

DC Summer Institutes

Faculty Schedule/Planning

Created by Faculty for Faculty

TIMELINE OF RESPONSIBILITIES

W&M DCSI faculty will begin working with the Program Director immediately upon appointment. However, many responsibilities will begin in the fall before your summer 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
 - Institute title, theme description, class descriptions

By mid July (Previous Summer)

- 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
- Ensure all courses/cross-listings are approved by related department chairs

Late September

- Participate in an evening Information Session on campus to meet interested students and share your ideas and objectives for the summer
- Advertise by communicating Institute 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-Late October

- 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 Institute*
- Participate in a conference call with other members of the selection committee to share your impressions of students
- Participate in interviews for all viable candidates and determine those students who will be selected to participate (1-3 days, depending on number of candidates and committee availability)

November-March

- Advise select students as needed regarding potential internship options/decisions
- Act as a reference for students applying to internships, as needed
- Help students draft cover letters and revise resumes, as needed (Washington Office staff is mainly responsible for this, but some students prefer to go to faculty for specific topic-related or technical questions)

Late March

- Create course Blackboard site in Banner
- Give permission for all students to register for classes via Banner
- Generate a list of ideas for topics/speakers for the Friday sessions (DC Office staff will reach out to alums for help and then make preliminary contact with potential speakers)

Mid-Late April

- 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.
- Send students list of textbooks/reading materials

Early May

- Finalize program of speakers and share with DC staff
- Provide input on creation of speaker evaluation forms you can then use after each class to have students give feedback on speakers/site visits, if desired
- Coordinate with DC Office to prepare internship course syllabus, expectations and student assignments (may take the form of a research paper, weekly or biweekly journal entries, responses to evaluations, etc.)

During your two-week class in Washington

- Attend opening session 9am-1pm on the 1st Monday after graduation
 - Communicate speaker/site visit schedule with students and clearly outline where to be/when for each day (and reinforce every day)
 - Assign two students as “point people” to each speaker/site
 - Point people meet speaker/s in lobby

- Point people take leadership of questions directed toward speaker/s
- Point people give gift bags (provided by office) to speakers
- Point people write and mail thank you notes
- Teach your first seminar in the afternoon of the first day
- Teach and attend sites/speakers from 9am-4pm Tuesday–Friday of the first week and Monday-Thursday of the second week
 - Ensure point people make proper introductions of all speakers, give gifts, and send thank-you notes after each speaker/site visit
 - Administer speaker evaluation forms after each session (optional) – Office will create and compile
 - Communicate with designated office staff any deviation from daily schedule
- Teach your final seminar on the Friday morning before Memorial Day weekend
- Attend closing session 12pm-4pm on the last Friday of class
- Maintain a record of names and contact information on final speaker list and share that with DC Office staff
- Serve as emergency contact when DC Office staff is unavailable – rarely/never
- Hold office hours at times convenient for students (8-9am, 4-5pm) if deemed necessary, or be available to talk during travel times and by appointment

During the 10-week student internship in Washington

- Hold two discussion sections in the month of June
- Participate in *optional* student programming/events
- Be available to students with questions as needed

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. Once you know which students wish to register under which department, you can give them the correct permissions in Banner and then grade as normal in Banner.

- A student wishes to take the internship course in another related department (in order to earn credit toward their major) instead of the one we've designated?

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.

- 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.