

# Focal Point Handbook

## WINTER & SPRING 2016

### Table of Contents

Click on sub-headings to go to section

Recently-added information highlighted

|  |   |
|--|---|
| Important dates.....   | 2 |
| ... and looking ahead to 2017.....                               | 2 |
| <b><u>ABOUT FOCAL POINT SEMINAR</u></b>                          |   |
| What is the Focal Point Seminar (LSP 112)?.....                  | 3 |
| Learning Outcomes.....   | 3 |
| Writing Expectations .....                                       | 4 |
| FY@broad: Focal Point Seminar + short-term study abroad.....     | 4 |
| <b><u>COURSE PREPARATION &amp; RESOURCES</u></b>                 |   |
| Screening films & videos.....                                    | 4 |
| Service learning.....  | 5 |
| Free admission to the Art Institute of Chicago .....             | 5 |
| Teaching with Primary Sources from the Library of Congress ..... | 5 |
| Online learning tools.....                                       | 5 |
| Online Teaching Evaluations .....                                | 6 |
| Student Affairs' <i>Faculty Resource Guide</i> .....             | 6 |
| Sample syllabi.....  | 6 |
| <b><u>COURSE LOGISTICS</u></b>                                   |   |
| Budget & reimbursements .....                                    | 6 |
| Food .....   | 8 |
| Enrollment.....  | 8 |
| Loop office space .....  | 8 |
| <b><u>APPENDICES</u></b>   |   |
| Appendix I: Liberal Studies Program Learning Goals.....          | 9 |
| Appendix II: Important websites.....                             | 9 |
| Appendix III: Contact information .....                          | 9 |

- ◆ Please welcome our new Asst. Director for Student Administration, Brent Nunn; [bnunn@depaul.edu](mailto:bnunn@depaul.edu), 773.325.7188.
- ◆ 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. 13, 2015   | Time: 11:00am – 2:00pm<br>Place: Lincoln Park Student Center, room 120B   |
| <b>WINTER QUARTER 2016</b>                | Monday, January 4   | <b>First day</b> of classes   |
|   | Friday, February 12<br>10:30 a.m. – noon<br>Richardson Lib. 400 | <b>Faculty chat</b> – an informal gathering to share ideas and questions with colleagues who are also teaching Focal Point Seminars ( <i>purely optional</i> )                      |
|   | Tuesday, March 15   | All <b>reimbursements are due</b> to FYP <b>within 60 days</b> of service/purchase, <b>but no later than this date, the Tuesday of finals week.</b> (See <a href="#">pp. 6-8.</a> ) |
|   | Monday, March 28  | Winter Quarter <b>grades</b> due  |
| <b>SPRING QUARTER 2016</b>                | Monday, March 28  | <b>First day</b> of classes   |
|   | Friday, May 6<br>10:30 a.m. – noon<br>Richardson Lib. 300       | <b>Faculty chat</b> – an informal gathering to share ideas and questions with colleagues who are also teaching Focal Point Seminars ( <i>purely optional</i> )                      |
|   | Tuesday, June 7   | All <b>reimbursements are due</b> to FYP <b>within 60 days</b> of service/purchase, <b>but no later than this date, the Tuesday of finals week.</b> (See <a href="#">pp. 6-8.</a> ) |
|   | Friday, June 17   | Spring Quarter <b>grades</b> due  |

### ... and looking ahead to 2017

If you wish to teach a Focal Point Seminar again in 2017, or to propose a new course topic for 2017, here are further key dates to bear in mind:

|   |                  |  |
|---|------------------|--|
| <b>Planning to teach again in 2017?</b>         | Mid-January 2016 | Inform your chair, program director or supervisor that you wish to teach in the Chicago Quarter again.   |
| <b>Deadline for proposing new course topics</b> | February 1, 2016 | <ul style="list-style-type: none"> <li>◆ Click for <a href="#">information</a> on the FYP website</li> <li>◆ Click for the LSP <a href="#">online proposal form</a></li> </ul> |

## ABOUT THE FOCAL POINT SEMINAR

---

### **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, several 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**

---

### **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 Helen Damon-Moore, Associate Director ([hdamonmo@depaul.edu](mailto:hdamonmo@depaul.edu), 773-325-8192) and/or Jeff Howard, Asst. Director for Faculty Development ([jhowar15@depaul.edu](mailto:jhowar15@depaul.edu), 734-904-4297). You may also simply email [servicelearning@depaul.edu](mailto:servicelearning@depaul.edu).

## Free admission to the Art Institute of Chicago

The university has joined the Art Institute of Chicago's University Partner Program. The program gives free Art Institute admission to all DePaul undergraduates through September 30, 2016, with the possibility of renewal.

To take advantage of this membership, students should go to the cashier's counter at the Art Institute, present their DePaul IDs, and tickets will be printed for same-day admission. If faculty are taking whole classes, they may call in advance to have student tickets pre-printed and available upon arrival; notice of at least two weeks is required for pre-printed tickets.

Included in the membership are single-use tickets reserved for faculty and staff who take classes to the museum. These tickets are being held in the LAS Budget Office, 990 W. Fullerton, suite 4220; for further information about these single-use tickets for instructors, you may contact Christina Tus (773-325-8778, [ctus@depaul.edu](mailto:ctus@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.

## Student Affairs' Faculty Resource Guide

Each year the Division of Student Affairs publishes a Faculty Resource Guide that provides a comprehensive account of “University Programs and Services to Support Student Success.” You may consult it in pdf format at:

[offices.depaul.edu/student-affairs/about/for-faculty-staff/Documents/Faculty\\_Resource\\_Guide.PDF](http://offices.depaul.edu/student-affairs/about/for-faculty-staff/Documents/Faculty_Resource_Guide.PDF)

## Sample syllabi

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

## COURSE LOGISTICS

---

### 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 2016, the Tuesday of finals week is March 15; in Spring, it is June 7.
- ◆ 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 Brent Nunn at [bnunn@depaul.edu](mailto:bnunn@depaul.edu) or Maria Hernández at [mhernand@depaul.edu](mailto:mhernand@depaul.edu) **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 Brent Nunn 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 Brent Nunn 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)

To check whether Accounts Payable already has a form from the individual or organization on file, please email [accountspayable@depaul.edu](mailto:accountspayable@depaul.edu).

- ◆ **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 Brent Nunn 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 directly to the company or organization.

### 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.

Finally, the vast majority of first-year students are not permitted to enroll until the Friday after registration opens (day 5), at which point the floodgates open; so please do not fret if, say, your departmental 200-level course is almost full by Wednesday afternoon (day 3) and there is no one in your LSP 112.

## 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 Crystal Tahir, Lewis 1630, [ctahir@depaul.edu](mailto:ctahir@depaul.edu), 312-362-8882; or email [LASLoopOffice@depaul.edu](mailto:LASLoopOffice@depaul.edu).



## APPENDICES

---

### 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>   |
| Writing Center                                      | <a href="http://condor.depaul.edu/writing/what/Writing%20Center/wc.html">condor.depaul.edu/writing/what/Writing%20Center/wc.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>773.325.7573</b>   | <a href="mailto:firstyr@depaul.edu">firstyr@depaul.edu</a>  |
|                                  | <b>Doug Long</b> , Director<br>♦ Recruiting; oversight of Chicago Quarter courses (LSP 110/111, HON 110/111) and Focal Point Seminars (LSP 112)   | 2312 N. Clifton, Munroe 122<br>773.325.4569<br><a href="mailto:dlong@depaul.edu">dlong@depaul.edu</a>       |
|                                  | <b>Mike Edwards</b> , Asst. Director for Academic Administration<br>♦ 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<br>773.325.1187<br><a href="mailto:medward4@depaul.edu">medward4@depaul.edu</a> |

|  |   |   |
|--|---|---|
| Office of the First-Year Program   | <b>Brent Nunn</b> , Asst. Director for Student Administration<br>♦ Reimbursements; logistical assistance; student enrollment; online teaching evaluations for all LSP 110/111/112 courses | 2312 N. Clifton, Munroe 121<br>773.325.7188<br><a href="mailto:bnunn@depaul.edu">bnunn@depaul.edu</a>   |
|  | <b>Maria Hernández</b> , Program Assistant<br>♦ General FYP information; reimbursements; catering   | 2312 N. Clifton, Munroe 119<br>773.325.7439<br><a href="mailto:mhernand@depaul.edu">mhernand@depaul.edu</a>   |
| FY@broad<br><b>Kristen Ware</b> , Program Manager, Study Abroad Program  |   | 990 W. Fullerton, suite 1200<br>773.325.8534<br><a href="mailto:kware3@depaul.edu">kware3@depaul.edu</a>  |
| Steans Center<br><b>Helen Damon-Moore</b> , Associate Director<br><br><b>Jeff Howard</b> , Asst. Director for Faculty Development<br>♦ Service learning: course development, planning, supervision; community partners |   | 2233 N. Kenmore<br><a href="mailto:hdamonmo@depaul.edu">hdamonmo@depaul.edu</a><br>773-325-8192<br><a href="mailto:jhowar15@depaul.edu">jhowar15@depaul.edu</a><br>734-904-4297<br><a href="mailto:servicelearning@depaul.edu">servicelearning@depaul.edu</a> |
| Library of Congress – Teaching with Primary Sources<br><b>David Bates</b> , Project Director<br><br><b>John Gieger</b> , Library Resources Coordinator   |   | <a href="mailto:dbates2@depaul.edu">dbates2@depaul.edu</a><br>312.476.4319<br><a href="mailto:jgieger@depaul.edu">jgieger@depaul.edu</a><br>312.365.8597  |
| First-Year Writing Program<br><b>Julie Bokser</b> , Director<br>♦ Administration of WRD 102/103/104  |   | SAC 358<br>773.325.4821<br><a href="mailto:jbokser@depaul.edu">jbokser@depaul.edu</a>   |
| Quantitative Reasoning Program<br><b>David Jabon</b> , Director<br><br><b>Ozlem Elgun Tillman</b> , Assoc. Director<br>♦ Administration of all QRTL courses (LSP 120/121)  |   | SAC 286<br>773.325.7248<br><a href="mailto:djabon@depaul.edu">djabon@depaul.edu</a><br>773.325.4663<br><a href="mailto:oelgun@depaul.edu">oelgun@depaul.edu</a>   |
| LAS Office, Loop campus<br><b>Crystal Tahir</b> , Administrative Assistant<br>♦ Loop office space  |   | Lewis 1630<br><a href="mailto:ctahir@depaul.edu">ctahir@depaul.edu</a><br>312-362-8882<br><a href="mailto:LASLoopOffice@depaul.edu">LASLoopOffice@depaul.edu</a>  |
| LAS Budget Office<br><b>Christina Tus</b> , Accounting Assistant<br>♦ Single-use Art Institute tickets for instructors   |   | 990 W. Fullerton, suite 4220<br><a href="mailto:ctus@depaul.edu">ctus@depaul.edu</a><br>773-325-8778  |
| Academic Affairs<br><b>Nikoleta Rigas</b> , Schedule & Event Coordinator<br>♦ Special classroom requests   |   | <a href="mailto:academicspace@depaul.edu">academicspace@depaul.edu</a><br><a href="mailto:nrigas@depaul.edu">nrigas@depaul.edu</a><br>312.362.8829  |
| Public Safety  |   | 773.325.7777 (LPC)<br>312.362.8400 (Loop)   |