

Focal Point Handbook

WINTER & SPRING 2014

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- ◆ To request a **sample syllabus**, please email Maria Hernández at mhernand@depaul.edu.

Important dates

FOCAL POINT BEST PRACTICES MEETING	Friday, Nov. 15, 2013	Time: 11:00am – 2:00pm Place: Lincoln Park Student Center, room 314A
WINTER QUARTER 2014	Monday, January 6	First day of classes
	Friday, February 14 10:30 a.m. – noon Munroe 124	Faculty chat – an informal gathering to share ideas and questions with colleagues who are also teaching Focal Point Seminars (<i>purely optional</i>)
	Tuesday, March 18	All reimbursements are due to FYP within 60 days of service/purchase, but no later than this date, the Tuesday of finals week. (See p. 4ff.)
SPRING QUARTER 2014	Monday, March 31	First day of classes
	Friday, May 9 10:30 a.m. – noon Richardson Library 300	Faculty chat – an informal gathering to share ideas and questions with colleagues who are also teaching Focal Point Seminars (<i>purely optional</i>)
	Tuesday, June 10	All reimbursements are due to FYP within 60 days of service/purchase, but no later than this date, the Tuesday of finals week. (See p. 4ff.)

What is the Focal Point Seminar (LSP 112)?

Each of the more than 100 Focal Point Seminars offered during the Winter and Spring Quarters employs a multi-disciplinary approach to investigate a significant person, place, event, text or idea. The instructor who leads each seminar draws on his or her different experiences and intellectual perspectives, with the result that students' understanding of the course topic is deepened as they examine it through the lenses of various disciplines and methodologies.

A second guiding principle is that students benefit from an early introduction to the seminar approach utilized frequently in higher education. Focal Point courses stress active learning through critical questioning, speaking, listening and discussion. This discussion is driven by reading and writing extensively about primary sources or original works, while also drawing upon ideas and arguments found in the secondary literature. This close interaction with texts and peers sharpens the academic skills students need to succeed in and get the most out of college.

To foster such seminar behavior and encourage intellectual engagement between faculty and students, enrollment in each class is limited to 20 students.

As with the Chicago Quarter, students may choose from a wide array of topics taught by faculty from throughout the university. Unlike Chicago Quarter courses, however, Focal Point courses are not team-taught, nor do they include a Common Hour.

With the exception of students in the university's Honors Program, School of Music, and The Theatre School, all first-year students take a Focal Point Seminar during their second or third quarter at the university after the successful completion of WRD 103. (One or two sections of the Focal Point Seminar are offered during the summer.)

Learning Outcomes (LSC, rev. April 2013)

The following text should appear on every syllabus.

1. Students will discuss and analyze work from at least three different fields in their written work for the course.
2. Students will participate actively in advancing the collective intellectual understanding of the course topic through class discussions.
3. Students will be able to distinguish between primary and secondary sources, and to assess varying degrees of mediation and interpretation in specific source materials.
4. Students will construct arguments based on evidence and the work and interpretations of other sources.
5. Students will revise papers in response to the instructor's comments.
6. Students will produce a project with a central argument, in which all parts of the project support the central argument.

Writing Expectations (LSC, rev. April 2013)

The Focal Point Seminar is designated a writing intensive course in the Liberal Studies Program; assignments are thus designed to develop writing skills. Students will be assigned no fewer than 12 pages of formal writing, and no more than 20, including at least one piece of formal writing that has gone through a revision process based on written feedback from the instructor.

Service learning

For those who wish to incorporate service learning into their, the Steans Center welcomes the opportunity to collaborate with you on service sites, service projects and community partners. Please contact Jeff Howard, Asst. Director for Faculty Development (jhowar15@depaul.edu, 734.904.4297) and/or Jean Vipond, Asst. Director for Academic Development (jvipond@depaul.edu, 773.325.4112). You may also simply email servicelearning@depaul.edu.

FY@broad: Focal Point Seminar + short-term study abroad

Each year since 2010, three or four sections of LSP 112 with a geographically-targeted, international focus participate in the FY@broad Program. Directly following the completion of the Focal Point Seminar (during spring break if it is a Winter section or June if it is a Spring section), the students, under the leadership of the instructor and a trained staff professional, spend 7-10 days traveling in the region, country or city that is the focus of the course and building upon what they have already learned during the preceding quarter.

Students apply for FY@broad during the prior fall; those accepted into an FY@broad course also register for a 2-credit section of ANT 397 Travel/Study. (Exceptionally, students in the university's Honors Program may register for an FY@broad section of the Focal Point Seminar, for which they receive Honors credit.)

Faculty who plan to propose, or have already taught, a suitable Focal Point Seminar and who wish to learn more about this opportunity should contact Nobi Hayashi, Director, Study Abroad Program, (nhayash1@depaul.edu; 14 E. Jackson, suite 41; 312.362.6348). Given the planning and preparation involved in any study abroad course, we recommend exploring this option 15-18 months in advance.

Descriptions of recent, current and upcoming FY@broad offerings may be found by clicking [here](#), or by going to studioabroad.is.depaul.edu and conducting a “search for DePaul programs” with the program name “FY@broad.”

Screening films & videos

There is a limit of 15% of class time (4.5 hours total) that may be devoted to screening films and videos. If your class is film- or video-intensive, films and videos may be put on reserve in the library or, if you prefer a communal viewing experience, you may schedule an additional weekly “lab” period that may be used at your discretion. To schedule a “lab” period and classroom, make sure that Mike Edwards (medward4@depaul.edu; 773.325.1187) is informed, preferably at the same time as you schedule the regular class meeting time (and certainly no later than the opening of students' pre-registration “course-shopping” period).

Online learning tools

The university is expanding the range of opportunities for going online and going mobile.

- ◆ **D2L** provides the familiar array of online tools: information and file sharing, discussion forums, dropboxes (with optional plagiarism detection), chat, etc.: d2l.depaul.edu.
- ◆ **Digication** provides tools for digital or e-portfolios: depaul.digication.com.
- ◆ **MoLI**, DePaul's new Mobile Learning Initiative, offers the opportunity to deploy students' own mobile devices in the service of learning, rather than distraction: go.depaul.edu/moli.

Online Teaching Evaluations

All evaluations are to be completed by students online; instructions are automatically sent to them via email during weeks 9 and 10.

Budget and reimbursements

How much money do I have in my budget?

- ◆ The total budget is **\$200**.

What **cannot** be reimbursed?

- ◆ Payment for services (e.g., tours or outside caterers) that were paid with cash or check.

- ◆ Gift certificates/cards
- ◆ Personal expenses

Is there a deadline for reimbursements and payments?

- ◆ Yes! For charges, reimbursements and payments, all information, forms, receipts and invoices must be received **within 60 days of service/purchase or by the Tuesday of finals week — whichever date is EARLIER.**
- ◆ In Winter 2014, the Tuesday of finals week is March 18; in Spring it is June 10.
- ◆ Please note that if a receipt is more than 60 days overdue for reimbursement, Financial Affairs will not accept it and you will not be refunded the money.
- ◆ If you have any questions regarding the procedures outlined below, please contact Sarah Miller or Maria Hernández **prior** to the purchase/event.

How do I get reimbursed for a class expenditure?

- ◆ For a reimbursement for a tangible good (tickets to a museum, food, etc.), please provide the **original receipt** (along with EmplID and home address) to Sarah Miller or Maria Hernández. FYP will complete the account information, as well as obtain the necessary signature approvals.

How do I pay for a guest speaker, a tour, etc.?

- ◆ To pay for a service via honorarium, please provide to Sarah Miller or Maria Hernández with an **invoice** for services rendered and a **W-9 form** that has been completed and signed by the payee. The W-9 form is available online at:

financialaffairs.depaul.edu/forms/SubW9.pdf.

- ◆ **If an invoice is unavailable**, please provide the following information:
 - Name of the individual or agency
 - Mailing address
 - Email address
 - Social Security Number (for individuals) or Tax ID Number (for organizations)
 - Date of service
 - A brief description of the event
 - The amount to pay out
 - A **W-9 form** duly completed and signed by the payee

How do I make a budget transfer?

- ◆ Please contact Sarah Miller or Maria Hernández.

How do I obtain a sales-tax exemption?

- ◆ Should DePaul's tax exemption certificate be required for a purchase, contact Juan Gonzalez, jgonzal1@depaul.edu, in the Accounts Payable Department with a brief

explanation of the purchase and provide the company name, a contact person, phone number and fax number or e-mail address of the company. Alternatively, you can email your request to accountspayable@depaul.edu. A tax exemption certificate will be sent out by the next business day, or sooner if necessary.

How long will getting a reimbursement take?

- ◆ The fastest turnaround on a reimbursement **over \$50** is via **direct deposit**. To sign up for direct deposit, complete the Automated Clearing House (ACH) form online by going to:
Campus Connect > For Employees > Employee Self Service > Payroll and Compensation > Employee Reimbursement
- ◆ Reimbursements over \$50 that are submitted **without direct deposit** will need approximately 21 days for processing.
- ◆ ~~Reimbursements under \$50 can be collected from DePaul Central in SAC 101 or DePaul Center 9100. [No longer available per DePaul Central, 4/2/2014]~~

Food

If you wish to order food from Chartwell's, Maria Hernández will place your order. Please email her, **at least 72 hours in advance**, the following information at mhernand@depaul.edu:

- ◆ Date of desired catering delivery
- ◆ Time for food to be delivered and cleared away
- ◆ Place of delivery (classroom location)
- ◆ Desired order (drinks, food, etc.)
- ◆ Number of folks you're serving

To see choices and cost, you may consult Chartwell's menus at: depaulcatering.com.

Enrollment

Each quarter students ask the instructors of classes that have reached their caps if they are willing to add an extra student. In many departments this is the instructor's call, and often instructors generously acquiesce. However, when it comes to Focal Point Seminars, the situation is different; so, for several reasons, the First-Year Program maintains a policy of no over-enrollment in Focal Point Seminars:

- ◆ We want to ensure that each class is seminar-size.
- ◆ Students may avail themselves of the waitlist.
- ◆ Because each winter and spring students have 50 or more sections to choose from, they have plenty of choice.
- ◆ Most importantly, with so many sections offered, adding students to closed sections increases the very real risk that a section offered in a less desirable timeslot (e.g., Fridays, early mornings) may be under-enrolled and therefore subject to cancellation, which creates a

major burden on instructors who have responded cooperatively to the urging of the administration to teach in those timeslots.

Any inquiries should be directed or re-directed to Doug Long.

Loop office space

If you are based in Lincoln Park but will be teaching in the Loop, office space is available. All instructors may request office space in the Loop (on the 16th floor of the Lewis Center) during the quarter they are teaching there. Instructors teaching in the Loop should expect to receive an email about office space, mailboxes, etc. about a month before the quarter starts. If the start of classes is fast approaching and you have not received such an email (or if you simply want to take care of things earlier), please contact Lorena Guzman, Lewis 1630, lguzman7@depaul.edu, 312.362.8882.

Appendix I: Liberal Studies Program Learning Goals (LSC, Dec. 5, 2012)

1. Knowledge of human cultures and the physical and natural world
2. Intellectual and creative skills
3. Personal responsibility and social transformation
4. Integrative learning

We list these learning goals here because the Chicago Quarter forms part of the common core of the Liberal Studies Program. For a complete articulation of the LSP Learning Goals, see:

liberalstudies.depaul.edu/docs/docs/LSP_Revised_Goals_and_Outcomes_2012.pdf

Appendix II: Important websites

First-Year Program	New, easy-to-remember link! go.depaul.edu/firstyearprogram
Course descriptions	liberalstudies.depaul.edu/FirstYearProgram/CourseDescriptions
Financial Affairs forms	financialaffairs.depaul.edu/forms/forms-ap.html
D2L	d2l.depaul.edu
Digication/E-Portfolios	depaul.digication.com
Mobile Learning/MoLI	go.depaul.edu/moli
Chartwell's	depaulcatering.com

Appendix III: **Contact information**

Office of the First-Year Program	Doug Long , Director <ul style="list-style-type: none"> ◆ Recruiting; oversight of Chicago Quarter courses (LSP 110/111, HON 110/111) and Focal Point Seminars (LSP 112) 	2312 N. Clifton, Munroe 122 773.325.4569 dlong@depaul.edu
	Mike Edwards , Asst. Director for Academic Administration <ul style="list-style-type: none"> ◆ Proposals for and scheduling of all Chicago Quarter courses (LSP 110/111, HON 110/111) and Focal Point Seminars (LSP 112) 	2312 N. Clifton, Munroe 120 773.325.1187 medward4@depaul.edu
	Sarah Miller , Asst. Director for Student Administration <ul style="list-style-type: none"> ◆ Reimbursements; logistical assistance; student enrollment; online teaching evaluations for all LSP 110/111/112 courses 	2312 N. Clifton, Munroe 121 773.325.7573 smille28@depaul.edu
	Maria Hernández , Program Assistant <ul style="list-style-type: none"> ◆ General FYP information; reimbursements; catering 	2312 N. Clifton, Munroe 119 773.325.7439 mhernand@depaul.edu
Steans Center Jeff Howard , Asst. Director for Faculty Development Jean Vipond , Asst. Director for Academic Development <ul style="list-style-type: none"> ◆ Service learning: course development, planning, supervision; community partners 	2233 N. Kenmore jhowar15@depaul.edu 734.904.4297 jvipond@depaul.edu 773.325.4112 servicelearning@depaul.edu	
FY@broad Nobi Hayashi , Director, Study Abroad Program	14 E. Jackson, suite 41 nhayash1@depaul.edu 312.362.6348	
First-Year Writing Program Julie Bokser , Director <ul style="list-style-type: none"> ◆ Administration of all First-Year Writing courses (WRD 102/103/104) 	McGaw 207 [moving to SAC] 773.325.4821 jbokser@depaul.edu	
Quantitative Reasoning Program David Jabon , Director Ozlem Elgun Tillman , Assoc. Director <ul style="list-style-type: none"> ◆ Administration of all QRTL courses (LSP 120/121) 	SAC 286 773.325.7248 djabon@depaul.edu 773.325.4663 oelgun@depaul.edu	
LAS Office, Loop campus Lorena Guzman , Office Assistant <ul style="list-style-type: none"> ◆ Loop office space 	Lewis 1630 lguzman7@depaul.edu 312.362.8882	

<p>Special classroom requests LPC: Matt Novak Loop: Kathy Jones</p>	<p>mnovak10@depaul.edu 312.362.7533 kjones@depaul.edu 312.362.8829</p>
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