Spring Semester 2013

1. **Gateway Orientation:** 2 February 2013, 9am-3pm
2. **Gateway Forum:** 8 March, 12-3 pm
   a. Faculty Meeting
   b. Workshops for students/teams/faculty
   c. Pin-ups/presentations of student work
3. **Midterm Assessments:** week of 11-15 March
   a. Instructors: Assess students, with written feedback based on Gateway Rubric; hold individual meetings with students
      i. One copy handed to students, one copy submitted to Practice Department*
      ii. Review hours earned on project by student
   b. Students: Assess instructors and course*
4. **Spring Break:** NO CLASSES 18-22 March
5. **Gateway Forum:** 26 April, 12-3 pm
   a. Faculty Meeting
   b. Workshops for students/teams/faculty
   c. Pin-ups/presentations of student work
6. **Last Day of Classes [Academic]:** 10 May
7. **Final client/community presentations:** anytime in the last three weeks of the semester, depending on project and client schedule
   a. Let us know when these are happening, so we can come!
   b. Many projects value our feedback on “rough draft” presentations; we’re happy to come by for those as well.
   c. **IMPORTANT NOTE:** we find that projects that give their “final presentations” to their clients the week BEFORE finals week are quite successful, because it does two things: 1. Avoids the end of semester crush, and 2. Allows your students to take their clients’ feedback and make changes in the last couple of weeks of the semester before their materials are due. It also makes writing your final evals easier, as you’ve actually seen some “final” work by then.
8. **Final Assessments:** 13-18 May
   a. Instructors: Assess students, with written feedback based on Gateway Rubric; individual meetings are optional
      i. One copy handed to students, one copy submitted to Practice Department*
      ii. Review hours earned on project by student
   b. Students: Evaluate instructors*
   c. **ALL FINAL EVALUATIONS DUE TO PRACTICE DEPT BY 24 MAY, 5 PM**
9. **All Final Materials Due to Practice Department:** Friday 24 May, 5 PM
   a. Via FTP site or Dropbox or CD handed in to Marilyn
   b. **MUST INCLUDE FINAL CLIENT DELIVERABLES AND A SELECTION OF IMAGES/GRAPHIC WORK FROM THE SEMESTER**

Throughout semester: Class visits! Please let Marilyn know when you have client presentations, or mock presentations, reviews, etc, so we can join you. Instructors in past semesters have often found it helpful to bring us in for strategic reviews so that students work more diligently toward a deadline.

*Note: All forms will be provided electronically by the Practice Department.