# Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Fri., Feb. 10 by 5:00 p.m.</td>
<td>Week One Papers Due</td>
</tr>
<tr>
<td>Thurs., Feb. 16 by 5:00 p.m.</td>
<td>Upperclass Week One Exam Courses Grades Due</td>
</tr>
<tr>
<td>Mon., Feb. 20</td>
<td>PRESIDENTS DAY HOLIDAY: No classes meet</td>
</tr>
<tr>
<td>Tues., Feb. 21 - Wed., Feb. 22</td>
<td>Full-Time Faculty Retreat: No classes meet</td>
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<tr>
<td>Thurs., Feb. 23</td>
<td>Monday classes meet instead of Thursday classes</td>
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<tr>
<td>Mon., Feb. 27 by 5:00 p.m.</td>
<td>Fall 2016 Paper Extension Grades Due</td>
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**Has Your Address Changed?**

Help us to keep our information current. Please send your address changes to [Kara Passmore](mailto:Kara.Passmore@georgetown.edu).

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### Upcoming Events and Deadlines

- Spring 2017 Syllabi
- RESPECT: Preventing Discrimination, Harassment, and Sexual Misconduct
- 2016 W-2 Forms
- Fall 2016 Course Evaluations
- Week One 2017 Grading and Paper Deadlines
- Spring 2017 Grading and Paper Deadlines
- Canvas Training Sessions

### Equity, Community and Inclusion

- President DeGioia’s Message to the Community

### Instructional Continuity

- Zoom Web Conferencing
- Inclement Weather and HOYAlert
- Rescheduling a Class Session
Upcoming Events and Deadlines

Request for Spring 2017 Syllabi
Send a copy of your Spring 2017 syllabus to Kara Passmore once it is final.

RESPECT: Preventing Discrimination, Harassment, and Sexual Misconduct
If you have not yet completed the mandatory RESPECT online training program, please do so as soon as possible. To confirm whether you have completed the program, log into GMS and click on Career and then Certifications. The certification appears within 24 hours of completion.

2016 W-2 Forms
2016 W-2 forms are now available online. To retrieve your W-2, log into GMS and click on Pay and then My Tax Documents. Hard copies were also recently mailed to the home address listed in GMS. To view or change your home address in GMS, click on Personal Information.

Fall 2016 Course Evaluations
Fall 2016 course evaluations are now available for those faculty members who have submitted grades. New evaluations will become available within two business days of receipt of all grades. If you have any questions, please contact Data Analyst, Samuel Yu, at 202-662-9226 or sy438@georgetown.edu.

Week One 2017 Grading and Paper Deadlines

<table>
<thead>
<tr>
<th>Papers Due</th>
<th>Friday, February 10, 2017 by 5:00 p.m.</th>
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<tbody>
<tr>
<td>Upperclass Exam Courses Grades Due</td>
<td>Thursday, February 16, 2017 by 5:00 p.m.</td>
</tr>
<tr>
<td>Upperclass Paper Courses Grades Due</td>
<td>Tuesday, March 7, 2017 by 5:00 p.m.</td>
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</tbody>
</table>

Spring 2017 Grading and Paper Deadlines

<table>
<thead>
<tr>
<th>Mini-Courses Grades Due</th>
<th>Monday, April 10, 2017 by 5:00 p.m.</th>
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<tbody>
<tr>
<td>May Graduates’ Papers Due (unless an earlier due date set by the professor)</td>
<td>Monday, May 1, 2017 by 5:00 p.m.</td>
</tr>
<tr>
<td>All Papers Due (unless other due date set by the professor)</td>
<td>Tuesday, May 16, 2017 by 5:00 p.m.</td>
</tr>
<tr>
<td>Graduating Students Grades Due</td>
<td>Friday, May 19, 2017 by NOON</td>
</tr>
<tr>
<td>Non-Graduating Students Grades Due</td>
<td>Friday, June 2, 2017 by NOON</td>
</tr>
<tr>
<td>Paper Extension Grades Due (papers due Monday, June 12, 2017)</td>
<td>Wednesday, July 5, 2017 by 5:00 p.m.</td>
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Canvas Training Sessions
Canvas is the preferred course management web tool. IST will offer training sessions on Canvas throughout the year. Upcoming training sessions include:

- Techniques for Using Video in Canvas: February 8, 2:00-3:30 p.m., McDonough 141
- Canvas 101: February 27, 10:00-11:30 a.m., McDonough 156
- Advanced Canvas Features Overview: March 1, 2:00-3:30 p.m., McDonough 141
- Engaging Your Audience with Canvas: March 14, 1:00-2:30 p.m., McDonough 141
- Canvas 101: March 29, 1:30-3:00 p.m., McDonough 141

Visit the IST Training Sessions website for the latest information and to RSVP.

For one-on-one assistance with Canvas, contact Manager of Academic Technologies Mark Wiest in IST or Faculty Assistant Jennifer Lane in Faculty Support.
Equity, Community and Inclusion

Dr. Judith Perez Caro, Director of Equity, Community and Inclusion, is a resource for students, faculty, and staff. Her office is located in McDonough 214 and she can be reached at 202-662-6621 or jpc371@georgetown.edu.

President DeGioia’s Message to the Community

Earlier this week, President DeGioia shared a letter to the Georgetown University Community regarding our international students, staff, and faculty. We encourage you to read the letter at https://president.georgetown.edu/message-immigration-jan-2017.

Instructional Continuity

Maintaining instructional activities is central to Georgetown’s ability to fulfill its fundamental mission of teaching and research. Technological advancements allow faculty to hold class remotely during weather-related closures or unexpected travel. Below are tips for maintaining instructional continuity.

Zoom Web Conferencing

Zoom is a web conferencing tool that faculty members can use to hold a virtual class meeting. Visit the IST department’s Instructional Continuity webpage for more information on Zoom, including a short video tutorial and step-by-step instructions. Students and faculty members can now also access Zoom via Canvas. We encourage you to schedule a test with IST so that you are familiar with Zoom before you need it. Contact IST for more information or to schedule a test.

Inclement Weather and HOYAlert

The Law Center recently updated its inclement weather policy. First, the Law Center will not follow the Federal Government’s schedule with respect to closings, and will continue to make weather-related decisions separate from those of the main campus. Second, when Georgetown Law announces a delayed opening, the Law Center will include in its announcement the time at which it will open. Classes starting after that announced time will run as originally scheduled. Faculty may choose to run classes starting at earlier times using Zoom but will need to inform their students of this intention in advance.

All notifications concerning school closure or delayed openings will be made through the HOYAlert emergency notification system that sends notifications by email and text message. All current students, faculty, and staff are now automatically enrolled in HOYAlert. You will receive messages to your Georgetown email account. To update your HOYAlert account to add other email addresses or telephone numbers or to opt out of HOYAlert, please visit https://netid-mgmt.georgetown.edu/emergencycontact/. Announcements concerning weather-related closings or delayed openings will also be posted to the Georgetown Law homepage, recorded on the main switchboard number, (202) 662-9000, and the class cancellation line (202) 662-9446, and sent via the Law Center’s e-mail system.

Rescheduling a Class Session

Faculty members are expected to attend and be on time for each scheduled class session, and to use instructional continuity tools to teach remotely in the event that the Law Center is closed due to inclement weather. If you cannot hold your class at the scheduled time, the class should be rescheduled. Please inform your class as far in advance as possible of the cancellation, and request a classroom for your rescheduled class by submitting a Rescheduled Class Notification form to the Office of Student Life. The Office of Student Life will notify the Office of the Registrar of your plans for a make-up class. The Registrar’s Office will record the information on the class cancellation line, (202) 662-9446, and the Class Cancellation Announcements webpage.

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