

DC Semester Program

Fall Faculty Schedule/Planning

TIMELINE OF RESPONSIBILITIES

DC Semester Program faculty will begin working with the Program Director immediately upon acceptance. However, many responsibilities will begin 7-9 months before your semester in Washington, and then the bulk of them while you are actually in Washington. Below is a general timeline of responsibilities in the order you will experience them.

Immediately Upon Acceptance

- Help the Program Director shape marketing materials/language
 - Semester title, theme description, class descriptions

By December 1 (8 months prior to your semester in DC)

- Generate a list of potential internship sites in Washington, DC
 - Dream organizations that fit the theme
 - Organizations at which you have contacts
 - Organizations at which you would *like* to have contacts
- Apply for COLL designation
- Engage with department chairs for potential course cross-listings

Late January

- Participate in an evening Information Session on campus to meet interested students and share your ideas and objectives for the semester
- Advertise by communicating program/theme information through the following channels:

FACULTY

- Announcements in department meetings
- Utilizing department list-serves
- Encourage faculty colleagues to make announcements in their own classes
- Writing personal emails
- Holding personal conversations

STUDENTS

- Making announcements and handing out flyers in your own classes
- Visiting colleagues' classes to make announcements and hand out flyers
- Hanging flyers on your door and in your hallways
- Writing personal emails
- Holding personal conversations
- Reach out proactively to students to discuss program

Mid February

- Review online student applications to determine which candidates you are interested in interviewing – *Please do NOT serve as a reference for any student applying to your semester*
- Participate in interviews for all viable candidates and determine those students who will be selected to participate (1-2 days, depending on number of candidates and committee availability)
- Once students are selected, work with the new class as much as possible to prevent drop-out
- Attend organizational meeting with selected class to talk more about the courses, get students excited for the semester
- Generate a list of ideas for topics/speakers for the Friday sessions (DC Center staff will reach out to alums for help and then make preliminary contact with potential speakers)

March/April

- Advise select students as needed regarding potential internship options/decisions
- Act as a reference for students applying to internships, as needed
- Create course Blackboard site
- Meet with DC Center staff to further plan out speakers and site visits, program logistics

July/August

- Follow up with potential speakers to schedule sessions and provide more specific details. In some cases, alumni are eager to reconnect and will want to meet for coffee or lunch and engage in extensive email exchanges or telephone exchanges (See Speaker Guide for Faculty)
- Create list of textbooks/reading materials and send it to students
- Provide finalized syllabi to DC Center staff

Late August

- Finalize program of Friday sessions and share with DC staff, ideally before semester begins
- Provide input on speaker evaluation forms (A survey for students to complete, evaluating the Friday session speakers/site visits), if desired
- During Orientation week:
 - Meet with DC Center staff to finalize program logistics
 - Run an introductory session for the class

During your semester in Washington

- Teach two classes – on Tuesday/Thursday evenings from 6-8pm (or 6-7:30pm for a 3-credit class), and Friday morning from 9am-1pm (or 9am-12pm)
- Hold office hours at times convenient for students (T-Th 5:00-6:00, F afternoons)
- Participate in 1-3 social events with the students to continue developing your relationships with them throughout the semester (program will cover costs and help make arrangements for the events you choose – these can be as simple as pizza or a desserts and a discussion)
- Participate in *optional* W&M DC events outside the classroom (e.g. Orientation, Family Weekend, alumni events, Farewell Reception, student programming, etc.)
- Include parents in the Friday course of Family Weekend
- Coordinate introductions of all speakers and thank-you notes/gifts (provided by Center) for each – having students sign up to be responsible for speakers is ideal
- Administer speaker evaluation forms after each Friday session (optional) – Center will create and compile
- Maintain a record of names and contact information on final speaker list and share that with DC Center staff
- Attend all Friday site visits and speakers, and additional speakers/visits as scheduled
- Communicate with Program Administrators about any classes you may need to miss – well in advance
- Serve as emergency contact when DC Center staff is unavailable – rarely/never
- Contact your Department to ensure that course evaluations are sent to you in DC
- Send final copy of all course syllabi and speakers to Program Director

Frequently Asked Questions

What happens if...?

- My course is cross-listed with other departments and a student wishes to enroll in that section instead of mine?

We recommend you start early by communicating with ALL students regarding registration options, particularly in the case of cross-listed courses.

- A student wishes to take the internship course in a specific department (in order to earn credit toward their major) instead of INTR?

Students will need to approach the department chair for the department in which they wish to enroll and request permission. Each situation varies, but many department chairs will need your syllabi and perhaps to speak with you about the course/credits. Please be available to work with students/chairs in this situation. Once a department chair approves the request, you would see the new course in Banner for grading that student.

****Please note:** A specific request from the Registrar – watch for students who register for an alternate section. *Please* make sure that students have dropped the first section so they are not double-registered.

- A student wishes to take the internship course as P/F instead of graded?

Simply let the student register with that option in Banner.

- Students wish to talk with me about Program concerns?

Students in DC need more from faculty/staff since there are fewer resources on-hand. Please respond to student needs for additional advising sessions as often as possible. Most importantly, please communicate with DC Office staff *regularly* regarding students who are absent, troubled, conflicted, etc. The office team works closely with the students and needs to know when anything is out of the ordinary.

A great source of information on student's internship experiences is weekly journals/blogs/papers. Through these reflections, you are often able to see behind the scenes if a student is not getting enough substantive work or has another problem. Please make every effort to keep up on reading these assignments and letting office staff know about what concerns you.