

THE PAUL MELLON CENTRE FOR STUDIES IN BRITISH ART

YALE IN LONDON PROGRAMS OF STUDY

A guide to academic policies and procedures as of August 2011

1. INTRODUCTION

Yale in London Programs taught at the Paul Mellon Centre in London follow established principles for teaching, submission of work, and grading at Yale University (as set out in the *Yale College Programs of Study*), since they are equivalent to enrolment in Yale College. However, conditions of study off-campus, sometimes with instructors who are not affiliated with Yale, make it important to announce a statement of policies and procedures for the information of staff and students.

2. COURSES

All Yale in London courses are approved by the Yale Course of Study Committee and carry full Yale College credit (1 credit for a single course). They come under the rubric “British Studies” and carry a BRST code. With respect to the distributional requirements of Yale College, all courses fall into the humanities and arts (HU) area. Art and Architectural History courses count toward the major in History of Art. Students seeking to have such courses count toward the major in History should consult with the director of undergraduate studies in History. English History and Drama courses count toward the respective majors when taught by Yale faculty. When such courses are taught by British instructors, students seeking credit toward the major should consult with the department director of undergraduate studies.

3. CLASSES AND FIELDWORK

Classes generally last two hours, with a midsession break for refreshment. The schedule of classes will be determined in advance by the Assistant Director for Academic Activities and the Yale in London Coordinator, working in association with the teaching staff. Fridays will be kept clear of classes, as far as practicable, so that students can have a long weekend to travel in the UK or Europe. Students will be informed of the schedule of classes at the beginning of the program. The date and timing of classes will be altered by staff only after consultation with the Yale in London Coordinator.

Arrangements for fieldwork (which may be for a full day and includes evening visits to the theater in association with Drama courses) will necessarily be more flexible, but a clear statement of fieldwork locations, dates, and times will be announced by the beginning of each week, on the weekly schedule produced by the Yale in London Coordinator. No formal fieldwork (except theater visits) will take place without a member of staff being present for the duration (which includes, for example, coach travel to and from venues).

4. ARRIVAL IN THE UK AND ATTENDANCE

Spring students are expected to arrive in London on the Friday before the Monday on which classes are due to commence. Summer students should arrive at the dormitory accommodation on the Saturday or Sunday before the Monday on which classes begin. Late arrival may be approved in exceptional circumstances (such as illness), but any student who has not presented himself/herself by the beginning of the second week of the term will be deemed to have withdrawn from the Yale in London Program. Unless otherwise stated, attendance at all classes and fieldwork is mandatory for all students. Ill health may be accepted as a legitimate reason for nonattendance, and students who are sick and do not attend class must report this to the Yale in London Coordinator. Punitive action will be taken against students whose attendance is unsatisfactory. Withdrawal from any one course will mean withdrawal from the Yale in London Program. Students should be aware that such withdrawal is also likely to result in withdrawal of their right to remain in the UK, under current UK Immigration controls.

5. OFFICE HOURS

All staff teaching courses will make themselves available for up to an hour each week to see students who choose to come, on an individual basis, for a discussion of their academic activities and performance. Office hours may precede or follow a two-hour class. They will not be held on Fridays.

6. LIBRARY USAGE

The Centre's Library is open on weekdays from 10 am to 5 pm. Students should plan their studies around these hours. Some borrowing is permitted, however, due to the limited hours. Students may, at the Centre's discretion, be given access to the University of London Senate House Library. Access to other libraries, such as Birkbeck College Library, may sometimes be arranged for reference only. Purchase of texts or course packets is likely to be required for all subjects but particularly for History, English, and Drama courses.

7. SETTING AND SUBMITTING ASSIGNMENTS

The Assistant Director for Academic Activities and the Yale in London Coordinator will liaise with teaching staff over the deadlines for submission of all assignments, in order to ensure a reasonable distribution of workload for students. Guidance on the presentation of assignments is given in Appendix A at the end of this document. Instructors will advise students if their work is to be presented in a different format.

Students will submit assignments in hard copy to the front desk of the Paul Mellon Centre by 5 pm on (or before) the due date. Any assignment e-mailed directly to instructors should also be copied to the Yale in London Coordinator. Staff may agree, at their own discretion, to look over draft work and/or to offer advice in advance of the final submission. Late work will be accepted only if accompanied by a letter explaining the reason for the delay. This letter should be addressed to the course instructor and copied to the Yale in London Coordinator. Grading of late work and any punitive decisions will be at the discretion of the instructor.

8. MARKING ASSIGNMENTS

Assignments will be graded and returned to students within two weeks of submission (or earlier, if the deadline for submission of the next assignment is less than two weeks away). Work will be returned in class or at the front desk at the Centre. Instructors will comment on assignments in terms of the quality of argument (i.e. intelligence and articulacy), content (i.e. appropriateness of research and material chosen) and presentation (literacy, typographical care, use of visual material where appropriate). Yale University grades are as follows:

<i>Letter Grade</i>	<i>Quality</i>	<i>Grade Average</i>
A	Excellent	4.0
A-	"	3.67
B+	Good	3.33
B	"	3.0
B-	"	2.67
C+	Satisfactory	2.33
C	"	2.0
C-	"	1.67
D+	Passing	1.33
D	"	1.0
D-	"	0.67
F	Fail	0
W	Withdrawal	

NOTE: Courses taught at the Paul Mellon Centre are “Not CR/D/F”; they may not be taken as a Credit/D/Fail option; all courses must be taken for a letter grade.

Instructors wishing to grade an exceptional piece of work at A+ may do so by completing the Yale College End-of-Term Report form, available from the Yale in London Coordinator. This form is sent to the student’s Residential College Dean and will be noted on the student’s transcript. The form should also be used for students who fail a course or for whom special comment is required.

At the end of the Program, any work not previously returned, and the final grade, will be sent to students at the address of their choice. The final grade will also be forwarded to the Yale University Registrar. Students of the Yale in London Summer Program should note that courses are regarded as regular Yale College courses rather than as Yale Summer Session courses. As a result, there is no provision for students to apply to the Registrar of Yale University to have a Yale in London Summer Program grade removed from their transcript.

9. MIDTERM AND FINAL EXAMINATIONS

Some courses will have examinations. The format and dates of midterm exams (such as slide tests for art-historical courses) will be announced at the beginning of the program. The format of final examinations will also be announced at the beginning of the program, but the date may be scheduled later.

10. APPEALS

Queries about a grade, for an individual assignment or for the final course grade, should be addressed initially to the instructor of the course. Students should note that there can be no appeal against the *academic* judgment of the instructor. If the dispute cannot be resolved between these two parties, it will be referred to the Assistant Director for Academic Activities or the Director of Studies at the Paul Mellon Centre, whose judgment will be final. Once submitted to the Registrar of Yale University, a grade may not be changed except by vote of the Yale College Committee on Honors and Academic Standing on petition of the instructor (unless it is the result of clerical error).

11. PERSONAL ISSUES

Students who experience personal issues during the Yale in London Program should feel free to consult the Assistant Director for Academic Activities or the Yale in London Coordinator. Any discussions held in this context will be regarded as strictly confidential, although the staff may ask students’ permission to refer them to those who can better help, if appropriate.

APPENDIX A: PRESENTATION OF ASSIGNMENTS

1. Work should be written in clearly comprehensible English (American conventions and spellings are, of course, acceptable).
2. All work should be word-processed or typed, double-spaced or 1.5 line-spaced, printed on one side of the paper, and paginated. Sheets of paper should not be placed in separate sleeves (since this inhibits the marking process). Pages should be stapled together, or bound in a simple folder.
3. In work undertaken for Art or Architectural History courses, illustrations may be used. These may be photocopied provided that they remain legible. An illustration may be judged appropriate where the point being made in the text depends upon it. However, illustrations should never be used as a substitute for text.
4. A footnote or endnote reference should be provided for any direct quotation from a secondary source, or for any passage that depends heavily on that source.
5. A bibliography of works consulted in the preparation of the assignment should be appended. Any website consulted should also be listed in the bibliography. However, students are cautioned about the use of information on websites, which has generally not been through the same processes of scholarly review as published books and can, in consequence, be less reliable for accuracy of fact or validity of opinion.

6. The form of citation for notes and bibliography is:

- For a book: the author's initial and surname; the title (italicized or underlined); the place, publisher name, and date of publication in parentheses, and the date of the first edition of a book, where known, in square brackets; the page numbers.

Example of note citation in single-authored work:

J. Summerson, Architecture in Britain, 1530–1830 (New Haven and London: Yale University Press, 1993 [1953]), pp. 44–52.

- For a chapter in a multiauthored book: the initial and surname of the author of the chapter; the chapter title (in quotation marks) followed by “in” and the initial and surname of the editor followed by“(ed.)”; the title of the book, as above. In notes give the specific page numbers referred to; in the bibliography give the first and last page number of the entire chapter.

Example of note citation of a chapter in multiauthored work:

G. Stamp, “George Gilbert Scott, the Memorial Competition, and the Critics,” in C. Brooks (ed.), The Albert Memorial: The Prince Consort National Memorial: Its History, Contexts, and Conservation (New Haven and London: Yale University Press, 2000), pp. 98–133.

- For a journal article: the initial and surname of the author; the title of the article (in quotation marks); the title of the journal (italicized or underlined), the volume number and date (in parentheses). In the notes give the specific page number referred to; in the bibliography give the first and last page numbers of the article.

Example of note citation in journal:

F. Salmon, “Charles Heathcote Tatham and the Accademia di S. Luca, Rome,” The Burlington Magazine, 140 (1998), pp. 85–92.

APPENDIX B: PLAGIARISM

Assignments must be clearly the student's own work and expressed in the student's own words (or the work/ words of a group of students, if applicable). Plagiarism is the expropriation of someone else's work without proper acknowledgment, regardless of whether it is taken from a print source or a website, with the material presented as though it were one's own. It is a serious academic offense, the immediate consequence of which will be a grade of F. Any instance of plagiarism will be referred to the relevant Residential College Dean for further action, using the End-of-Term Report form.