Explore Chicago 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

♦ For all things to do with the First-Year Program, click: go.depaul.edu/fyp
### Important dates

<table>
<thead>
<tr>
<th></th>
<th>Winter Quarter 2014</th>
<th>Spring Quarter 2014</th>
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<tbody>
<tr>
<td>Monday, January 5</td>
<td>First day of classes</td>
<td>First day of classes</td>
</tr>
<tr>
<td>Tuesday, March 17</td>
<td>All reimbursements are due to FYP within 60 days of service/purchase, but no later than this date, the Tuesday of finals week. (See pp. 6-8.)</td>
<td>All reimbursements are due to FYP within 60 days of service/purchase, but no later than this date, the Tuesday of finals week. (See pp. 6-8.)</td>
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### ABOUT THE CHICAGO QUARTER

**What distinguishes Winter & Spring sections of Explore Chicago from the standard Autumn version?**

- There is no Common Hour; so class meets three hours per week instead of four.
- There is no Chicago Quarter Mentor or Staff Professional.

Nevertheless, as with all Chicago Quarter courses:

- The winter and spring versions of Explore Chicago acquaint first-year students at DePaul with the metropolitan community, its neighborhoods, cultures, people, institutions, organizations, and issues.
- Learning is accomplished through a variety of means, but particularly through first-hand observation, participation, personal discovery, and reflection.
- Each section features at least three field excursions during which students explore the city in relation to the course topic.
- The enrollment cap remains at 30 students per course.
- These courses are available only to first-year students, who may receive credit for only one Chicago Quarter course (either Discover or Explore).
- Individual course descriptions 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)

### Chicago Quarter Learning Outcomes (LSC, April 17, 2013)

Students who successfully complete the Chicago Quarter will be able to:

1. Analyze and integrate the academic content and their experiences across the city.
2. Articulate connections between the course content and at least two of these four concepts that reflect the mission of DePaul University: diversity, social responsibility, human dignity, and urban sustainability.
3. Showcase self-development and personal growth as a university student.
4. Describe how this course prepares them to embark on the remainder of their liberal studies education.
5. [...] and demonstrate awareness of strategies and resources needed to achieve academic success.

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

Note: Because of the absence of Common Hour, the first phrase in learning outcome #5 (“Articulate educational, career, and financial goals”) is excised.

Chicago Quarter Reading and Writing Expectations (LSC, April 17, 2013)

Chicago Quarter classes should develop students’ rhetorical (written and oral) skills through classroom exercises and projects. Writing requirements for Chicago Quarter classes include:

1. Students will be able to formulate a thesis about an aspect of Chicago pertinent to the theme of that course section, and support that thesis with appropriate evidence.
2. At least 12 pages of writing, including a minimum of 7 pages of formal writing (typed and graded).
3. This amount of writing should be divided between at least two different types of assignments (e.g. journal, group projects, site visit reports, readings-based assignments).
4. At least one of these assignments should involve critical analysis of concepts, texts, or arguments.

COURSE PREPARATION

Excursions: Planning & safety

Instructors are expected to lead all class excursions. If an excursion is scheduled outside of regular class hours,

♦ this should be highlighted in the syllabus; and
♦ instructors must make arrangements to find an alternate activity for any student who cannot attend for a valid reason (e.g., another class, work).

Some recommendations

♦ Plan excursions that allow students to encounter Chicago’s neighborhoods and communities in their diversity – geographic, cultural, economic, racial, ethnic,…
♦ When preparing excursions, travel in advance to the various sites by the same means of transportation that the class will use; this will result in a realistic assessment of travel time and safety.
♦ Build “de-briefing” opportunities into your schedule (both during Discover’s Immersion Week and during or following Explore excursions); these could be discussions on-site or
back on campus and/or written reflection pieces. This ensures that powerful experiences crystallize into long-lasting learning.

- Encourage your students when traveling to pay attention to the geography of the city, so they don’t wind up confusing Rogers Park with Hyde Park or thinking that the Pullman Historic District is just a short walk from Pilsen.

- Introduce your students to the CTA’s online navigation tools; have them compare different ways to arrive at your destinations. Consider using city buses on each least one excursion in order to acquaint students with this means of transportation for their own future travel. These skills will be of practical use for at least the next four years.

- Suggest to students that they seek out opportunities to return to sites and neighborhoods visited, e.g., through the DePaul Community Service Association (DCSA), or for an event taking place in the same community (a festival, a concert, etc.)

- Emphasize to your students that they are now members of the DePaul community representing the university and no longer, if they ever were, tourists.

- Pack a minimal safety kit, e.g., bandaids, antibiotic ointment, Advil or Tylenol, hand sanitizer, single-use ice pack, etc.

Emergency protocol

If anything out of the ordinary occurs on an excursion, instructors MUST file an Incident Report with the Public Safety Office (LPC: 773.325.7777; Loop: 312.362.8400) and notify the First-Year Program (773.325.7573). This would include crimes, student injuries, accidents, or anything you judge should be brought to someone’s attention.

Advice from Public Safety to share with students

- Always travel in pairs or preferably larger groups. The “buddy system” is a good one.

- When traveling at night (for those of you who will with your classes), use well lit streets, preferably main streets where there are people. Avoid darkly lit side streets and avoid alleys.

- Be aware of your surroundings. You shouldn't be on your cell phone or iPod, etc., as this will make you a target.

- Make eye contact with people walking around you (which is part of being aware of your surroundings).

- If you go out in a group, make sure that everyone comes back with you. Don't allow anyone to stay behind, particularly on the early trips.

- When sitting in public places, don’t put your bags behind your seat or on the seat next to you – anywhere out of your sight. Put them so they’re touching your legs.

- Don’t set your wallet or credit cards on a counter.

- It is important that the teaching team and students to exchange cell phone numbers.

Further useful information on excursion planning and safety may be found at:

teachingcommons.depaul.edu/Assignment_Design/field_work.html
Service learning

For those who wish to incorporate service learning into their classes, 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.

Given that our students are just embarking on their college careers, Howard Rosing, Director of the Steans Center, recommends fewer than the 25 hours of service that upper-division courses typically require. Please note that it is essential to identify any service requirements in the syllabus.

For Spring sections: Vincentian Service Day (Saturday, May 2, 2015)

Vincentian Service Day, which takes place on the first Saturday in May, is an exciting annual opportunity for DePaul University students, faculty, staff, alumni and community partners to come together in the communities of Chicago for a day of service and put the Vincentian mission of service and social justice into practice. If you would like to learn more about Vincentian Service Day (or even how your Explore Chicago class can participate as a group), please contact Jacqueline Laurencelle, jlaurenc@depaul.edu, in University Ministry, Student Center 311, 773.325.1192 ext. 3.

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 mherand@depaul.edu.

COURSE RESOURCES

Chicago History Museum

We are very pleased to continue our relationship with the Chicago History Museum that was successfully inaugurated in 2012. For information about free DePaul membership, please go to: chicagohistory.org/support/membership/depaул

To schedule a class visit, please go to: chicagohistory.org/support/membership/depaул-class-visit-reservation-form

The CHM contact persons for class visits are Melaune Davis and Josh Anderson, who may be reached at 312.642.4600 or reception@chicagohistory.org. The Chicago History Museum is located at 1601 N. Clark Street (at the corner of North Avenue).
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.

Alumni Sharing Knowledge (ASK) network

A useful source of guest speakers and industry professionals is provided by DePaul’s network of alumni and friends who volunteer as career mentors for students. Gina Sian, ASK Program Director, will be happy to work with you. Her email address is gsian@depaul.edu and the ASK website is ask.depaul.edu.

COURSE RESOURCES

Budget & reimbursements

How much money do I have in my budget?

- The total budget is a maximum of $375.
- If your course previously collected a class fee, that is no longer an option for your course; please contact Sarah Miller to discuss options for your course’s budget.
- Please note that theatre tickets, tour fees, etc., for instructors are to be paid for out of the class budget.

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

♦ 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 accounts payable@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 the following information to her at mhernand@depaul.edu at least 72 hours in advance:

- Date of desired catering delivery
- Time for food to be delivered and/or 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.

If you choose to use the class budget to pay for a meal during an excursion, it is always advisable to negotiate a group discount with a restaurant and obtain a sales-tax exemption in advance; moreover, ordering in advance saves time, money and, by avoiding waste, the planet.

**Chartering a bus**

To reach sites or take tours for which public transportation is not an option, some instructors use funds from their class budget to rent a bus. The university has a new preferred vendor, BusBank (busbank.com). To charter a bus, please contact BusBank’s account representative, Andrew Ripani, at 312.476.6154 or 312.476.6100; aripani@BusBank.com. The discount rate for DePaul groups is: $285.00 for up to five hours, with each additional hour at $55.

**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**

**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

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
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<tbody>
<tr>
<td>Chicago Quarter</td>
<td>go.depaul.edu/chicagoquarter</td>
</tr>
<tr>
<td>First-Year Program</td>
<td>go.depaul.edu/fyp</td>
</tr>
<tr>
<td>Course descriptions</td>
<td>academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx</td>
</tr>
<tr>
<td>Financial Affairs forms</td>
<td>financialaffairs.depaul.edu/forms/forms-ap.html</td>
</tr>
<tr>
<td>D2L</td>
<td>d2l.depaul.edu</td>
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<tr>
<td>Digication/E-Portfolios</td>
<td>depaul.digication.com</td>
</tr>
<tr>
<td>Mobile Learning/MoLI</td>
<td>go.depaul.edu/moli</td>
</tr>
<tr>
<td>Alumni Sharing Knowledge</td>
<td>ask.depaul.edu</td>
</tr>
<tr>
<td>Chicago History Museum</td>
<td>chicagohistory.org/support/membership/depaul</td>
</tr>
<tr>
<td>Useful CQ maps</td>
<td>academics.depaul.edu/liberal-studies/first-year-program/for-faculty/Pages/maps.aspx</td>
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<tr>
<td>Chartwell’s</td>
<td>depaulcatering.com</td>
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Appendix III: Contact information

<table>
<thead>
<tr>
<th>Office of the First-Year Program</th>
<th>Name</th>
<th>Role</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td></td>
<td><strong>Doug Long</strong>, Director</td>
<td>Recruiting; oversight of Chicago Quarter courses (LSP 110/111, HON 110/111) and Focal Point Seminars (LSP 112)</td>
<td>2312 N. Clifton, Munroe 122</td>
<td>773.325.4569</td>
<td><a href="mailto:dlong@depaul.edu">dlong@depaul.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Mike Edwards</strong>, Asst. Director for Academic Administration</td>
<td>Proposals for and scheduling of all Chicago Quarter courses (LSP 110/111, HON 110/111) &amp; Focal Point Seminars (LSP 112)</td>
<td>2312 N. Clifton, Munroe 120</td>
<td>773.325.1187</td>
<td><a href="mailto:medward4@depaul.edu">medward4@depaul.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Sarah Miller</strong>, Asst. Director for Student Administration</td>
<td>Reimbursements; logistical assistance; student enrollment; online teaching evaluations for all LSP 110/111/112 courses</td>
<td>2312 N. Clifton, Munroe 121</td>
<td>773.325.7573</td>
<td><a href="mailto:smille28@depaul.edu">smille28@depaul.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>Maria Hernández</strong>, Program Assistant</td>
<td>General FYP information; excursion logistics; reimbursements; catering</td>
<td>2312 N. Clifton, Munroe 119</td>
<td>773.325.7439</td>
<td><a href="mailto:mhermand@depaul.edu">mhermand@depaul.edu</a></td>
</tr>
<tr>
<td>First-Year Writing Program</td>
<td>SAC 358</td>
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<tr>
<td><strong>Julie Bokser</strong>, Director</td>
<td>773.325.4821</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>♦ Administration of all First-Year Writing courses (WRD 102/103/104)</td>
<td><a href="mailto:jbokser@depaul.edu">jbokser@depaul.edu</a></td>
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<tr>
<th>Quantitative Reasoning Program</th>
<th>SAC 286</th>
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<tr>
<td><strong>David Jabon</strong>, Director</td>
<td>773.325.7248</td>
</tr>
<tr>
<td><strong>Ozlem Elgun Tillman</strong>, Assoc. Director</td>
<td>773.325.4663</td>
</tr>
<tr>
<td>♦ Administration of all QRTL courses (LSP 120/121)</td>
<td><a href="mailto:oelgun@depaul.edu">oelgun@depaul.edu</a></td>
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<tr>
<th>Steans Center</th>
<th>2233 N. Kenmore</th>
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<tr>
<td><strong>Jeff Howard</strong>, Asst. Director for Faculty Development</td>
<td><a href="mailto:jhowar15@depaul.edu">jhowar15@depaul.edu</a></td>
</tr>
<tr>
<td><strong>Jean Vipond</strong>, Asst. Director for Academic Development</td>
<td>734.904.4297</td>
</tr>
<tr>
<td>♦ Service learning: course development, planning, supervision; community partners</td>
<td><a href="mailto:jvipond@depaul.edu">jvipond@depaul.edu</a></td>
</tr>
<tr>
<td></td>
<td>773.325.4112</td>
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<tr>
<td></td>
<td><a href="mailto:servicelearning@depaul.edu">servicelearning@depaul.edu</a></td>
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<tr>
<th>University Ministry</th>
<th>Lincoln Park Student Center 311</th>
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<tr>
<td><strong>Jacqueline Laurencelle</strong>, Coordinator for Service Days</td>
<td>773.325.1192 ext. 3</td>
</tr>
<tr>
<td>♦ Planning for Vincentian Service Day</td>
<td><a href="mailto:jlaurenc@depaul.edu">jlaurenc@depaul.edu</a></td>
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<table>
<thead>
<tr>
<th>Chicago History Museum</th>
<th>1601 N. Clark Street</th>
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<tbody>
<tr>
<td><strong>Melaune Davis, Josh Anderson</strong></td>
<td>312.642.4600</td>
</tr>
<tr>
<td>♦ Class visits &amp; guided tours</td>
<td><a href="mailto:reception@chicagohistory.org">reception@chicagohistory.org</a></td>
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<tr>
<th>Alumni Sharing Knowledge (ASK)</th>
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<tr>
<td><strong>Gina Sian</strong>, ASK Program Director</td>
<td><a href="mailto:gsian@depaul.edu">gsian@depaul.edu</a></td>
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<tr>
<td>♦ Guest speakers, industry professionals, et al.</td>
<td>312.362.8281</td>
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<th>LAS Office, Loop campus</th>
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<tr>
<td>♦ Loop office space</td>
<td>312.362.8870</td>
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<th>Special classroom requests</th>
<th><a href="mailto:mnovak10@depaul.edu">mnovak10@depaul.edu</a></th>
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<tr>
<td><strong>Matt Novak</strong></td>
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<thead>
<tr>
<th>Public Safety</th>
<th>773.325.7777 (LPC)</th>
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<td>312.362.8400 (Loop)</td>
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