at the University.

**Virginia Relay Center**

(1-800-828-1140/1120)

<http://www.varelay.org/>

The Virginia Relay Center allows deaf, hard of hearing, and speech-impaired persons to communicate with hearing persons over the telephone. For more information, see the website.

**Writing Center**

314 Bryan Hall (924-6678)

<http://www.engl.virginia.edu/wctr/>

The Writing Center offers free individual tutoring in writing to all undergraduate and graduate students. Each tutor is a graduate student in the English Department with experience teaching composition or tutoring. Tutors recommend students call in advance for appointments but can sometimes accommodate walk-ins. The Writing Center is open Monday through Friday, with hours and procedures posted each fall.

**Women's Center**

The Corner Building, University Ave. (982-2361)

<http://womenscenter.virginia.edu/>

The Women's Center offers education and service to University and community members. Programs include a scholars, artists and activist lecture series; personal counseling and workshops on topics of interest to women; and mentoring and leadership programs. The Women's Center also publishes *IRIS: A Journal About Women*, manages the First Year Resource Center and administers the HUES program, which provides business development skills and career-focused guidance to women of color.

## B. WHERE CAN I FIND . . . ?

### A. ROOMS

#### Who assigns classrooms?

*Office of the Registrar Facility Coordinator,*  
Carruthers Hall (924-4132)

#### Who cleans classrooms?

*Facilities Management, 575 Alderman Road (924-1777)*

#### How do I have the temperature in my classroom adjusted?

*Facilities Management, 575 Alderman Road (924-1777)*  
*Health Sciences Center Physical Plant*  
Sub-basement Hospital West, Room 5306 (924-2267)

#### How do I arrange for a room to hold a large function, meeting, or film?

*Facilities Coordinator's Office, Newcomb Hall (924-3203)*

#### How do I arrange for a room to show a film to my class?

*Robertson Media Center, Clemons Library (924-7409)*

### B. PRINT MEDIA

#### Where can I have printed materials copied or receive FAXes for a fee?

*Alderman Library Copy Center, 1st floor*  
ph: 924-3785 fax: 924-0516  
*Bookstore Copy Center*  
ph: 924-3634 fax: 924-3635  
*Cabell Hall Copy Center, Room 237*  
ph: 924-7022 fax: 982-2002  
*Carruthers Hall, lower level*  
ph: 924-7716 fax: 924-3105  
*Chemistry Building Copy Center*  
ph: 982-2098 fax: 982-2099  
*Primary Care Center, Room G-512*  
ph: 924-5681 fax: 982-1828

#### Where can I read and get paper copies of microfiche and microfilm?

The following libraries have both microfiche and microfilm readers and printers:

*Alderman Library Periodicals & Microforms Room*  
Third Floor Alderman Library (924-3516)  
*Chemistry Library Reserve Room (reader only) (924-3159)*  
*Clemons Library (reader only) (924-7029)*  
*Fiske-Kimball Fine Arts Library*  
Microforms Room (924-7024)  
*Graduate Business Library (924-7321)*  
*Health and Science Library Learning Resource Center*  
(microfiche reader only) Reference Desk (924-5444)  
*Law Library Media Department (924-3495)*

*Music Library, Old Cabell Hall (924-7041)*

*Physics Library (reader only) (924-6589)*

### C. COMPUTING FACILITIES

#### Where can I obtain information about mainframe computing?

*ITC Help Desk, Wilson Hall 235 (924-3731)*  
Informational documents, consulting services, short courses, and the Academic Computing Newsletter.  
<http://www.itc.virginia.edu/>

#### Where can I have my tests scored by computer?

*ITC Help Desk, Wilson Hall 235 (924-3731)*  
<http://www.itc.virginia.edu/desktop/unix/docs/u022.testscor.html>  
*Administrative Computing Services, ITC*  
Carruthers Hall (924-7840)

#### How can I create and manage classrolls, maintain an electronic gradebook, place materials on electronic reserve, and order textbooks online?

<http://toolkit.virginia.edu/>

#### How can I receive an email list of students enrolled in my course?

<http://www.virginia.edu/registrar/hbcourse.html#electronic>

### D. AUDIO-VISUAL & DIGITAL MEDIA

#### Where can I obtain a movie or slide projector; laser disc, DVD, VHS, CD, or record player; or tapes and a tape recorder?

Depending on your department or school, audio-visual equipment is available at the following locations:

*Arts and Sciences Center for Instructional Technologies (ASCIT)*

219 Cabell Hall (924-3470)

<http://www.virginia.edu/~asmedia/>

*Darden School Instructional Technology Group*

Darden School (982-3076)

*Educational Technology Center*

Curry School of Education

207 Ruffner Hall (924-7086)

*Health Sciences Library, Learning Resources Center*

(924-5521 or 924-5444)

*Law Instructional Technology Center*

(924-7174)

*Robertson Media Center*

Clemons Library (924-7409 to reserve a classroom or video; 924-7286 for digital media needs)

<http://www.lib.virginia.edu/clemons/RMC>

**Where can I have audiotapes made?**

Audio recording, editing, and copying are available at the following locations:

*Arts and Sciences Center for Instructional Technologies*

219 Cabell Hall (924-3470)

<http://ascitcweb.clas.virginia.edu>

*Darden School Instructional Technology Group*

(982-3076)

*Educational Technology Center*

207 Ruffner Hall (924-7086)

*Health Sciences Library, Learning Resources Center*

(924-5521 or 924-5444)

*Law Instructional Technology Center*

(924-7174)

*Robertson Media Center*

Clemons Library (924-7474)

**Where can I burn CDs or edit videos?**

*Robertson Media Center*

Clemons Library (924-7286)

<http://www.lib.virginia.edu/clemons/RMC/DML/index.html>

**E. CLASSROOM TECHNOLOGIES****Where can I learn how to set up a web site?**

*ITC Help Desk*

Wilson Hall 235 (924-3731)

<http://www.itc.virginia.edu>

*Robertson Media Center*

Clemons Library (924-7474)

**Where can I digitize photos?**

*Robertson Media Center*

Clemons Library (924-7474)

**Where can I find multimedia resources for use in class (audio and video materials, electronic texts, maps)?**

*Robertson Media Center*

Clemons Library (924-7409 or 924-7474)

*Electronic Text Center*

Alderman Library (924-3230)

<http://etext.lib.virginia.edu/>

*Geospatial and Statistical Information Center (Geostat)*

Alderman Library (924-2630)

<http://fisher.lib.virginia.edu/>

**Where can I find a scanner?**

*Robertson Media Center*

Clemons Library (924-7286)

**F. PHOTOGRAPHIC SERVICES / PRINTS, SLIDES AND MAPS****Where can I have slides and photographic prints made for class?**

*Customer Service, Newcomb Hall Bookstore* (924-3721)

*Alderman Library Copy Center* (924-0517)

*Medical Photography* (924-5296)

**Where can I get slides?**

*Arts and Sciences Center for Instructional Technologies*

219 Cabell Hall (924-3470)

<http://ascitcweb.clas.virginia.edu>

**Where can I obtain large maps?**

*Geospatial and Statistical Data Center (Geostat)*

Alderman Library (982-2630)

<http://fisher.lib.virginia.edu/>

*Government Documents*

Alderman Library Third Floor

(924-3133)

*Reference Room Atlas Collection*

Alderman Library (924-3021)

**G. TEACHING SKILLS****Where can I obtain information about programs to develop teaching skills or simply discuss my teaching?**

*Teaching Resource Center*

Hotel D, 24 East Range (982-2815)

<http://trc.virginia.edu>

**Where can I arrange for videotaping of my class and practice presentations?**

Some departments will videotape your class upon request; check with your departmental administrator.

*Teaching Resource Center* staff will videotape a class session for any teaching assistant or faculty member who wants to consult about the class. You must give one week's advance notice.

Hotel D, 24 East Range (982-2815)

[trc-uva@virginia.edu](mailto:trc-uva@virginia.edu)

**H. PERSONAL****Where can I get advice about handling personal and academic difficulties?**

*Counseling and Psychological Services (CAPS)*

204 University Way (243-5150)

## I. EVALUATION

### Where can I obtain help in constructing questionnaires for evaluating teaching?

*Teaching Resource Center*

Hotel D, 24 East Range (982-2815)

<http://trc.virginia.edu>

### Where can I find out about instruction and course evaluation?

The *Dean of the Faculty* of each school oversees the process of instruction and course evaluation

## J. UNIVERSITY POLICIES

### Where can I find University policies on the web?

*The Honor System, as explained by the Honor Committee:*

<http://www.virginia.edu/honor/>

*The University's Sexual Harassment Policy:*

<http://www.virginia.edu/eop/harass.html>

*The University's Conflict of Interest Policy:*

[http://www.virginia.edu/provost/docs\\_policies/conflict.htm](http://www.virginia.edu/provost/docs_policies/conflict.htm)

*The University's Policy on Academic Fraud:*

<http://www.virginia.edu/honor/proc/fraud.html>

*The Faculty Handbook:*

<http://www.virginia.edu/provost/policies.html>

*Other policies:*

<http://www.virginia.edu/uvapolicies/>

*Graduate Record:*

<http://www.virginia.edu/registrar/records/gradrec/>

*Course Offering Directory:*

<http://www.virginia.edu/cod/>

*Undergraduate Record:*

<http://www.virginia.edu/registrar/records/ugradrec/>

## APPENDIX III

### TIME MANAGEMENT

Here are some techniques that have helped others manage their time well:

#### Try a Time Log.

✧ First, list your activities: studying, classroom teaching, preparing, grading, reading for pleasure, relaxing or goofing off, performing household tasks, building personal relationships, sleeping.

✧ Then, throughout the day for several days, note how much time you spend in each category, adding as much detail as you like, and adding categories when necessary. Of course, your time log will not be completely accurate, but it should give you a good idea of how much time you give to different activities and how closely your ideal matches reality.

✧ Consult with a friend or colleague to see how to rearrange your schedule to accomplish more each day: Do you think best in the mornings or at night? Are you losing time by lingering in the department when you might accomplish more at home or in the library? Are you having enough fun to be productive?

#### Make a Plan for Action.

With or without your personal time log, you need to manage your life, perhaps by setting up a plan for action:

✧ First list your long-term career goals and your short-term work goals, remembering to include goals imposed from the outside (qualifying exams or compositions to grade, for instance).

✧ On each list evaluate the importance of each goal to you, from “A” (highest) to “C” (lowest and, in fact, perhaps not really necessary). Consolidate goals that are similar and reconcile goals in conflict with each other.

✧ Identify the actions necessary to accomplish each goal, and list those tasks in order.

✧ Consider what resources you need to accomplish each task (time, money, people), and decide when you hope to accomplish each step. This final list—complete with goals, tasks, necessary resources, and time line—constitutes your plan of action from which you fill out part of your calendar and your daily “To Do” list.

✧ Concentrate on your “A” and “B” goals, remembering that you cannot successfully schedule more than half your time without becoming frustrated. High achievers commonly have a plan and priorities for each day and are thus less inclined to muddle through their days.

#### Reassess When Necessary.

Certainly, even the best-conceived, goal-oriented action plan will not always make your days run smoothly. The end of the semester is a high-pressure time for most academics. When faced with more than you feel you can possibly do, decide what you absolutely must do and let the rest slide. If, on the other hand, you find that you often procrastinate or rarely finish your “To Do” list, reevaluate your plan of action. Do you truly care about the goals you have set for yourself? Have you set a number you can expect to accomplish in the time allotted? Are you avoiding a particular type of task? If you find you dodge writing activities, for example, seek help for writer’s block.

If you feel overwhelmed by all you have to do, spend the time necessary to set up a system like this one. If, on the other hand, you are satisfied with the way your days go, you are probably managing time effectively in a less structured way or even unconsciously. In either case, you should find yourself controlling rather than controlled. (For more information, see Hedrick, 1990, or Winston, 1991.)

## APPENDIX IV

### COLLEGE STUDENTS' QUESTIONS—WITH THE RIGHT ANSWERS

NB: For details about regulations, consult the *Undergraduate Record*, *Graduate Record* or *Faculty Handbook*, as appropriate. Here are answers to frequently asked questions in the College of Arts and Sciences.

**I'd like to change the grading option in this course to CR/NC. Would you please approve this request on a petition to my dean?**

The deadline for changing the grading option is always the same as the end of the ADD period, i.e., two weeks into the semester. This date is NOT flexible.

**I just realized I'm taking this course CR/NC, and I need it for an Area Requirement course. Will you authorize a change in the grading status?**

The Deans do not approve late requests for changing the grading basis of a course.

**I just realized I'm taking this course CR/NC, and I need it for a major (or minor) requirement. Will you authorize a change in the grading status after the deadline has passed?**

Such changes are normally not approved. The student must petition the relevant Department for credit toward the major, but the grading option will remain CR/NC. An individual instructor can always inform the department of the student's grade.

**I want to drop this class, but it's past the deadline. Will you approve my petition?**

The deans rarely approve petitions for late drops. If the deadline for withdrawal has not passed, a student may withdraw with the instructor's approval, receiving a notation of W. The student asks the instructor to complete a Grade Indicator Form and has the dean sign it.

**Since I just got my exam back now and discovered I need to drop this class, isn't this justification for a late drop?**

No. Decisions cannot be based on return of exams. There must be an enforceable deadline.

**If I take an Incomplete, by when must it be finished?**

Students have ONE MONTH to finish their work. Incompletes not approved in writing will convert to F's. Students must pick up a form to authorize an incomplete in Garrett Hall, have it signed by the instructor, and return it to Garrett Hall for authorization.

**I need a better grade for this course to count for credit in my major. Can I submit additional work after the grade has been submitted?**

No. See the grade change policy statement in the Undergraduate Record. Grade changes are allowed only for errors in transcription or in calculation.

**How late can I withdraw from a class?**

The final withdrawal date is set at ten class days before the end of classes. After that, students must complete the work on time or through an Incomplete.

**I have to take a plane to \_\_\_\_\_ over the break to see my family (or to be in a wedding, etc.). To get a reservation, I had to make one before the end of finals. Can't I PLEASE take your final early?**

College policy is that there are NO early exams. The instructor might allow a student to mail an exam in later, take an Incomplete, or complete the exam as a take-home.

**How do I postpone an exam because of an overcrowded exam schedule?**

Students must go to Garrett Hall to complete the Exam Change paperwork.

**I was ill and missed a quiz. How can I make it up?**

Instructors make their own decisions about make-up exams. Do not send students to the dean for an excuse.

**From an instructor: Several of my students are doing really poorly. How do I find their association deans to discuss the situation?**

Call 924-8863 with a student's name or U.Va. ID number and request the student's association dean. You can learn the dean's office hours, leave a message, or talk with the dean's secretary.

## FURTHER READING AND VIDEOTAPES

These works are available for consultation and/or loan in the Teaching Resource Center, Hotel D, 24 East Range, or through the TRC web site, as noted. Videotaped workshops on many of these topics are also available for loan, though not listed here. Handbooks for teaching assistants have been created for several departments; a current list and some samples are available at the TRC.

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