

# Critical Academic Dates and Procedures Fall 2016 (August 2, 2016)

**August 22 (Monday) Classes Begin:** All School BBQ, 12:00 noon, South Lawn

**September 5 (Monday) University Holiday (Labor Day)**

**September 9 (Friday) Last Day to Add or Drop without a "W" (Withdraw) and with a 100% refund.**

*Students that have made unsatisfactory progress or are not attending class must be notified in writing prior to this date. Students that are not registered on the Official University class list will not be permitted to continue participation in class. It is the faculty's responsibility to verify the status of all students prior to September 9.*

**September 26 (Monday) through October 14 (Friday)– Midterm Reviews (subject to change)**

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|------------------------|------------------------------------|
| • 1 <sup>st</sup> Year | <b>Sep. 29 (7 sections)</b>        |
| • 2 <sup>nd</sup> Year | <b>Sep. 26 (6 sections)</b>        |
| • 3 <sup>rd</sup> Year | <b>Oct. 28 and 30 (6 sections)</b> |
| • Topic Studios        | <b>Oct. 3 and 5 (4 sections)</b>   |
| • 5 <sup>th</sup> Year | <b>Oct. 3 and 5 (7 sections)</b>   |
| • M. Arch Studios      | <b>Oct. 7, 10 and 14</b>           |
| • MLA Studios          | <b>Oct. 10 and 14</b>              |

*All students enrolled in any classes must be given a grade or a written evaluation by mid-term.*

**October 12 (Wednesday) T/TT Faculty Mentorship Dinner, 6:15 pm, University Club**

**October 22 (Saturday) Faculty Retreat, 8:30 am – 4:00 pm, A+D Museum, 900 E. 4<sup>th</sup> St., LA, 90013**

**November 11 (Friday) Last Day to Drop with a mark of "W"**

*Students with unsatisfactory progress must be given written notification prior to this date so that they have the opportunity to withdraw.*

**November 23 – 26 (Wednesday –Saturday) Thanksgiving Recess**

**December 2 (Friday) Last Day of Classes**

*All undergraduate studio and class course work must be handed in or checked off on or before Friday, December 2 at 6:00 pm in order to provide students with time to study for final examinations. Access to studio will be restricted during the study and final exam period. All graduate studio course and masters thesis review work must be handed in or checked off at least one day prior to their program's review dates.*

**December 3 – 6 (Saturday - Tuesday) Study Days**

*No academic activities should be scheduled for this period without exception.*

**November 28 – December 14 (Monday-Wednesday) Final Reviews (subject to change)**

*(1<sup>st</sup> Year and 2<sup>nd</sup> Year Studios during regular Studio Time the last week of classes)*

*All faculty are placed on their own and one other review*

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|------------------------|---------------------------|
| • 1 <sup>st</sup> Year | <b>Dec. 1</b>             |
| • 2 <sup>nd</sup> Year | <b>Nov. 28 and 30</b>     |
| • 3 <sup>rd</sup> Year | <b>Dec. 7 and 9</b>       |
| • Topic Studios        | <b>Dec. 7 and 8</b>       |
| • 5 <sup>th</sup> Year | <b>Dec. 7, 8 and 9</b>    |
| • M. Arch Studios      | <b>Dec. 12, 13 and 14</b> |
| • MLA Studios          | <b>Dec. 12 and 13</b>     |

**December 7 -14 (Wednesday - Wednesday) Final Exams**

*For non-studio courses, you can locate your final exam date and time here:*

<http://classes.usc.edu/term-20163/finals/>

*Your individual grades are due four business days following your scheduled final exam. A final written evaluation of performance in design studio, with the basis for grading, should be provided for all students and placed in the student's academic file.*

These academic dates are fixed and represent the schedule parameters that all faculty should follow. Implicit in this schedule is full participation of all design studio faculty in:

- the mid-term and final studio reviews in general.
- the end of the semester peer grading session and monitoring procedures schedule by the studio coordinator
- the collection of documentation required for accreditation or school publications

Faculty should not make personal or professional commitments in conflict with these responsibilities, which are an integral part of their teaching contract with the School. Faculty must be present at all scheduled classes and any substitutions need to be signed off by the appropriate Chair and Vice Dean prior to arrangement. **Any conflicts, any class cancellation or changes with these dates will need to be signed off the Vice Dean or the Dean of the School of Architecture.** See the University's Faculty Portal and USC Faculty Handbook for governing definitions of a faculty member's academic responsibility: <http://faculty.usc.edu/new/>

See our own faculty resource page where many essential guides and faculty instructions to make the most of your semester: <http://arch.usc.edu/information/faculty-and-staff>

Every faculty member must provide both the School and the enrolled students a current syllabus which identifies the basic academic intentions of the course, describes the course assignments reading and grading/attendance procedures, and provides a bibliography of required readings and materials as well as a detailed week by week course schedule. **Faculty are required to submit a current syllabus for any course responsibilities at the beginning of the term in fulfillment of that semester's academic appointment to the Main Office.** As a general rule, anything distributed in class should be included in the academic course file along with the required syllabus.

The university sets final exams for each course as part of the University Schedule, available on line at: <http://classes.usc.edu/term-20163/finals/>. **Individual faculty may not change these dates.** The substitution of final papers due at the end of classes, in lieu of final examinations, is in conflict with the university final examination process for undergraduate courses, and will not be allowed without prior approval of the Dean's Office.

Studio Courses must schedule required hand in / check off of work to allow for a minimum of one day of recuperation before the reviews and no undergraduate studio work shall extend into study days. **Each faculty member is responsible to see that both the timing and the full spirit of the deadline are kept.**

**Written evaluations of students are an integral part of teaching responsibilities in the design studio.** In addition to warning letters and advisement for any student with deficiencies in performance, each studio is responsible for mitigation procedures to help these students. See the current School-wide attendance guideline: A record of the student's progress should be part of each student's file and supplement the basic grading information in every academic record. Faculty are encouraged to use the student's file to become familiar with each student and assist in the advisement process.

**Grading according to stated criteria is a basic responsibility of the faculty in each specific course.** Faculty should consult with School of Architecture Student Services regarding the university constraints on the use of specific grades and understand the appropriate use of grade options such as IN or MG, and the appropriate Chair for appropriate criteria and grade distribution. Student grade appeals must follow the standard School of Architecture procedure, which starts with the responsible course faculty and moves through Chair to the Dean's Office. Most grade appeals can be eliminated by adequate communication between student and faculty through out the semester and clear grading criteria in the provided syllabus, as well as timely written documentation by the faculty to the student at midterm and at the end of semester, as well as at any time of an absence, which is copied to the student's academic file.

**All faculty must have an active USC e-mail address to submit final grades and provide for electronic communications from the Dean's office and the front office as well as faculty to faculty and faculty to student.** A USC Net ID (email user name) will be automatically assigned to you when you are put on the payroll at the beginning of the semester. You must activate Net ID in order to access the university's information systems. To access your account follow the instructions at: [www.usc.edu/firstlogin](http://www.usc.edu/firstlogin)

All faculty are encouraged to participate in the life of the school including lectures, committee meetings and special events. Please note the following faculty-related events:

- **Faculty Meetings** are held each month (usually on the first Wednesday) from 12-2 pm
- **Executive Committee Meetings** are normally from 12-2 pm on Wednesdays
- **Curriculum Committee Meetings** are normally on every other Monday from 12:15 to 1:30 pm
- **Studio Coordination Meetings** are scheduled typically on Th/Fri so as not to interfere with standing committee meetings M/W
- **School Lecture Series:** One of the most important activities of the School is the Lecture Program. All faculty are expected to attend regular Wednesday evening Lectures typically Wednesdays from 6 - 8 pm.
- **Faculty Retreats, School Wide Super Reviews, Special Events and Graduation** as scheduled

Our capable office staff is available to help you with guest parking reservations, projector and room signups, as well as many other daily faculty needs and can be reached at 213 740 2723. Office hours are 8:30 am to 5:00 pm, Monday – Friday. Faculty with special facilities access needs should contact the Main Office for assistance.