

Subject: Instructional Information for Fall 2009 – PLEASE READ

Welcome Back to Fall Term! Along with your instructional preparation, we wanted to provide you with some reference information that includes important instructor resources and general information on deadlines and services and FERPA guidelines. Most importantly, information on emergency preparedness and information on dealing with the H1N1 virus (Emergency Preparedness section) are included below:

IMPORTANT DATES AND DEADLINES

Add Deadline	August 28, 2009
Drop Deadline	October 2, 2009
Fall Break	
No Classes(Friday)	October 9, 2009
Midterm Grades Due	October 15, 2009 (Midnight)
Course Withdrawal Policy Deadline (Undergrads & Grads)	December 4, 2009
Final Grades Due	December 19, 2009 (Midnight)

Religious and Ethnic Holidays

The university asks that you work with any student who may request rescheduling of a classroom event when conflicts arise due to participation in religious or ethnic holiday events. Listing of 2009 dates as maintained by our office may be found, http://www.registrar.vt.edu/dates/religious_ethnic_holidays.php

RESOURCES for INSTRUCTIONAL FACULTY:

Resource, Responding to Disruptive or Threatening Behavior:

A Faculty Guide to Responding to Disruptive or Threatening Behavior may be found on the Dean of Students website, <http://www.dos.vt.edu/dosresources.html#FS>

You will find a link to a PDF version of the guide under Resources for Faculty. Also, the Dean of Students reporting website allows confidential reporting of student concerns,

<http://www.dos.vt.edu/dosreportsystem.htm>

Resource, Identifying the Distressed Student:

Faculty guidelines as prepared by Cook Counseling Center may be found on their website,

<http://www.ucc.vt.edu/referringstudents.htm>

Emergency Preparedness

The Office of Emergency Preparedness has provided a flyer that you may choose to distribute with your syllabus. The flyer provides information for both you and your students to make informed decisions in case of an emergency. The letter may be found here:

http://www.registrar.vt.edu/faculty_staff/documents/Preparedness_letter.pdf

The Emergency Preparedness flyer “Emergency Preparedness – It’s Every Hokie’s Responsibility” is available via the following link:

http://www.registrar.vt.edu/faculty_staff/documents/Preparedness_Document.pdf

H1N1 Influenza Guidelines: Dr. Kanitta Charoensiri, Director, Schiffert Health Center offers faculty with general guidelines in dealing with any future influenza issues -

http://www.registrar.vt.edu/faculty_staff/index.php#Teaching

Invent the Future

CLASSROOM SUPPORT:

CLASSROOM LOCKS: if you are teaching in a general assignment classroom you will notice corridor locks/handles on the classroom doors. A general assignment classroom is a centrally scheduled classroom (170 of the approximately 225 instructional classrooms). These locks (known as “corridor locks”) are designed so occupants can lock the door from inside the room in times of emergency. Please be aware that this “corridor lock” requires that the door be closed prior to locking. If you engage the lock while the door is open, the lock will disengage when you close the door. Simply moving the handle from the inside of the door will release the lock and allow exit. Also, please keep in mind that emergency and security personnel have key access to all the doors. There has been discussion among some teaching faculty as to their desire to lock their doors as standard procedure. We urge you to use caution for a very practical reason: you should consider the implication for students arriving late to class. It is important that you discuss your intent with your class so all students are aware of the implications of arriving late.

CLASSROOM AUDIO VISUAL SERVICES: Classroom Audio Visual Services is a unit of the Office of the University Registrar. Visit the following link to explore information on specific classrooms, including how-to in the use of the equipment: www.classroomav.vt.edu

ACADEMIC RECORDS (FERPA and Security of Data):

FERPA: A summary of the federal guidelines governing disclosure of the academic record is provided: http://www.registrar.vt.edu/faculty_staff/privacy_laws.php.

Details of Privacy guidelines are provided. Please remember that FERPA allows the disclosure of information in certain situations including disclosure to appropriate school, health, or law enforcement representatives in cases of health and safety emergencies. If you have any questions or concerns when considering disclosure, do not hesitate to contact the University Registrar.

Security of Data:

Identity Theft grows more prevalent each day. Just as you hope others take care with your personal information, it is as important that you take care with the data provided on your students. University policy requires that you assure your desktop or laptop has the most current security software. Please visit www.security.vt.edu for more information. Also, Wayne Donald, Director, Virginia Tech Information Technology Security Office (wdonald@vt.edu) is a valuable resource in reviewing the security of your computer hardware.

Grade Posting:

As you know, grades may not be posted in a listing format with any portion of the student identification number and name. Please visit this link for grade communication options: http://www.registrar.vt.edu/faculty_staff/grade_posting.php

Have a Good Semester and please let us know if you have any questions,

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