

# Focal Point Handbook

## WINTER & SPRING 2015

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- ◆ This handbook is available online at:

[academics.depaul.edu/liberal-studies/first-year-program/for-faculty/Pages/handbooks-resources.aspx](http://academics.depaul.edu/liberal-studies/first-year-program/for-faculty/Pages/handbooks-resources.aspx)

- ◆ For all things to do with the First-Year Program, click: [go.depaul.edu/fyp](http://go.depaul.edu/fyp)

## Important dates

<b>FOCAL POINT BEST PRACTICES MEETING</b>	Friday, Nov. 21, 2014	Time: 11:00am – 2:00pm Place: Lincoln Park Student Center, room 314A/B
<b>WINTER QUARTER 2015</b>	Monday, January 5	First day of classes
	Friday, February 13 10:30 a.m. – noon Location TBD	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 17	<b>All reimbursements are due to FYP within 60 days of service/purchase, but no later than this date, the Tuesday of finals week.</b> (See <a href="#">pp. 5-6.</a> )
<b>SPRING QUARTER 2015</b>	Monday, March 30	First day of classes
	Friday, May 8 10:30 a.m. – noon Location TBD	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 9	<b>All reimbursements are due to FYP within 60 days of service/purchase, but no later than this date, the Tuesday of finals week.</b> (See <a href="#">pp. 5-6.</a> )

## ABOUT THE FOCAL POINT SEMINAR

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### 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.)

Course descriptions of individual sections offered each quarter may be found at:

[academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx](http://academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx)

### **Learning Outcomes** (LSC, rev. April 2013)

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.

**The above text should appear on all syllabi;** topic-specific goals, outcomes and objectives may, of course, be added.

### **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.

### **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 quarter, by Nov. 1 for Winter Quarter courses or Feb. 1 for Spring. 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 designated 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 Kristen Ware, Program Manager, Study Abroad Program ([kware3@depaul.edu](mailto:kware3@depaul.edu); 990 W. Fullerton, suite 1200; 773.325.8534).

Given the planning and preparation involved in any study abroad course, we recommend exploring this option 15-18 months in advance, while, for faculty proposing a brand-new course, the lead time should be longer since Study Abroad prefers that faculty teach the course at least once as a regular Focal Point Seminar before teaching it as a FY@broad section. Full-time faculty may apply for a QIC travel grant to prepare the class.

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

## COURSE PREPARATION & RESOURCES

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### Screening films & videos

There is a limit of 15% of overall 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 to inform Mike Edwards ([medward4@depaul.edu](mailto:medward4@depaul.edu); 773.325.1187), 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).

### 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](mailto:jhowar15@depaul.edu), 734.904.4297) and/or Jean Vipond, Asst. Director for Academic Development ([jvipond@depaul.edu](mailto:jvipond@depaul.edu), 773.325.4112). You may also simply email [servicelearning@depaul.edu](mailto:servicelearning@depaul.edu).

### Teaching with Primary Sources from the Library of Congress

The College of Education is home to a program called “Teaching with Primary Sources” that is funded by a grant from the Library of Congress. The program is intended to help educators “use the Library’s digitized primary sources to engage students, develop their critical thinking skills and construct knowledge.”

To take advantage of this program and the vast online resources of the Library of Congress, please visit the program website to fill out an information request: [education.depaul.edu/about/centers-and-initiatives/teaching-with-primary-sources/Pages/default.aspx](http://education.depaul.edu/about/centers-and-initiatives/teaching-with-primary-sources/Pages/default.aspx); or contact David Bates, Project Director (312.476.4319; [dbates2@depaul.edu](mailto:dbates2@depaul.edu)) or John Gieger, Library Resources Coordinator (312.365.8597; [jgieger@depaul.edu](mailto:jgieger@depaul.edu)).

## 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](http://d2l.depaul.edu).
- ◆ **Digication** provides tools for digital or e-portfolios: [depaul.digication.com](http://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](http://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.

## Sample Syllabi

To request a **sample syllabus**, please email Maria Hernández at [mhernand@depaul.edu](mailto:mhernand@depaul.edu).

## COURSE LOGISTICS

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### Budget & reimbursements

How much money do I have in my budget?

- ◆ The total budget is **\$200**.

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 2015, the Tuesday of finals week is March 17; in Spring it is June 9.
- ◆ 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 Sarah Miller or Maria Hernández with documentation of the goods received, the purpose, proof of payment, your EmplID and your home address. FYP will complete the account information, as well as obtain the necessary signature approvals.
  - When payment is by credit card, an **original itemized bill or invoice** and an **original credit-card receipt** must be submitted.
  - When payment is in cash, an **original receipt** clearly indicating payment made must be submitted.

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 **Vendor Information (Substitute W-9) Form** that has been completed and signed by the payee. This form is available online at:

[financialaffairs.depaul.edu/forms/Vendor%20Information%20Form.pdf](http://financialaffairs.depaul.edu/forms/Vendor%20Information%20Form.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 [Vendor Information \(Substitute W-9\) Form](#) completed and signed by the payee

What **cannot** be reimbursed?

- ◆ Payments made with **personal checks**
- ◆ Gift certificates/cards
- ◆ Personal expenses
- ◆ Textbooks (note that desk copies may be requested directly from publishers)

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, please email the Accounts Payable Department at [accountspayable@depaul.edu](mailto:accountspayable@depaul.edu) with a brief explanation of the purchase along with the company name, a contact person, phone number and fax number or company e-mail address. A tax exemption certificate will be sent out within two (2) business days.

How long will getting a reimbursement take?

- ◆ The fastest turnaround on a reimbursement 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 that are submitted **without direct deposit** will need approximately 21 days for processing.

## 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](mailto: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](http://depaulcatering.com).

## Enrollment

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 call the LAS Loop Office at 312.362.8882 or drop in at Lewis 1630.

## APPENDICES

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### 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:

[academics.depaul.edu/liberal-studies/first-year-program/faculty/Documents/LSPLearningGoalsAndOutcomes.pdf](http://academics.depaul.edu/liberal-studies/first-year-program/faculty/Documents/LSPLearningGoalsAndOutcomes.pdf)

## Appendix II: Important websites

First-Year Program	<a href="http://go.depaul.edu/fyp">go.depaul.edu/fyp</a>
Course descriptions	<a href="http://academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx">academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx</a>
Financial Affairs forms	<a href="http://financialaffairs.depaul.edu/forms/forms-ap.html">financialaffairs.depaul.edu/forms/forms-ap.html</a>
Library of Congress – Teaching with Primary Sources	<a href="http://education.depaul.edu/about/centers-and-initiatives/teaching-with-primary-sources/Pages/default.aspx">education.depaul.edu/about/centers-and-initiatives/teaching-with-primary-sources/Pages/default.aspx</a>
D2L	<a href="http://d2l.depaul.edu">d2l.depaul.edu</a>
Digication/E-Portfolios	<a href="http://depaul.digication.com">depaul.digication.com</a>
Mobile Learning/MoLI	<a href="http://go.depaul.edu/moli">go.depaul.edu/moli</a>
Chartwell's	<a href="http://depaulcatering.com">depaulcatering.com</a>

## Appendix III: Contact information

Office of the First-Year Program	<b>Doug Long</b> , Director ♦ 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 <a href="mailto:dlong@depaul.edu">dlong@depaul.edu</a>
	<b>Mike Edwards</b> , Asst. Director for Academic Administration ♦ 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 <a href="mailto:medward4@depaul.edu">medward4@depaul.edu</a>
	<b>Sarah Miller</b> , Asst. Director for Student Administration ♦ Reimbursements; logistical assistance; student enrollment; online teaching evaluations for all LSP 110/111/112 courses	2312 N. Clifton, Munroe 121 773.325.7573 <a href="mailto:smille28@depaul.edu">smille28@depaul.edu</a>
	<b>Maria Hernández</b> , Program Assistant ♦ General FYP information; reimbursements; catering	2312 N. Clifton, Munroe 119 773.325.7439 <a href="mailto:mhernand@depaul.edu">mhernand@depaul.edu</a>
	<b>FY@broad</b> <b>Kristen Ware</b> , Program Manager, Study Abroad Program	990 W. Fullerton, suite 1200 773.325.8534 <a href="mailto:kware3@depaul.edu">kware3@depaul.edu</a>



<p>Steans Center  <b>Jeff Howard</b>, Asst. Director for Faculty Development</p> <p><b>Jean Vipond</b>, Asst. Director for Academic Development  ♦ Service learning: course development, planning, supervision; community partners</p>	<p>2233 N. Kenmore  <a href="mailto:jhowar15@depaul.edu">jhowar15@depaul.edu</a>  734.904.4297  <a href="mailto:jvipond@depaul.edu">jvipond@depaul.edu</a>  773.325.4112  <a href="mailto:servicelearning@depaul.edu">servicelearning@depaul.edu</a></p>
<p>Library of Congress – Teaching with Primary Sources  <b>David Bates</b>, Project Director</p> <p><b>John Gieger</b>, Library Resources Coordinator</p>	<p><a href="mailto:dbates2@depaul.edu">dbates2@depaul.edu</a>  312.476.4319  <a href="mailto:jgieger@depaul.edu">jgieger@depaul.edu</a>  312.365.8597</p>
<p>First-Year Writing Program  <b>Julie Bokser</b>, Director  ♦ Administration of all First-Year Writing courses (WRD 102/103/104)</p>	<p>SAC 358  773.325.4821  <a href="mailto:jbokser@depaul.edu">jbokser@depaul.edu</a></p>
<p>Quantitative Reasoning Program  <b>David Jabon</b>, Director</p> <p><b>Ozlem Elgun Tillman</b>, Assoc. Director  ♦ Administration of all QRTL courses (LSP 120/121)</p>	<p>SAC 286  773.325.7248  <a href="mailto:djabon@depaul.edu">djabon@depaul.edu</a>  773.325.4663  <a href="mailto:oelgun@depaul.edu">oelgun@depaul.edu</a></p>
<p>LAS Office, Loop campus  ♦ Loop office space</p>	<p>Lewis 1630  312.362.8870</p>
<p>Special classroom requests  <b>Matt Novak</b></p>	<p><a href="mailto:mnovak10@depaul.edu">mnovak10@depaul.edu</a>  312.362.7533</p>
<p>Public Safety</p>	<p>773.325.7777 (LPC)  312.362.8400 (Loop)</p>