

Graduate Business Programs Follow-up: Looking ahead

Kelli Kilpatrick

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Graduate Business Program Students,

On behalf of the GBP director and associate deans, we are sending this email in follow-up to communications yesterday (March 11) from Notre Dame [President John Jenkins](#), Mendoza Dean Martijn Cremers and other University officers. By now, you are aware of many details related to the weeks ahead as we transition to online learning due to the coronavirus pandemic. To be sure, some of your questions and concerns may not have been addressed and more will arise. Please consider us as your primary resource to field questions and concerns.

As both Father Jenkins and Dean Cremers indicated in their letters, we recognize that the steps being taken are unprecedented and will create inconveniences for all of us. However, in extraordinary times we must respond extraordinarily. The No. 1 priority for the Graduate Business Programs faculty and staff in the coming weeks is to ensure that we provide you the necessary support to fulfill the graduation requirements of your graduate degree.

Here are some details of note:

CLASSES

Highlights from March 11 emails sent by Notre Dame [President Jenkins](#) and Dean Cremers:

- There are no classes in any format during the week of March 15 to provide faculty with the time to transition to online instruction.
- From Monday, March 23, through at least Monday, April 13, all classes will be delivered via online instruction and other alternative learning options. It is expected that all students will participate fully. Each professor will outline expectations more specifically.
- We will evaluate the situation in the coming weeks and communicate with you by April 3 whether we can resume in-person classes after April 13.
- The official end of the semester remains May 8 and commencement is still scheduled for the week of May 15-17. You will, of course, be informed of any changes.
- All personal international travel is strongly discouraged.
- Students traveling abroad during spring break, including international students, should have received [a message from Notre Dame International](#) with updated information about recently enacted federal travel restrictions. Please visit [Notre Dame International's website](#) for updated information or contact me or Tracy Freymuth if you need additional help.

CAMPUS STUDENT SERVICES, STUDENT SUPPORT AND CARE, HOUSING

Highlights from March 11 emails sent by Vice President of Student Affairs [Erin Hoffman Harding](#) and Dean of the Graduate School [Laura Carlson](#):

HOUSING: Fischer Graduate Residences will remain open, and all residents are permitted to remain at Fischer through the end of their leases.

EVENTS: All student extracurricular activities — including but not limited to — travel, competitions, events, programs, performances, intramurals, meetings, etc., both on and off campus, are canceled through Monday, April 13. Therefore, if you have any student organization activities planned during this time, they will be canceled. Information on managing refunds, dealing with space rentals, and so on if pertinent to your event will be forthcoming. Should you desire to move your event to an online platform, please work directly with your advisors to ensure that University protocol is being followed in this new landscape.

GRADUATE BUSINESS PROGRAMS SPECIFIC CONCERNS

BUILDING ACCESS: While Mendoza currently remains open, we advise students to avoid coming to campus for any reason. Instead, please utilize virtual tools for all activities like group meetings, student organization activities/meetings, teamwork, etc.. If it is absolutely necessary to come to campus, a room cannot reach more than one-third of its maximum capacity. Please enact social distancing practices by maintaining a distance of 6 feet from others.

ACADEMICS: If you have any concerns with your readiness relative to online instruction, please let us know. We recognize that the move to 100% online instruction is disruptive and potentially unfamiliar. The University has provided resources for faculty and Mendoza is creating a support team to assist faculty with online learning. You should also frequently check <https://coronavirus.nd.edu/instructional-continuity/> to review the Remote Learning Checklist & Toolkit for Students that will be available by March 13. Additionally, if you are eligible for accommodations due to the online instruction environment, please reach out to the Sara Bea Learning Center for Students with Disabilities.

ACADEMICS: Add/Drop for MOD 4: You will receive a communication about this from the Student Services team soon. It is expected that we will extend this deadline by a week.

ACADEMICS: Returning students – Registration for Fall 2020: We are working on alternate plans to distribute necessary information for you to register for next fall. Some of you have been awaiting information on MOD Away Experiences (i.e., Chile MOD and Silicon Valley MOD) that will impact your Fall 2020 schedule. We will “pause” these information sessions temporarily so that we can sufficiently focus on the most immediate priorities related to on-line delivery of MOD 4.

CAREER DEVELOPMENT: The Graduate Business Career Services team is well positioned to continue to support your career development virtually. Career Coaches are available during the

regular work week and can make accommodations to meet outside of normal work hours. Continue to schedule appointments through the normal process and let coaches know if you want to meet via phone or Zoom. Additional things to be aware of:

- All seeking students will be contacted early next week to explore how we can address your individual job search in the most productive manner. We will also continue with the weekly Career Development email.
- Continue to check DOME and Handshake for new job opportunities. We continue to reach out to employers and will drive opportunities to DOME/Handshake or directly to you by email.
- All events will go virtual or be canceled. Please continue to check event details for changes. As an example, Day by the Lake will now be virtual.

Continue to execute your job search and contact career coaches with any questions or concerns.

ADMINISTRATIVE STAFF SUPPORT: At this time, the Graduate Business Programs administrative teams are developing contingency plans to implement Alternate Work Locations so that we are able to adequately carry out our daily job duties. If you are in need of support from anyone in GBP, know that we are available and, with the exception of essential personnel, will likely be working remotely soon.

Notre Dame has developed a [coronavirus website](#) that provides updated news, ND policies, communications and resources. I encourage you to check it as questions arise. Let me reiterate, however, that these are *university* updates on this website. Any updates specific to Graduate Business Programs will be communicated via email from the program to the students.

During this time, we must all practice patience and compassion while exercising tremendous flexibility, understanding and empathy for each other. Please be open and candid with what you need while also recognizing that we are all doing the absolute best we can in the face of extraordinary and unexpected circumstances.

Should you have specific questions, ***please send them directly to GBP director Kelli Kilpatrick (kkilpatr@nd.edu)***. Additionally, should you want or need to contact GBP outside of normal business hours, contact Kelli at 979-204-6660.

In Notre Dame,

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