SIPA TEACHING GUIDE

Welcome to SIPA's Teaching Guide for Faculty AY2024-2025

Course Scheduling and Classrooms

- **Summer 2024** course schedules and assigned classrooms are published in CourseWorks, the SIPA Bulletin. and the University Directory of Classes after April 1, 2024.

- **Fall 2024** course schedules and assigned classrooms are published in CourseWorks, the SIPA Bulletin. and the University Directory of Classes after June 1, 2024.

- **Spring 2025** course schedules and assigned classrooms are published in CourseWorks, the SIPA Bulletin. and the University Directory of Classes after August 1, 2024.

Please review your course schedule and classroom assignment and contact Jenny Labuga-Rumenik (j.labuga@columbia.edu) with questions or change requests as soon as possible. Please include your course number and the course title in your correspondence.

Faculty planning to use the SIPA eRoom audio/visual and hyflex equipment must request training and a key from SIPA AV. **Go here for SIPA Classroom Audio/Visual and Hyflex information.**

Class Materials and CourseWorks

All faculty members must post the complete syllabus of their course, including any course materials required for student purchase, to CourseWorks. The applicable federal law, the Higher Education Opportunity Act, requires that any course material required for student purchase (e.g., textbook, case study) be clearly listed in all course syllabi, and the information made available to students during the registration and 'shopping period,' before the start of the course.
Summer 2024 courses: Post by May 1
Fall 2024 courses: Post by August 1
Spring 2025 courses: post by November 1

Class Materials

When possible, faculty provide access to the readings by posting a link from CourseWorks to an online version of the reading (e.g., at Lexis-Nexus or other comparable sites) or by posting the reading (typically in PDF) on their CourseWorks site. New faculty who need assistance with this process should contact SIPA's Office of Academic Affairs at sipa_academicaffairs@columbia.edu.

Additionally, faculty may request the University Libraries to place readings on either electronic or hard-copy reserves via https://library.columbia.edu/services/reserves/faculty/form.html.

PDF Scanning

For scans of a small portion of a single work, instructors may decide whether or not to scan materials for upload into CourseWorks. The Libraries at Columbia provide access to scanning workstations in all locations, and there are now smartphone apps that use the phone's camera to scan and create high-quality .pdfs. Uploading material to a course management system requires a Fair Use assessment for each scan. For more information about Copyright and Fair Use, please refer to the Columbia University Copyright Advisory Office website at https://copyright.columbia.edu/basics/fair-use.html and https://copyright.columbia.edu/basics/fair-use/fair-use-checklist.html.

Related information:

Sign-up for an eRoom Hyflex Classroom Training

SIPA provides Zoom Pro ("licensed") accounts to faculty upon request. **Request Zoom Pro here.**

Key dates for Summer 2024 semester

Registration dates vary by program. Please consult your academic program staff.

· May 1 – Post your syllabus and course materials to CourseWorks

· June 19 – University Holiday - No Classes

· July 4 – University Holiday - No Classes

Grading deadlines vary by program. Please submit final Summer 2024 grades in SSOL within two weeks of the end of your course and no later than Friday, August 23.

Key dates for Fall 2024 semester

· August 1 – Post your syllabus and course materials to CourseWorks

· August 9 – SIPA course registration begins

· September 2 – Labor Day - University Holiday - No Classes

· September 3 – First day of classes

· September 13 – Last day to add or drop a full semester course

· November 4 and 5 – Election Holiday - University Holiday - No Classes

· November 27 - 30 – Thanksgiving Holiday - University Holiday - No Classes

· December 9 – Last day of classes

· December 10 - 12 – Reading period; no make-up classes, exams, or assignments

· December 13 - 20 - Final Exams

· January 3, 2025 - Deadline to Submit Grades for Fall 2024

Key dates for Spring 2025 semester

· November 1 – Post your syllabus and course materials to CourseWorks

· **November TBD** – SIPA course registration begins

· January 20 – Martin Luther King Jr. Birthday Observed - University Holiday - No Classes

· January 21 – First day of classes

· January 31 – Last day to add or drop a full semester course

· March 15 - 21 – Spring Break; no classes

· May 5 – Last day of classes

· May 6 – Reading period; no make-up classes, exams, or assignments

· May 3 - 10 - Final Exam Period

· May 16 - Deadline to Submit Grades for Spring 2025 Graduating Students

· May 21 - Deadline to Submit Grades for Spring 2025 Non-graduating Students

2024-2025 University Guidance on COVID-19

With the COVID-19 national public health emergency has ended, the University is adjusting its COVID-19 guidance as indicated below. Please also note the additional requirements for those in clinical and clinical research settings.

- **Vaccination:** The COVID-19 vaccine mandate will no longer be in effect, and proof of vaccination will not need to be submitted. However, we strongly recommend that all affiliates follow CDC guidelines for COVID-19 vaccination, which recommend that everyone be up to date with COVID-19 vaccines, including booster doses.

- **Masking:** Affiliates are recommended to follow community guidance on indoor masking, which is predicated on community transmission levels. Individuals may decide to mask based on their own circumstances and their preferences. Such decisions should be respected.

- **Visitor Policy:** Visitors, including vendors and alumni, will no longer need to show proof of vaccination.

- **ReOpen CU app:** The ReOpen CU app will no longer be used by the University.

- **Positive COVID-19 tests:** An affiliate with a positive test does not need to report their result to the University; all affiliates should refer to the CDC for guidance after a positive test and consult their provider for appropriate care.

In-person Classes & Zoom

All SIPA courses have returned to in-person instruction. There is no longer any expectation from SIPA that faculty use Zoom to facilitate courses or student absences. Zoom licenses will only be available to faculty upon request. To request Zoom, please visit the Support & Services tab of the Teaching Guide.

Human Resources Paperwork

After receiving your appointment letter, you will be contacted by SIPA Human Resources to complete hire paperwork.

The SIPA Human Resources Office will send you the required forms electronically; you will receive an email from DocuSign System (dse_na2@docusign.net). The instructions for completing this paperwork will be included in the email. However, if you have any questions or need assistance with your paperwork, don't hesitate to contact **Carla Call, Assistant Director of SIPA HR, at cc3204@columbia.edu.**

Employment is contingent upon receipt of proof of eligibility to work in the United States. The latter requires that you complete an I-9 Form in compliance with the Immigration Reform and Control Act. As part of this

compliance, you must complete Section 1 of the form on or before your first day of employment.

Please go to https://humanresources.columbia.edu/I9-everify, and follow the instructions provided. A helpful guide to navigating this process is available here.

Within three business days of your start date, you must go to the I-9 Processing Center located at 205 Kent Hall to complete the I-9 process and present original documents, as listed in Section 1 of the I-9 online, which identify you and indicate that you are eligible to work in the United States.

You cannot be appointed, paid, or teach until the paperwork has been completed.

United States Work Authorizations and Visas

Employment is contingent upon receipt of proof of eligibility to work in the United States. The latter requires that you complete an I-9 Form in compliance with the Immigration Reform and Control Act. As part of this compliance, you must complete Section 1 of the form on or before your first day of employment. If you require authorization to work in the University States of America or are currently sponsored on a US Visa, you must notify Rita Agyiri, Business Manager for Academic Affairs, at ra2716@columbia.edu, and Andrew Johnson, Senior Assistant Dean for Curriculum and Instruction to confirm you are eligible to teach.

Paychecks and Direct Deposit

You will be paid on a semi-monthly payroll once you have completed the required HR appointment paperwork. Paychecks are issued *semi-monthly* for the period of your appointment on approximately the 15th and last business day of the month (please consult the University's payroll schedule for actual payment dates). **You are urged to enroll in direct deposit online through MyColumbia (my.columbia.edu). For questions related to paychecks and direct deposit, please contact Carla Call, Assistant Director of SIPA HR, at cc3204@columbia.edu.**

After your appointment paperwork has been completed and your appointment is active, you will have access to MyColumbia (my.columbia.edu). This site allows you to view information about your personnel and payroll information, including:

- View Your Paycheck

- Sign-up for Direct Deposit

- Update Your Personal Information: update home and offices address and phone numbers.

- Print your W2

UNI (University Network ID) & E-mail

The key to accessing email and online resources at Columbia is your University Network ID (UNI). Every student, faculty member, and staff member is assigned one of these unique identifiers, consisting of your initials plus an arbitrary number. Once you receive an e-mail from the Office of Academic Affairs with your UNI, visit **Manage My UNI** to activate it.

To manage your UNI, activate your email account, or change your password, please visit **https://www.cuit.columbia.edu/cuit/manage-my-uni.**

As a faculty member, you must activate your Columbia UNI to access your class rosters, put your syllabus on CourseWorks, and **enter the students' grades at the end of the semester**.

If you have forgotten your UNI password, or if your password has expired, go to uni.columbia.edu and follow the instructions for Forgot Password, or call CUIT at 212-854-1919. You will be asked to provide the number on the back of your Columbia University ID. Your UNI and Columbia email is active during the period of your appointment and expires upon termination. For adjunct faculty, the University's policy is to keep the UNI (and email) active for up to 10 months from the beginning of the most recent appointment.

Columbia ID Card

SIPA faculty need a Columbia ID to tap/swipe into buildings on-campus. If you do not have a Columbia ID, you must first **activate your UNI**, and then **upload your photo** before you pick up your card at the ID center. Please contact the ID Center for further instructions:

Morningside ID Center
1140 Amsterdam Ave - Kent Hall Room 210
New York, NY 10027
212-854-7225
Hours: 9:00 a.m. – 5:00 p.m., Monday – Friday
Email: idcard@columbia.edu

Faculty Bio on the SIPA Website

Please take a moment to review the **SIPA Faculty Directory**. If you do not yet have a faculty bio, please complete this form: https://forms.gle/ZseWRS6TP7rJizWe6. Any requests for updates or changes to existing bios can be sent to Julie Kearney (jk4928@columbia.edu) in the Office of Academic Affairs.

Annual New York Anti-Harassment Training

The New York Anti-Harassment Training is an annual training course required of all Columbia University personnel, including adjunct faculty members. Information on the training may be found by visiting https://eoaa.columbia.edu/content/new-york-anti-sexual-harassment-training.

The Office of Equal Opportunity and Affirmative Action at Columbia University oversees the tracking and distribution of the training. If you have more questions Annual New York Anti-Harassment Training, please contact the EOAA Office at Columbia at eoaatraining@columbia.edu or 212-854-5511.

Academic Resources for Students

- **Math and Writing Tutors** are available to students at no cost through the SIPA Student Affairs. Please visit **OSA Tutors** for additional info.

- **Columbia Writing Center** provides students with one-on-one consultations and workshops.

Assisting Students in Distress: Columbia University Blue Folder

Faculty can reference the Blue Folder for guidance on how best to respond to and support students in distress.

If you are concerned about a student and they are not in immediate danger:

- Contact SIPA's Dean of Students, Associate Dean Tsuya Yee, at ty2466@columbia.edu

- Help the student connect to one of Columbia's counseling services, or

- Consult with a counseling provider to discuss how best to support the student.

- **If you believe a student is in immediate danger of self-harm and is in New York City, first call 911, then call Public Safety — Morningside (212-854-5555).**

Attendance Policies

Students are expected to attend all classes unless they have an excused absence: a severe medical issue, family emergency/death, or significant career-related activity. All excused absences are at the faculty member's discretion. Faculty may refer students to their Advising Dean in OSA for additional support if needed. For career-related activities, students should request to be absent in advance, secure notes from another student, and complete an additional assignment related to the topic for the missed session.

Because MIA and MPA students are expected to complete an internship, and because some internships require students to attend informational activities or interviews, many instructors will excuse students from one class session to participate in such activities or interview for a job.

Faculty are advised to include clear attendance policies on their syllabi so that students know what the faculty member's expectations are.*

> **From the Faculty Handbook published by the Provost Office: "Faculty have the discretion to set their own policies on class attendance and on making up missed assignments, subject to the limitations defined by the University's policies on religious holidays and any requirements set by their schools. Faculty have an obligation to provide their students with a clearly written description of their policies at the start of the term and to follow them consistently."*

If an approved absence results in the rescheduling of an exam, the instructor is responsible for scheduling and proctoring the exam as well as finding a room. An instructor may direct students to the designated make-up final exam day, where OSA will proctor their exam. This make-up day usually falls on the last day of the final exam period.

University attendance policy for instructors (Canceling and Rescheduling Classes)

> *From the Faculty Handbook published by the Provost Office: "It is the responsibility of the faculty to meet all scheduled classes. In the event of an unavoidable absence due to an emergency, religious holiday, or other scheduling conflict, an officer must reschedule missed classes, arrange for a replacement, or provide alternative instruction. Those arrangements should not substantially inconvenience their students or faculty colleagues. Should an officer be absent for an*

extended period due to illness or injury, the department or school will provide substitute instructors for their courses."

Faculty are expected to hold classes at their regularly scheduled times, in their regularly scheduled locations.

Should a class be canceled, SIPA defers to the individual faculty member to decide how to cover the material from the missed class.

Should an instructor cancel class suddenly due to illness or emergency, the instructor must contact Academic Affairs (sipa_academicaffairs@columbia.edu) and email their students as soon as possible to inform them of the cancellation. A member of SIPA staff will post a sign on the classroom door notifying students of the cancellation. If the instructor cannot notify Academic Affairs staff during business hours, the instructor should request that a student from their class post a sign.

Individual course policies on attendance

Attendance policies can vary from class to class, so there is no set language that instructors must use on their syllabi, but there should be a clearly stated attendance policy.*

- An attendance policy can include the following:

  - what types of absences are considered excused and what types are not,

  - what the maximum number of permissible absences will be and what the penalty for additional absences will be,

  - what steps students should take if they will be absent (e.g., how to inform you, whether to meet with you afterward to catch up a bit),

  - whether some sort of make-up work for participation or other in-class activity may be required, and

  - how absences from major exams or presentations will be handled.

- **As they plan their courses for the semester, instructors should have in mind their own contingency plans for handling requests for accommodations from students who must be absent due to illness or due to other extenuating circumstances.**

- **Instructors who wish to require documentation from students for absences from class are asked to consider the following:**

  - Students who will miss class in observance of major religious holidays are not required to provide documentation, but should communicate their planned observance to their instructors at the beginning of the semester and make plans accordingly. (See below for more details on absences for religious holidays.)

  - The University attendance policy issued by the Provost Office (see below) notes that instructors may not require students to provide medical documentation for short-term absences related to an infectious disease. Students who miss class for health reasons may or may not be able to see a healthcare provider on the day on which they were ill, and if they are seen by a healthcare provider, any diagnosis of illness is privileged information and cannot be shared directly by the healthcare provider with an

instructor or with an adviser. **Please note** that advising deans do *not* have special access to this privileged health information.

- Instructors sometimes ask students who are absent from class to procure some sort of note from their advising deans about an illness. It is important to remember that advising deans are working with the same information that the instructors are, and they will be able to confirm only that the student has told them the same reasons for absence that the student has already told the instructor. So instructors are asked to consider whether this sort of documentation is really useful before requiring it.

From the Faculty Handbook *published by the Provost Office:*
"Faculty have the discretion to set their own policies on class attendance and on making up missed assignments, subject to the limitations defined by the University's policies on religious holidays and any requirements set by their schools. Faculty have an obligation to provide their students with a clearly written description of their policies at the start of the term and to follow them consistently."

Attendance policies for religious holidays

It is the policy of Columbia University to respect the religious beliefs of its faculty, students, and staff.* In accordance with New York State law, no student may be penalized for absences due to religious beliefs.

Instructors are expected to avoid conflicts with religious holidays as much as possible, particularly with regard to required activities such as registration, class meetings, examinations, and assignment deadlines. When scheduling conflicts are unavoidable, instructors are expected to find alternative means by which students who must be absent for religious observance can complete missed academic requirements.

Students should inform their instructors at the beginning of the semester of plans to observe a religious holiday, so that instructors and students can form a plan for the term that takes into account any necessary alternative arrangements. It is important for students to understand that they are responsible for all course requirements, even when absences can be accommodated; for example, if participation in each class session is a course requirement, a student who misses a class for religious observance may be asked to make up the missed participation in some alternative way (e.g., a written response to the reading assignment). If a suitable arrangement to accommodate absences for religious observation cannot be worked out between the student and the instructor, the student should consult their advising dean in SIPA Student Affairs. If an additional appeal is needed, it may be taken to the Provost whose determination is final.

Instructors who have questions about particular religious holidays or forms of observance can write to religiouslife@columbia.edu to consult with one of the religious life advisers in The Earl Hall Center for Religious Life. Instructors who have concerns regarding the academic implications of a student's religious observance should contact the student's advising dean in SIPA Student Affairs.

From the Faculty Handbook *published by the Provost Office:*

"No student may be penalized for absences due to religious beliefs. Students are expected to inform their faculty of any religious holidays they intend to observe as early in the term as possible. Faculty are expected to find alternative means by which those students can satisfy missed academic requirements. If a suitable arrangement cannot be worked out between the student and the instructor, the instructor should consult the appropriate chair

or dean or executive vice president. If an additional appeal is needed, it may be taken to the Provost whose determination is final."

Attendance policies for absences and missed class due to infectious diseases (such as COVID-19, influenza, and mpox)

This attendance policy was announced for the University by the Provost Office and last updated in August 2023.

The current public health situation in the US and NYC indicates that we will likely encounter cases of COVID-19 and other infectious diseases this fall. Please note recent university communication **here on updated COVID-19 guidance.**

To maintain the health and safety of students, staff and faculty during this academic year, and to support our students academically, below are guidelines regarding student absences.

For infectious disease-related absences of 10 days or less:

Students who are adhering to isolation due to a diagnosis of COVID-19 or another infectious disease must not attend class during their mandated isolation period. Students will follow the guidance of their healthcare provider regarding the length of the isolation period. Student absences relating to COVID-19 and other infectious diseases will be recognized as appropriate for such absences, and students will not be penalized.

- Students must contact their instructor to inform them that they will be unable to attend in-person classes for medical reasons. The student may decide to share the reason for the absence, but is not required to do so. Students must include the required dates of their absence and communicate regularly with the instructor about their ability to participate during that time. Faculty may not require documentation of such absences.
- As for any illness of short duration, students should work directly with their instructors to develop a plan to receive instruction and complete course related work. Instructors are expected to make reasonable accommodations for students who miss classes, assignments or exams due to necessary isolation related to an infectious disease diagnosis.
- Depending on the size, format and pedagogical goals of the class, instructors can support students in isolation in a number of ways to help students catch up on materials and assignments. Such support may include the following:
  - Record their lecture or class or make existing recorded lecture available
  - Invite a remote student to "attend" via a Zoom link to be used only during this period
  - Create an activity that students could complete on their own to make up missed class or content
- Students should note that not all courses are being recorded and they should be in touch with their instructor as to the best way to make up missed class and assignments.
- Instructors are not expected to teach additional hybrid or online sections to accommodate individual student absences of less than one week.

For extended absences longer than 10 days:

Students who must be absent for longer than 10 days due to an infectious disease will need to provide appropriate medical documentation to **Disability Services** (DS). Documentation must include the medical diagnosis and the estimated duration of absence (due to isolation or prolonged symptoms), and can be obtained from the Medical

Services. Disability Services will expedite the **registration process** for students requiring accommodations due to a prescribed extended medical absence due to an infectious disease. Faculty members will be contacted by Disability Services or DS Liaison if appropriate to review what accommodations can be provided to a student who has a prolonged absence. Students will not be penalized for extended absences.

Columbia's Center for Teaching and Learning (CTL)

The Center for Teaching and Learning at Columbia offers professional development programs and events to connect faculty and instructors at the University to practical teaching approaches, resources, and instructional technologies. The Center provides programs ranging from standalone workshops and workshop series to immersive multi-day institutes and semester-long seminar programs.

- **Columbia's Center for Teaching and Learning Faculty Offerings**
  - **Workshops for Faculty**
  - **Teaching Resources and Guides**
  - **Inclusive Teaching**
  - **AI Tools in the Classroom**
- **Consultations with Columbia Teaching and Learning Schedule a consultation to discuss any teaching and learning need by email SIPA's Learning Designer.**

Workshops on AI Tools in the Classroom

Given the rapid pace of technological innovation and development, higher education, like nearly all industries, is continuously called upon to consider creative approaches to teaching and learning. Columbia Center for Teaching and Learning offers instructors a brief introduction to Artificial Intelligence (AI) Tools, specifically ChatGPT, along with several strategies they might consider for navigating or engaging with these tools in their courses. Visit the Center for Teaching and Learning for more information.

Independent Study/Research Policy

Independent Studies/Research Courses are voluntary agreements between individual faculty members and individual students in which students complete a course of study and assignment. The course of study and assignment for a three-point independent study typically consists of a reading list comparable to that required for a regular three-point course, which can range from 75-150 pages per week, and a research paper (at least 20 pages). Independent study courses also can be taken for 1.5 points; in this case, the reading and research paper are customarily half the length of those for a three-point course. Because independent studies (particularly for three-points) are intensive activities, faculty members regard them as a significant commitment. Faculty members are not obligated to supervise independent studies; they typically do so with students who have completed a class or other educational/research activity under their supervision. If a SIPA faculty member is willing to supervise an independent study, the student should ask the faculty member to sign an "Application for Individual Research Course" [sipa.columbia.edu/resources_services/student_affairs/forms.html] and then submit the signed application to the Office of Student Affairs no later than the change of program deadline. Full-time faculty members who are not appointed at SIPA, but are appointed in

other schools, also are eligible to supervise independent studies with SIPA students; non-SIPA faculty follow the policies and procedures established by their schools, not SIPA.

SIPA students typically ask SIPA faculty members or other faculty from whom they have taken a class to serve as their independent study faculty supervisor. On occasion, adjunct faculty members currently teaching at SIPA supervise independent studies. Since adjunct faculty receive no additional compensation for supervising independent studies and are generally engaged in full-time activities outside of SIPA, many adjunct faculty are reluctant to undertake this obligation. If a student approaches an adjunct faculty member about supervising an independent study and is interested in learning more, they should contact the SIPA Office of Academic Affairs.

Study/Reading Days and Review Sessions

There is a three-day study period following the last day of classes, followed by the final exam period. No make-up classes, exams, final presentations, or deliverables may be scheduled or due during the study period. Faculty or TAs may schedule review sessions during this period. The regularly scheduled class time and room are unavailable for faculty during the study period. Faculty or TAs must reserve a space for a review session through SIPA Academic Affairs (sipa_academicaffairs@columbia.edu). Please book rooms for review sessions at least two weeks before the end of classes. You cannot reserve spaces for study sessions using the online room reservation system (it is only for non-class related activities).

Teaching Students with Disabilities

From the Faculty Handbook published by the Provost Office:

The University is sensitive to the needs of its constituents and is committed to facilitating equal access for anyone with disabilities. Special attention is given to the needs of disabled faculty and students in assigning classrooms that can accommodate those individuals. This will sometimes necessitate relocating classes after the start of a term.

Disability Services, which is responsible for providing support for students with disabilities on the Morningside, Manhattanville, and Irving Medical Center campuses, works with faculty to ensure that the accommodations the students receive are consistent with course requirements, the academic standards of the programs in which those students are enrolled, and the clinical documentation submitted to Disability Services to support specific accommodations.

While students with disabilities are expected to meet the same academic requirements as other students, they may require special arrangements in order to do so, such as recordings of class lectures, the assistance of a sign language interpreter, and extended time or separate space for in-class examinations. The Office of Disability Services informs faculty of any accommodations that need to be provided to students enrolled in their courses, directly or through the appropriate members of their dean's staff, and encourages the students to discuss their needs directly with their instructors.

Students with disabilities requesting accommodations are required to register with the Office of Disability Services and must provide current clinical documentation that verifies their disability status and accommodation needs. Faculty members are not required to make adjustments for students who have not registered with that office and are advised not to make academic

adjustments on their own. Faculty should contact that office directly for additional information or with concerns about specific students.

Faculty are encouraged to design their courses to be inclusive and accessible for all students. The Center for Teaching and Learning provides a Guide for Inclusive Teaching at Columbia and offers a variety of resources for faculty to help them understand the importance of universal design and to help them create inclusive classes.

Should you have a student in your course who is registered with the University's Office of Disability Services, you will be formally notified by SIPA Student Affairs with the relevant information. Any student seeking reasonable accommodations (academic, housing) or support services from University Disability Services (DS) is required to register with the University office.

For questions regarding teaching students with disabilities, please contact SIPA's Disability Services liaison (https://health.columbia.edu/content/disability-services-liaisons).

Visit the Columbia University Office of Disability Services Website

University Policies and Student Grievance Procedures

The University Statutes and the general policies of the University describe the roles and responsibilities of faculty in their teaching and research. The rights, duties, and obligations of the faculty can be found in the Faculty Handbook at http://www.columbia.edu/cu/vpaa/fhb/main.html.

For a further description of university policies, please see FACETS appendices at http://facets.columbia.edu/.

For a description of student grievance procedures at SIPA, please visit bulletin.columbia.edu/sipa/academic-policies/student-grievance/.

Grade Submission & Guidelines
Grading Notations

The Professorial Faculty of the School of International and Public Affairs have adopted the following grading guidelines to ensure consistency and provide guidance to instructors new to SIPA: **Grades submitted for SIPA core courses must have an average GPA between 3.2 and 3.4, with the goal being 3.3.** Courses with enrollments over 35 are also recommended to follow this rule. Workshop courses will be exceptions to this rule.

These guidelines do not need to be interpreted as a strict curve, and faculty are free to reach this goal in a variety of ways. Faculty may treat "B+" as the mode for their classes and distribute grades above and below B+ at their discretion. Another option is to use the registrar's grade point system (below) to produce a firm 3.3 average for the class.

When the faculty voted to adopt these guidelines, they intended to preserve some faculty flexibility and discretion but also wanted to create some structure and norms.

Grade	GPA Equivalent
A+	4.33 (Only to be awarded rarely - for extraordinary performance)
A (Excellent)	4.00
A-	3.67
B+	3.33

B (Good)	3.00 (A cumulative GPA of 3.0 is required to remain in good academic standing and to graduate)
B-	2.67
C+	2.33
C (Fair)	2.00
C-	1.67
D (Poor)	1.00
F (Failure)	0.00
P (Pass)	N/A
UW (Unofficial Withdraw)	N/A
R (Audit; Registered, no quantitative grade)	N/A
CP (Credit Pending)	N/A

Submitting Grades

Faculty members submit grades for their courses online through Student Services Online (SSOL). To use this site, you will need to log in with your UNI and password.

About two weeks before the end of the semester, the University Registrar's Office and SIPA Academic Affairs will email instructions on using this site and notify instructors of the dates during which web grading opens and closes and the deadlines for grade submission. It is essential to submit grades by the established deadline. Delays in grade submission result in delayed graduation for graduating students. To determine whether or not your grades have been submitted, check the grade roster, which will state the date, time, and UNI of the individual who submitted the grades. For assistance using Web Grading, please email registrar@columbia.edu.

Changing Grades

Instructors are responsible for initiating the change of grade requests. Students should not be given the option to re-do work they have already completed (unless all students are afforded the same opportunity and the opportunity is publicized via CourseWorks or the course syllabus). Students should not be allowed to do extra work after the end of the semester to raise their grades. All grade changes must be approved by the Senior Assistant Dean for Curriculum and Instruction. In the School of International and Public Affairs, grade changes must be initiated by the end of the semester, after which the initial grade is issued, and the instructor must initiate through the Student Services Online (SSOL) Grade Change function.

Special Grading Notations

Pass/Fail

Core, concentration, and specialization courses cannot be taken pass/fail. Students can only opt to take elective courses on a pass/fail basis. There is no limit to the number of elective courses that can be taken pass/fail.[1] Please note the regulations below regarding taking a course pass/fail:

- The instructor's permission is not required to change the grading option to P/F (pass/fail). However, instructors can opt to have a course blocked from pass/fail registration.

- Students can change the grading option for an eligible full semester course at any time via SSOL up to the "last day to change grading option" noted on the Academic Calendar. Note: Short courses are not subject to the pass/fail deadline. Requests for grading option

changes can be submitted for a short course anytime before the final course session. After the official pass/fail deadline has passed, requests for short courses can be submitted via the registration request form.

- A grade of Pass is not calculated into a student's grade point average. Certain courses, such as one-point short-courses or Professional Development, are offered only on a Pass/Fail basis.

Auditing and R-credit (registered for the course; no qualitative grade assigned):

- Students who audit (receive R credit) a course must be registered in SSOL and appear on the grade roster. Students who are not officially registered will not have access to CourseWorks. Students who wish to receive R credit for a course must request permission from the instructor during course registration. Registration priority should be given to students taking a course for full credit over auditing. Instructors are not obligated to grant R credit; however, if permission is granted, the student must meet course requirements established at the instructor's discretion. Upon successfully completing the course, the instructor will submit the grade of 'R' for these students. Should students not meet course requirements or fail to attend class, instructors can submit a grade of UW (Unofficial Withdraw) or F (Failure). Students approved for R-credit registration are only exempt from final examinations by University policy. NOTE: credits taken for R credit do not count toward the minimum 54-credit graduation requirement, but R credit does count toward the credit limit covered by the flat tuition rate in the fall and spring semesters.

The mark of W (Withdrawal):

Given to a student who drops a course between the end of add/drop and the fifth week of classes. Students cannot drop/withdraw from a course after the date noted on the SIPA academic calendar.

The mark of UW (Unofficial Withdrawal):

- Given to a student who discontinues attendance in a course without submitting an official request to withdraw before the stated deadline on the SIPA Academic Calendar (fifth week of classes).

- A "UW" is a permanent grade and will remain on the transcript even if the student repeats the course.

The mark of CP (Credit Pending):

The mark of Credit Pending (CP) may be entered at the discretion of an instructor in two instances: (1) in courses that regularly involve research or projects extending beyond the end of the term; and (2) in highly exceptional cases where a short extension (generally less than two or three weeks) has been approved for student completion of selected course requirements. Once the work has been completed, the instructor immediately changes the CP to a letter grade using the web grading system. If an instructor does not replace a CP with a letter grade within 30 days, the CP reverts to an Unofficial Withdrawal (UW). A CP may also be entered by the Associate Dean for Student Affairs for exceptional administrative circumstances, such as leaves of absence and/or disciplinary matters.

The mark of IN (Incomplete):

Incompletes are granted or denied at the discretion of course Instructors. Incompletes can be granted in cases of incapacitating illness, serious family emergency, or in circumstances of comparable

gravity. Permission can also be granted in order to allow a student to consult research materials not obtainable in the course of the semester.

If an instructor grants an incomplete for a course, the instructor and student must agree on a date on which the coursework will be completed. This date must be **no later than the last day of the exam period of the following semester.** It is the student's responsibility to make sure a grade is submitted by the agreed-upon date. The instructor is not required to submit a grade for the course after the agreed-upon date. The mark of incomplete (IN) is not a final grade. Therefore, if a final grade is not submitted by this date, the mark of IN will revert to UW (Unofficial Withdrawal), and the credits in the course will be forfeited. Note that students cannot be certified for graduation with a notation of incomplete (IN) on their transcript. All grades must be final in order for a student to graduate.

SIPA policy states that if the outstanding coursework is not completed **by the last day of the exam period of the following term**, the grade will automatically revert to Unofficial Withdrawal (UW), defined as "student did not complete attendance and assignments, but failed to withdraw." The mark of UW is a final, permanent grade that cannot be changed. Students with two or more marks of incomplete (IN) will have a registration hold placed on their account **and may not register for classes in subsequent semesters (in exceptional circumstances, a student may submit a written appeal to the Committee of Deans for approval to continue, but the Committee of Deans may decline such requests, and there is no further appeal).**

Any student who believes that their situation warrants the granting of "IN" must follow this process:

1. Students will initiate the Incomplete process by speaking with the instructor and securing instructor approval.

2. The student will complete the **Application for Incomplete** and upload the instructor's approval **by the last day of the final exam period**.

3. The student will be contacted and counseled by their SIPA Advising Dean. The Advising Dean will approve and post the grading notation of Incomplete.

4. After the Application for Incomplete is received by OSA, the student should meet with their Advising Dean or Program Director. OSA approves and posts the Incomplete grading notation after receiving the student's completed form.

5. Once an Incomplete has been entered into the student's record, instructors can update that notation with a letter grade in SSOL once the student has completed all course requirements.

For questions on the incomplete process, instructors should contact Senior Assistant Dean Stefan Brown in the Office of Student Affairs at **asb167@columbia.edu**.

Repeating Courses

Students are allowed to repeat a course in which they received a failing grade (i.e., "F"). A failed course may be repeated only once. If repeated, both grades earned in the course will remain on the student's transcript, and both grades will be factored into the student's GPA.

Students cannot repeat a course in which they receive a passing grade.

Mid-term & Final Exams, Exam Proctoring, and Deliverable Schedule

SIPA Academic Affairs will begin exam scheduling for any particular semester during the second week of classes, including review sessions.

Mid-term Examinations
SIPA faculty most commonly hold their mid-term exams and quizzes in-class during their regular scheduled course time. If an instructor needs additional classroom reservations or plans to schedule an in-class midterm exam outside of their regularly scheduled course time. The instructor must alert SIPA Academic Affairs during the second week of classes of their midterm exam schedule to ensure classroom scheduling priority.

Final Examinations and Final Presentations
If a course has an in-class examination or final presentation during finals week, you must schedule the date with Academic Affairs before posting the information to students. Contact Andrew Johnson (andrew.johnson@columbia.edu) and Jenny Labuga-Rumenik (j.labuga@columbia.edu) to schedule your final exam.

Deadline for Submission of Final Papers
If a research paper is assigned instead of a final exam, the instructor should set the deadline for submission during the early portion of the final exam period - not on the last day of class and definitely not during study days. If an instructor were to set the deadline for papers on the final day of classes, it could create unintended problems for students who have multiple final papers due on the last day of class. It is the discretion of the instructor to decide what deadline works best for their particular course, but instructors are encouraged to be aware of this potential problem for students.

When an instructor schedules a submission deadline, they should allow enough time for grading. It is essential that grades for all students be submitted by the grading deadline and that grades for graduating students be submitted on or before the deadline. The grading period typically ends on the last day of the exam period to ensure that students who are graduating are not delayed.

Proctoring Exams
Faculty members are required to proctor their own in-class exams. If the course has a Teaching Assistant, Reader, or Student Assistant, that person may assist an instructor in proctoring exams if their class schedules permit. Still, they cannot substitute for the faculty member. Faculty members may not ask students who are not officially assigned as student officers to assist in proctoring exams or perform other administrative work associated with the course. Please note that students with disabilities may require special accommodations for exams and in-class work. Please see Teaching Students with Disabilities in this section.

Returning Assignments
The SIPA faculty offices are not able to distribute or handle final exams or assignments. The best way to return final exams to students is to return assignments digitally using CourseWorks. Alternatively, faculty can distribute papers and assignments during office hours. It is not acceptable to leave any assignments or exams in mailboxes or shared spaces.

If students do not request their exams or papers, SIPA Academic Affairs recommends that faculty members retain exams for at least 120 days, preferably for one year, in the event of a grievance related to the class.

Academic Integrity, Plagiarism, and Cheating

The statement below *must* appear in all SIPA syllabi:

The School of International & Public Affairs does not tolerate cheating and/or plagiarism in any form. Those students who violate the Code of Academic & Professional Conduct will be subject to the Dean's Disciplinary Procedures.

Please familiarize yourself with the proper methods of citation and attribution. The School provides some useful resources online; we strongly encourage you to familiarize yourself with these various styles before conducting your research. Cut and paste the following link into your browser to view the Code of Academic & Professional Conduct and to access useful resources on citation and attribution: http://bulletin.columbia.edu/sipa/academic-policies/

Violations of the Code of Academic & Professional Conduct should be reported to the Associate Dean for Student Affairs Tsuya Yee (ty2644@columbia.edu).

Turnitin (Plagiarism Detection Services)

Plagiarism detection tool for written assignments and papers.

- **Turnitin Tool on CourseWorks (Canvas) Assignments:** When creating an assignment on your course page, after clicking "Online" then "File Uploads" for Submission Type, select "Turnitin" for Plagiarism Review to allow for a seamless and automatic check for plagiarism. Once students submit their documents, you can view plagiarism and originality details in SpeedGrader.

  - **CourseWorks (Canvas) Guide for Plagiarism Detection Tool**

  - Should you forget to turn on the plagiarism review before students submit their assignments, you can go back to edit the settings. Once you go to SpeedGrader, you should see the option to "Resubmit to Turnitin" on the grading panel to the right for each submission. However, we strongly suggest downloading the submissions and noting down the time of submission for each student before resubmitting.

- **Getting Turnitin Access:** Please write Harpreet Mahajan (hm3@columbia.edu), Chief Information Officer, to request an instructor or admin account. When requesting, please ensure to include your UNI and course number. Once approved, you should receive an email from Turnitin to activate your account.

  - **User Guides for Instructors and Administrators**

Course Evaluations

SIPA provides two scheduled opportunities for students to give feedback on their courses and instructors: 1) the Course Implementation Survey, which is conducted for full-semester courses during the third week of classes, and 2) the end-of-semester Course Evaluation, which is conducted for all SIPA courses beginning the last week of classes and ending during the week of final examinations. Faculty should consider these evaluations as opportunities to reflect upon their teaching practices.

The course implementation survey contains approximately ten yes or no questions regarding the commencement of a course. The survey is designed to alert SIPA Academic Affairs of any problems that should be immediately addressed.

End-of-semester teaching evaluations allow SIPA to work with faculty and academic faculty program directors to improve existing courses and make changes in the curriculum – and they are an essential element of the faculty review process. Additionally, SIPA uses quantitative evaluations to identify recipients of the "top five" teaching awards each semester and identify the shortlist for the annual Distinguished Teaching Awards (winners of this award are selected by a student ballot).

Evaluations submitted through CourseWorks (and its applications) are ANONYMOUS. Neither instructors nor SIPA administrators can trace any response back to a student's identity.

The quantitative and qualitative results for the end-of-semester teaching evaluations are made available to SIPA students.

N.B. Students may contact the Associate Dean for Academic Affairs at any point during the semester with urgent faculty or course concerns, and, where relevant, the Senior Associate Dean may address these concerns directly with the instructor.

Student Academic Progress

Students must maintain a 3.0 minimum cumulative grade point average for all courses applicable to the MIA or MPA degree. A student whose performance does not meet these standards may not be permitted to continue to enroll in the degree program, and appropriate action will be taken by the School. If, at the end of a semester, a graduate student fails to meet the GPA requirement, accumulates 2 or more INC grades, or in other ways fails to meet the standards for progress, the student will receive a written warning concerning the lack of academic progress. The student must remedy the problem within one semester. Failure to re-establish satisfactory academic standing may result in dismissal from SIPA, subject to review by the Associate Dean of Student Affairs. A student who is dismissed must wait a minimum of one calendar year from the date of dismissal before applying for readmission to the graduate program.

Satisfactory academic progress for a full-time student is defined as a minimum GPA of 3.00 and completing a minimum of 9 credits per term toward the degree. Full-time students who do not earn this minimum number of credits will have a Dean's Hold placed on their registration.

A Dean's Hold prevents a student from registering for classes and from receiving the degree. Students with two or more IN or UW or one or more grades of F will have their registration placed on Dean's Hold. In serious cases of unsatisfactory performance, a Dean's Hold may lead to dismissal from the School upon recommendation by the Committee of Deans. Students who are placed on Dean's Hold must be granted permission to register by the Associate Dean.

Effective Fall 2011: Students are required to complete all of the MIA or MPA degree requirements within five years of the first semester of matriculation at SIPA.

The total number of attempted credits toward the degree should not exceed 90 credits.

Advanced Standing/Transfer credits do not impact the cumulative GPA but count as both attempted and completed credits.

*Note – students enrolled in the part-time Executive MPA Program (EMPA) are required to complete an average of 6 credits per term instead of the 9 required for full-time students.

Columbia's learning management system is CourseWorks. For support and workshops using CourseWorks, please visit https://ctl.columbia.edu/resources-and-technology/courseworks/.

Posting your syllabus on CourseWorks

All faculty members must post the complete syllabus of their course, including any course materials required for student purchase, to CourseWorks, by **August 1** for the fall semester and **November 1** for the spring semester. The applicable federal law, the Higher Education Opportunity Act, requires that any course material required for student purchase (e.g., textbook, case study) be clearly listed in all course syllabi, and the information made available to students during the registration and 'shopping period,' before the start of the course. Please consult the SIPA syllabus template for guidelines for syllabus content – the template is available from Senior Assistant Dean for Curriculum and Instruction.

A helpful reference for navigating CourseWorks can be found at: https://courseworks2.columbia.edu/courses/58. Additionally, CTL also holds open hours for faculty support Monday through Friday, 9am to 5pm. CTL can be reached via phone (212-854-9058) or Zoom (https://columbiauniversity.zoom.us/my/ctlhelp). SIPA Faculty can contact Alyssa Famolari, Learning Designer II at Columbia Teaching and Learning (CTL) at af3367@columbia.edu, who can assist you with any remaining questions you may have with CourseWorks technology.

Columbia's Center for Teaching and Learning (CTL)

The CTL offers professional development programs and events to connect Columbia faculty and instructors to effective teaching approaches, resources, and instructional technologies. The Center offers programs ranging from standalone workshops and workshop series to immersive multi-day institutes and semester-long seminar programs. https://ctl.columbia.edu/faculty/offerings/

Making course readings available to students

All faculty members must post the complete syllabus of their course, including any course materials required for student purchase, to CourseWorks, by **August 1** for the Fall semester and **November 1** for the Spring semester. The applicable federal law, the Higher Education Opportunity Act, requires that any course material required for student purchase (e.g., textbook, case study) be clearly listed in all course syllabi, and the information made available to students during the registration and 'shopping period,' before the start of the course.

Class Materials
When possible, faculty provide access to the readings by posting a link from CourseWorks to an online version of the reading (e.g., at Lexis-Nexus or other comparable sites) or by posting the reading (typically in PDF) on their CourseWorks site. New faculty who need assistance with this process should contact SIPA's Office of Academic Affairs at sipa_academicaffairs@columbia.edu.

Course Reserves
Faculty may request the University Libraries to place readings on either electronic or hard-copy reserves via https://library.columbia.edu/services/reserves/faculty/form.html.

PDF Scanning
For scans of a small portion of a single work, instructors may decide whether or not to scan materials for upload into CourseWorks. The Libraries at Columbia provide access to scanning workstations in all locations, and there are now smartphone apps that use the phone's camera to scan and create high-quality .pdfs. Uploading material to a course management system requires a Fair Use assessment for each scan. For more information about Copyright and Fair Use, please refer to the Columbia University Copyright Advisory Office website at https://copyright.columbia.edu/basics/fair-use.html and https://copyright.columbia.edu/basics/fair-use/fair-use-checklist.html.

Library Resources

Lehman Social Sciences Library, located on the 3rd floor of the International Affairs Building, assists faculty with all aspects of research and teaching. Lehman contains electronic databases including, but not limited to, the following: AccessUN, Conference Proceedings/Working Papers (SSRN to World Bank), Country Profiles (Armed Conflict Database to Eurostat Country Profiles), Digital Dissertations, Journals (JSTOR, Lexis Nexis, PAIS International & Archive 1015-present), New Sources (Factiva to GenderWatch), Statistics (U.S. Govt, Catalogs, Almanacs), World Bank e-library. Lehman's subject guide represents SIPA's areas of inquiry and knowledge. Faculty may use Lehman's Digital Social Science Center for advanced information/technology assistance (data, maps, government documents). https://library.columbia.edu/locations/lehman.html

Harvard Business Publishing (HBS) Case Studies and Articles

Instructors can set up a free Educator Account at https://hbsp.harvard.edu/registration/educator/. An Educator Account gives faculty access to world-famous HBS cases, download Educator/Desk Copies, up to 60% off materials for students when creating coursepacks, and many more.

We strongly suggest using a Columbia email (LionMail) to sign up for an account for a more straightforward verification process. When submitting a verification request, we recommend submitting the following:

- Directory Card: Go to the Columbia Directory # search for your name and click on your name # click "print this page" at the bottom right corner # select "Save as PDF" under the printer/destination options

- Columbia ID: A photo or document scan of your ID card

- Appointment Letter

If further verification is requested, please contact SIPA's Office of Academic Affairs at sipa_academicaffairs@columbia.edu.

Desk Copies from Publishers

Many publishers provide a 'desk copy,' a complimentary copy, of a textbook that a faculty member has selected for use in a course. Instructors can request desk copies directly from a publisher, commonly found on the publisher's website, or instructors can use resources like Ingram Academic.

Students use the Vergil and SSOL systems to enroll in courses at Columbia, and instructors use the SSOL system to manage their course rosters and grades.

Change-of-Program period

The first two weeks of the Fall or Spring semester is known as the "change of program" period when students can continue to add and drop classes in order to finalize their academic programs for the term. **The deadline for adding a course in a Fall or Spring semester will always be the second Friday of the term (i.e., the end of the second week of classes).**

Student registration appointment times

During registration weeks, students are assigned registration "**appointment times**", i.e. windows of time on weekdays when students can perform registration activities through Vergil/SSOL.

Non-SIPA students who petition to register for your course will be able to register for an available seat or join the waitlist for your course via SSOL, January 22 - 26, 2024.

Instructors **with questions about student registration process may contact Senior Assistant Deans Andrew Johnson (andrew.johnson@columbia.edu) in Academic Affairs or Alleyne Waysome (aaw54@columbia.edu) in Student Affairs.**

Students **with questions regarding registration should contact SIPA Student Affairs on the 6th floor of SIPA or they can email siparegistration@columbia.edu.**

During the registration period, which typically lasts through the first two weeks of the semester, it is common to see a daily fluctuation of students registered for your course. Rosters on SSOL and CourseWorks update once daily, overnight. It can take up to 24 hours for students to appear on your CourseWorks and SSOL roster once they register.

SSOL course waitlists

All courses have a course enrollment limit. Once the enrollment limit is reached, an electronic waitlist will be generated for the course in SSOL.

Instructions for managing SSOL waitlists can be found on this page of the Registrar's Office website, including a printable overview of electronic waitlists and a printable Faculty Quick Guide about electronic waitlists.

Instructors should consider the following issues when managing the electronic waitlists for their courses:

- **The electronic waitlist for each course is optional**. If an instructor does not wish to have an automated waitlist for a class, the instructor can disable it through SSOL.

- **If the waitlist is enabled, the instructor can opt for it to be automated**, so that if a student drops the course and is removed from the course roster, the student at the top of the waitlist will automatically be added to the course roster. (This update will be reflected on the course roster the following day.)

- **If the waitlist is enabled, the instructor can opt for it to be self-managed**, so that the instructor selects specific students off of the waitlist to be added to the available spaces on the roster. This option can be useful if enrollment should privilege certain populations of students—for example, specific populations of students (e.g., second-year students in International Finance); those selected through an application process.

It is important for instructors to have a communication strategy to help students understand the specific waitlist processes associated with their classes. There are hundreds of faculty, and many different ways of managing course enrollments, so students need specific guidance in order to understand the particular expectations of a particular instructor.

- **Instructors can create a customized email message through SSOL** for the course so that students automatically receive the message when they add themselves to the course waitlist. This message can be edited to include instructions for additional steps (e.g., application processes), typical timelines (e.g., notes as to whether students are usually accepted off the waitlist as enrollments shift), or expected actions for the students (e.g., required attendance even while on the waitlist).

- **Instructors can also send an email at any time through SSOL** to all students currently on a course waitlist in order to provide updates or additional instructions.

Accessing your waitlist

- **To view your waitlist:**
  1. Login to SSOL (ssol.columbia.edu) with your UNI and password
  2. Click the link entitled 'Class List'
  3. From the Class List, click on the 'Wait List' link that corresponds with the course you want to view

- **To self-manage your waitlist:**
  If you manage your own waitlist, you must actively check enrollment and add students to your course from the waitlist as seats become available. If you are managing your waitlist and enrollment falls below the cap, no students will be added to the class -- unless you do so.
  1. Once you access your waitlist (following the steps above), click on the Configuration tab
  2. Select "Change to self-managed list"
  3. Then approve/deny students

Requests to audit your course (or in official terms, to receive R-credit)

Students who audit (receive R-credit) a course must be registered for the course in SSOL and appear on the grade roster. If students are not officially registered, they will not have access to CourseWorks. Students who wish to receive R-credit for a course must request permission from the instructor during the registration period. Registration priority should be given to students who wish to take your course for full-credit. Instructors are not obligated to grant R-credit; however, if permission is granted, the student must meet course requirements established at the discretion of the instructor. Upon successful completion of the course, instructors will submit the grade of R for these students. Should students not meet course requirements or fail to attend class, instructors have the option of submitting a grade of UW (Unofficial Withdraw) or F (Failure). Students approved for R-credit registration are only exempt from final examinations by University policy.

Requests to audit from scholars (non-students)

SIPA allows Columbia University scholars to audit SIPA courses on a case-by-case basis. Please consult with Andrew Johnson and Alleyne Waysome prior to approving a scholar to audit your course. When considering a scholar, your course should have seats available, and registration in your course should be open to non-SIPA students.

Classroom Audio/Visual and Hyflex Equipment

Audiovisual services are available to SIPA students, faculty, and administration in the SIPA electronic classrooms (eRooms). Faculty who plan to use the audio/visual equipment in the classroom must request an eRoom training and/or an e-podium key.

- **Visit SIPA Audio/Visual website**

- View **SIPA eRooms**

- **SIPA eRoom Training Videos and Access**

Computer Lab

If you require the use of the SIPA computer lab for your course, please contact Jenny Labuga-Rumenik, Coordinator for Curriculum and Instruction, as soon as possible. Reservations for the computer lab need to be made during May for the fall semester and October for the spring semester. If you require special software for the lab, please email Harpreet Mahajan, CIO of SIPA, as early as possible. There is a limited budget for acquiring additional software for the lab, and sufficient lead time is required to install it.

The SIPA computer lab accommodates a maximum of 44 students per session. All students taking classes or attending recitations in the computer lab must adhere to this limit. Additional students will not be allowed to share computer stations, sit on the floor, or sit in the back of the room. Instructors, TAs, and the computer lab staff will enforce this policy.

CourseWorks

A helpful reference for navigating CourseWorks can be found at: https://courseworks2.columbia.edu/courses/58. Additionally, CTL also holds open hours for faculty support Monday through Friday, 9am to 5pm. CTL can be reached via phone (212-854-9058) or Zoom (https://columbiauniversity.zoom.us/my/ctlhelp). SIPA Faculty can contact Alyssa Famolari, Learning Designer II at Columbia Teaching and Learning (CTL) at af3367@columbia.edu, who can assist you with any remaining questions you may have with CourseWorks technology.

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The CTL offers professional development programs and events to connect Columbia faculty and instructors to effective teaching approaches, resources, and instructional technologies. The Center offers programs ranging from standalone workshops and workshop series to immersive multi-day institutes and semester-long seminar programs. https://ctl.columbia.edu/faculty/offerings/

Examination Books (Blue Books)

The instructor or TA can pick up blue books for exams in the 14th-floor SIPA faculty suite, Room 1426, during business hours, 9 am to 5 pm, Monday through Friday. We recommend you make a reservation to pick up blue books by emailing SIPA Academic Affairs (sipa_academicaffairs@sipa.columbia.edu) at least 2 business days before the exam. Any unused blue books should be returned to the SIPA Academic Affairs.

Faculty Mailboxes

Adjunct faculty will have a mail folder in the 13th-floor floor SIPA suite. As you walk into the suite, these folders are in the black file cabinet directly in front and to your left. Please check your mail regularly.

Offices and Office Hours

SIPA Faculty are expected to be available for office hours up to two hours each week per course they teach. Faculty office hours can be made by appointment only. Faculty may hold their office hours in a SIPA faculty office or via Zoom. Questions? Contact SIPA Academic Affairs.

- **Scheduling Office Hours In-Person:** To request an adjunct faculty office space, please complete this form.

- **Scheduling Office Hours via Zoom:** To schedule your office hours via Zoom and for those links to appear within your CourseWorks site, please follow the instructions here.

Photocopying

Small print jobs in the SIPA suites are limited to no more than 75 pages at one time.

Copy jobs submitted to Print Services in the Journalism building or Village Copier will be paid for by SIPA. However, these copies are limited only to those items that must be copied, such as exams. Usually, materials should be posted to CourseWorks or compiled as a Course Reader through the Bookstore. To send copy jobs to Print Services, please email SIPA Academic Affairs (sipa_academicaffairs@sipa.columbia.edu) at least two business days in advance.

Supplies

Basic office supplies (pens, paper, paperclips, highlighters, and notepads) are kept on hand. The SIPA Academic Affairs team can support additional supplies and blue book requests. The instructor or TA can pick up supplies in the 13th & 14th-floor SIPA faculty suites, Rooms 1318 or 1426, during business hours, 9 am to 5 pm, Monday through Friday. We recommend you make a reservation to pick up supplies by emailing SIPA Academic Affairs (sipa_academicaffairs@sipa.columbia.edu) at least two business days in advance.

Turnitin (Plagiarism Detection Services)

Plagiarism detection tool for written assignments and papers.

- **Turnitin Tool on CourseWorks (Canvas) Assignments:** When creating an assignment on your course page, after clicking "Online" then "File Uploads" for Submission Type, select "Turnitin" for Plagiarism Review to allow for a seamless and automatic check for plagiarism. Once students submit their documents, you can view plagiarism and originality details in SpeedGrader.

  - **CourseWorks (Canvas) Guide for Plagiarism Detection Tool**

- Should you forget to turn on the plagiarism review before students submit their assignments, you can go back to edit the settings. Once you go to SpeedGrader, you should see the option to "Resubmit to Turnitin" on the grading panel to the right for each submission. However, we strongly suggest downloading the

submissions and noting down the time of submission for each student before resubmitting.

- **Getting** Turnitin **Access:** Please write Harpreet Mahajan (hm3@columbia.edu), Chief Information Officer, to request an instructor or admin account. When requesting, please ensure to include your UNI and course number. Once approved, you should receive an email from Turnitin to activate your account.

  - **User Guides for Instructors and Administrators**

Time Out Funding Request

SIPA believes faculty-student engagement outside the classroom creates and sustains a dynamic community. The Time Out program brings SIPA students and SIPA faculty together outside the classroom for breakfast, lunch, or dinner.

For students, we hope these sessions inspire spontaneous and free-flowing discussions about their coursework, expectations, and questions concerning career choices and professional opportunities.

For SIPA faculty, we hope the sessions provide a chance to engage students on topics influential to their teaching, research, and matters important to the school.

Funding Criteria:

- Time Out funds $25 per person up to a maximum of $150 per meal/event.

- A minimum of one SIPA faculty/administrator and two students are required at each event.

- Students may host one such event per semester.

- SIPA faculty and administrators may be reimbursed for up to two (2) outings per academic year.

- The event should include a meal: breakfast, lunch, or dinner.

- This event must be hosted outside of class and outside of the normal class meeting hours.

- Request forms MUST be received at least one (1) week (5 business days) before the event.

- You will receive a notice of your approval via email, and this approval in advance is required before any expenses can be incurred.

- TimeOut funding is a reimbursement; no funding will be distributed before the event. Additionally, you may not use vouchers.

- All events must comply with applicable Columbia and SIPA health and safety requirements, and funding can be denied if such health and safety rules are not honored by any of the participants.

Instructions for Reimbursement

After the event, you should complete a Travel/Business Expense Form, which can be accessed here.

Attached to your completed Business Expense Reports, you must include:

- Original receipt(s) for the event; Credit/debit card statement if your purchases were made with a credit/debit card.

- Approval email from the Office of Student Affairs.

A completed expense report should be submitted to Concur not more than two weeks following the event. You will receive instructions in your confirmation email.

Funds are limited; as noted above, you can only be reimbursed up to $150 for each meal/event.

If you have questions about the Timeout Program approvals, please contact the Office of Student Affairs at sipa_osa@sipa.columbia.edu.

Zoom

SIPA courses are in-person. There is no expectation that Zoom be used to facilitate teaching or instruction. Some faculty may use Zoom for meetings, office hours, and the like. SIPA will provide Zoom Pro ("licensed") accounts to faculty and teaching assistants upon request. **Request Zoom Pro here.**

Administration and Staff

Office of Academic Affairs

E-mail: sipa_academicaffairs@columbia.edu
Staff Directory: https://www.sipa.columbia.edu/academic-affairs

Office of Student Affairs

E-mail: sipa_osa@columbia.edu
Staff Directory: https://www.sipa.columbia.edu/students/academic-advising-staff

Note! You can find your student's advisor in CourseWorks! On your CourseWorks class site, click the Photo Roster module and navigate to the List/Advisor tab.

SIPA Information Technology and Audio/Visual

A/V Support E-mail (e.g., classroom tech): sipaav@columbia.edu (sipaav@sipa.columbia.edu)
IT Support E-mail (IT purchasing, software, SIPA network): (sipaav@sipa.columbia.edu)sipaithelpdesk@sipa.columbia.edu
Staff Directory: https://www.sipa.columbia.edu/office-information-technology/contact-sipa-it

Columbia e-mail and UNI Support (e.g., forgot email password): https://www.cuit.columbia.edu/cuit/manage-my-uni

Office of Human Resources and Finance

E-mail: sipahr@columbia.edu
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