

The Paul Mellon Centre for Studies in British Art

YALE IN LONDON PROGRAMS OF STUDY

A guide to academic policies and procedures as at June 2016

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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, the somewhat different conditions involved in study off-campus, often with British professors, make a statement of policies and procedures desirable 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' area. Art and Architectural History courses count towards the major in History of Art. Students seeking to have such courses count towards the major in History should consult with the director of undergraduate studies in History. English History and Drama courses count towards the respective majors, when taught by Yale faculty. When such courses are taught by British professors, students seeking credit towards the major should consult with the relevant director of undergraduate studies.

3. Classes and Fieldwork

Classes generally last two hours, with a mid-session break for refreshment. The schedule of classes will be determined in advance of the Programs by the Education Programme Manager, working in association with the teaching staff. Fridays will be kept clear of teaching, as far as is practicable, so that students can benefit from a long weekend in which to travel in the UK or in Europe. Students will be informed of the schedule of classes at the beginning of the Program. The date and timing of classes will only be altered by staff after proper consultation with the Education Programme Manager.

Arrangements for Fieldwork (which may be for a full day and which includes evening visits to theatres in association with Drama courses) will necessarily be more flexible, but the aim will be to achieve a clear statement of fieldwork places, dates and times by the beginning of each week. This statement appears on the weekly schedule produced by the Education Programme Manager. No formal fieldwork (except theatre visits) will take place without a Professor or member of staff being present for the duration (which includes, for example, coach travel to and from venues).

4. Arrival in the UK

Students are expected to arrive in London on the Friday before the Monday on which classes are due to commence. Late arrival may be countenanced in exceptional circumstances (such as illness) but any student who has not presented himself/herself by the beginning of the second week of the semester will be deemed to have withdrawn from the Yale in London Program.

5. Attendance

Unless otherwise stated, attendance at all classes and field work is compulsory for all students. Ill health alone will be accepted as legitimate reason for non-attendance, and students who are sick and do not attend class must report this to the Education Programme Manager and their Professor. 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 would result in the withdrawal of their right to remain in the UK. In this event, students must return to the United States/Country of Study immediately at their own expense.

6. Office Hours

All teaching staff 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 immediately on from a two-hour class. They will not be on Fridays.

7. Library Usage

The Centre's Library is open to the public and is generally reference only. Special borrowing privileges have been given to Yale in London students in order to allow students to maximize the resources available from the Paul Mellon Centre. The Library is open on weekdays from 10.00 to 17.00. There are occasional library

closures and students should consult the Centre's website for more details. In addition, access to other libraries, such as Birkbeck College Library, will be arranged for students on each semester. However, access will be limited to 'Reference only'. Purchase of texts or course packets is likely to be required for all subjects, but particularly History, English, and Drama courses.

8. Setting and Submitting Assignments

The Deputy Director of Studies and the Education Programme Manager 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. Professors will advise students if their work is to be presented in a different format.

Students will submit assignments in hard copy format to their professor in accordance with the pre-agreed date and time as stated in the course syllabus. In the case of electronic submissions, students should also copy in the Education Programme Manager. Professors 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 in submission. This letter should be written to the relevant professor and copied to the Education Programme Manager. Marking of late work and any punitive marking decisions will be at the discretion of the professor concerned.

9. Marking Assignments

Assignments will be marked and returned to students within two weeks of submission (or earlier, if the deadline for submission of the next piece of assignment lies less than two weeks away). Work will be returned in class or via the Education Programme Manager. Professors 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:

Letter Grade	Quality	Grade Average
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 taken at the Paul Mellon Centre may not be taken under the Credit/D/Fail option; all courses must be taken for a letter grade,

Although, Yale's grading rubric does not assign an A+ grade, professors wishing to reward an exceptional piece of work may complete the Yale College 'End-of-Term Report' form. This form is sent to the student's Residential College Dean and will be noted on the student's transcript. The form can also be used for students who fail or for whom a special comment is required.

At the end of the Program, any work not previously returned will be sent to students at the address of their choice. Final grades will be forwarded to the Yale University Registrar and will be visible to students online via the Student Information System. Students on the Yale in London Summer Program should note that the courses are regarded as though they were regular Yale College courses rather than part of the Summer Programs run in New Haven. As a result, there is no provision for students to apply to the Registrar of Yale College to have a Yale in London Summer Program grade removed from their transcripts. Students from Yale-NUS will have their grades sent to them by Yale-NUS's Centre for International and Professional Experience. Students will only receive Academic Reports and not official transcripts from Yale.

10. Mid-Session and Final Examinations

Some courses will have examinations. The format and dates of Mid-Sessional 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. Final exams will not be returned to students. However, they will be kept for up to six years as per standard practice and copies can be sent to students upon request.

11. Appeals

Queries about a grade, for an individual assignment or for the final course, should be addressed initially to the professor concerned. Students should note that there can be no appeal against the *academic* judgement of professors. If the query cannot be resolved between these two parties it will be referred to the Deputy Director of Studies or the Director of Studies of the Paul Mellon Centre, whose judgement will be final. Once submitted to the Yale University Registrar, 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).

12. Statement on Student Safety and Sexual Misconduct

Yale in London takes the safety of its students very seriously. At the start of term students must attend a mandatory session on safety in London that covers topics such as, theft, credit/debit/ATM fraud, illegal drugs, and staying alert in London. During the program, the Education Programme Manager can be contacted at any time should any emergencies or questions of safety arise. Students are advised to

remember that the London Emergency (police, ambulance, fire) services can be contacted at 999. The non-emergency number is 101. Students can also call the European Union Emergency Number at 112, both within the UK and while in Europe. The American emergency number, 911 will also work but on mobile phones only.

As part of Yale University, Yale in London strives to create a safe and sexual misconduct free environment for students participating on the study abroad program. Yale in London strongly believes in the essential values of respect and responsibility amongst students, faculty, and staff in order to create a safe and supportive community. Yale in London takes all complaints and reports of sexual misconduct seriously. We encourage those affected by sexual misconduct to seek support and help from staff at the Paul Mellon Centre, resources available through the Home Campus and the Sexual Harassment and Assault Response & Education (SHARE) Centre. Additional resources are available to students through Yale in London.

The current 'Reporting Officers' are Nermin Abdulla, Education Programme Manager at the Paul Mellon Centre for Studies in British Art in London, and Lisa Ford, Assistant Director of Research at the Yale Centre for British Art in New Haven.

13. Student Wellbeing

It is important for students to take care of themselves while in the United Kingdom. Yale in London is committed to providing students with the support necessary to stay physically and mentally healthy over the course of the term or session. Students who experience any difficulties or are concerned with their wellbeing during Yale-in-London are encouraged to speak to the Deputy Director of Studies or the Education Programme Manager

Discussions held in this context will be regarded as strictly confidential. However, in some instances there may be a legal obligation on the Deputy Director of Studies or the Education Programme Manager to report incidents to a Reporting Authority at Yale. Students will be advised prior to discussions of this possibility.

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- or 1.5-spaced. Work should be printed on one side of the paper only and paginated. Sheets of paper should not be placed in separate sleeves (since this inhibits the marking process). Pages should be stapled together
- 3) Illustrations may be used where appropriate as part of your coursework. An illustration may be judged appropriate where the point being made in the text depends upon it. However, illustrations should never be used in substitution for text. These may be photocopied, provided that they remain legible.

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 or 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 placed on websites, which has generally not been through the same processes of scholarly review as have published books and can, in consequence, be relied upon less 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 (italicised or underlined); the place and date of publication in parentheses. In the notes, page numbers should then be given in the bibliography; the date of the first edition of a book should also be given in square brackets, where known.
Example:
J. Summerson, *Architecture in Britain, 1530-1830* (New Haven and London, 1993 [1953]).
- For a chapter in a multi-authored book: the initial and surname of the author of the chapter, and the chapter title (in single inverted commas), followed by "in" then the initial and surname of the editor, then the title of the book, etc. as above. In notes give the specific page numbers referred to; in the bibliography give the first and last page number of the whole chapter.
Example:
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, 2000), pp. 98-133.
- For a journal article: the initial and surname of the author; the title of the article (in single inverted commas); the title of the journal (italicised or underlined), the volume number and date. In the notes give the specific page number referred to; in the bibliography give the first and last page numbers of the article.
Example:
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, with the material presented as though it were one's own – regardless of whether it is taken from a printed source or from a website. It is a serious academic offence, the immediate consequences of which will be a grade of F [zero]. Any instances of plagiarism discovered will be referred on to the Yale College Executive Committee (using the 'End-of-Term Report' form) for further action.