

Chicago Quarter 2016

FACULTY HANDBOOK

Note: This handbook, the Discover Chicago Immersion Week FAQ, the Explore Chicago FAQ, the Common Hour overview and sundry information are all available online. Click [here](#); or go to go.depaul.edu/fyp, then click: FOR FACULTY > HANDBOOKS & RESOURCES.

We urge you **NOT** to print this handbook. It is not a static document, but one that is regularly updated. So, please **bookmark** it. This way, you will not only save paper but also have access to the most current and accurate information in a searchable document with a clickable table of contents and live links.

Information specific to **Discover Chicago** highlighted in aqua

Information specific to **Explore Chicago** highlighted in rose

New topics and information highlighted in light green

What's new?

- ◆ Immersion Week classrooms are now listed in campusconnect.
- ◆ Following the departure of Sarah Miller for the Pacific Northwest, a new Assistant Director for Student Administration has joined the FYP team, **Brent Nunn**, whom some of you may know from his years in the Richardson Library and from his work as a staff professional in three different Chicago Quarter classes. Brent's contact information is: bnunn@depaul.edu; 773-325-7188; Munroe 121.
- ◆ Maria Hernández has taken a new position in the School of Music; so until further notice, please direct inquiries to Brent Nunn; firstyr@depaul.edu or 773-325-7573.
- ◆ Free admission to the Art Institute for all DePaul faculty, staff and students (for full details see [p. 16](#)). And free entry to family and friends on Saturday, Oct. 15!
- ◆ There is now a section on how to make special classroom requests for Autumn Quarter classrooms or special events (see [p. 21](#)).
- ◆ Completing online teaching evaluations in class via iDePaul app or other mobile device.
- ◆ Student Affairs' *Faculty Resource Guide* (see [p. 18](#)).
- ◆ How to automatically forward email (see [p. 22](#)).
- ◆ New Student Service Day has a new contact person: Gina Leal, serviceday@depaul.edu or gleal1@depaul.edu, 773-325-1193; all Discover Chicago teaching teams must contact the Service Day Team by Wednesday, **June 15** (see [p. 12](#)).
- ◆ The Alumni Sharing Knowledge (ASK) network has a new contact person: Leslie Chamberlain, lchambe8@depaul.edu, 312-362-8282 (see [p. 18](#)).
- ◆ The LAS Loop office, which provides Loop office space, has a new contact person: Eunice Morales, Lewis 1630, emoral11@depaul.edu, 312-362-8882 (see [p. 21](#)).

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Important dates

Friday, May 29 9:00 a.m. – 1:15 p.m.		Chicago Quarter Best Practices Conference , featuring break-out sessions and a resource fair	LPC: Student Center 120
		Note: Following the conference, from 1:15 to 3:00 p.m., there will be space available for teaching teams to meet.	
Wednesday, June 15		Welcome Letter due (see p. 8)	Email Word document to Brent Nunn at bnunn@depaul.edu
		Site/project planning for New Student Service Day (see p. 12)	Email Gina Leal, of UMIN, at serviceday@depaul.edu
Thursday, August 25 10:00 a.m. – noon		Pre-Immersion Week Meeting , for all Discover teaching team members	LPC: SAC 154
		While CQMs and staff pros have additional training and workshops throughout the day, there will be an hour available for team meetings immediately following the Pre-Immersion Week meeting	
Friday, August 26		Deadline to email Immersion Week schedule (including teaching-team contact info) and Discover syllabus to fristyr@depaul.edu .	
Monday, August 29	9:00 a.m.	IMMERSION WEEK begins!	LPC: Immersion Week classrooms now listed in campusconnect
	11:30 a.m.	BBQ	LPC: Quad
Monday, September 5		Labor Day – NO CLASSES	
Tuesday, September 6 8:00 a.m. check-in		New Student Service Day (see p. 12)	LPC: Athletic Center, 2323 N. Sheffield
		Participation in NSSD is required of all Discover classes and teaching teams except sections for Honors and School of Music students.	
Tuesday, September 6 3:00 – 5:00 p.m.		Great Starts Meeting , for all Explore teaching team members	LPC: McGowan South 108
		Note: CQMs and staff pros have additional training and workshops earlier in the day.	
		Deadline to email Explore syllabus to fristyr@depaul.edu .	
Wednesday, Sept. 7		First day of Autumn Quarter classes – rooms to be posted	Immersion Week and AQ classrooms will be different.

Thursday, Sept. 22 5:00 – 8:00 p.m.	DePaul Night at the Art Institute	See p. 16 for information about awards for innovative use of the AIC.
Friday, Oct. 14 10:30 a.m. – noon	Chicago Quarter Faculty Chat: an informal opportunity for faculty to connect and to share successes, challenges, insights and solutions	LPC: Richardson Library 300
Saturday, Oct. 15 10:30 a.m. – 4:00 p.m.	DePaul Day at the Art Institute: family & friends enter free, too! See p. 16 for details.	Entrance to the Modern Wing, 159 E. Monroe, between Michigan and Columbus
Tuesday, October 25	End of seventh week of classes	
Wednesday, Oct. 26 – Tuesday, Nov. 1	<i>Optional</i> “finals week” for Discover Chicago classes	This week may be used for exams, presentations, submission of papers.
Wednesday, Nov. 16	Grade reporting window opens on campusconnect (the same date for both Discover and Explore Chicago)	
Tuesday, Nov. 22	All Autumn Quarter reimbursements are due to FYP within 60 days of service/purchase, but no later than this date, the Tuesday before Thanksgiving. (see p. 18)	
Thursday, December 1	Last day to report grades	

ABOUT THE CHICAGO QUARTER

What is the Chicago Quarter?

Offered each fall, Chicago Quarter courses acquaint first-year students at DePaul with the metropolitan community, its neighborhoods, cultures, people, institutions, organizations, and issues. In Common Hour students also learn about university life, resources, and how to be a successful student. Learning is accomplished through a variety of means, but particularly through first-hand observation, participation, personal discovery, and reflection. Incoming first-year students select a course, either Discover or Explore Chicago, focusing on a specific Chicago-related topic. The 100+ distinct topics on offer allow students to turn a personal interest into an academic and intellectual pursuit. Individual course descriptions may be found [here](#) or by going to go.depaul.edu/fyp and then clicking: COURSE DESCRIPTIONS.

Students will receive credit for only one Chicago Quarter course (either Discover or Explore). Courses are offered during the Autumn Quarter and are available only to first-year students, who are required to take a Chicago Quarter during their first quarter at DePaul. (Each year a handful of Explore sections, minus Common Hour and teaching team, are offered in winter and spring to accommodate transfer students, et al.; but Discover Chicago is offered only in the Autumn Quarter.)

A word about the academic content of Chicago Quarter classes: The Chicago Quarter is intended to smooth the transition for high school to college. While that is the obvious function of Common Hour, it is good to bear this in mind when shaping the academic component of your class. We do not suggest making the academic work easy to ease the students’ transition. Instead, we advocate that students be presented with a true academic challenge, one that they are able to rise to meet *with the support* of their teaching team and the university’s resources. What they will gain from this experience is: the sense that they are capable of doing college-level work provided they put in the effort; the knowledge of where to seek out assistance, during the professor’s office hours, from their peers, by live-chatting with a reference librarian, making an appointment at the Writing Center, etc.; and the understanding that in future it will be up to them to seek out that assistance.

What distinguishes *Discover Chicago* from *Explore*?

Discover Chicago	Explore Chicago
<ul style="list-style-type: none"> ◆ Discover Chicago begins one week prior to the official start of the Autumn Quarter with Immersion Week—five days immersed in the city learning experientially about the course topic. ◆ This is followed by seven weeks of traditional course work (2.5 hours per week), with some sections offering further field experiences. ◆ Classes are limited to 22 students per course. ◆ With certain specific exceptions, every class participates in New Student Service Day. 	<ul style="list-style-type: none"> ◆ Explore Chicago is a 10-week course built, like Discover, on the principle of experiential learning. ◆ Each section features at least three field excursions during which students, led by the teaching team, explore the city in relation to the course topic. These excursions may be scheduled during or outside class time (see p. 10 for guidelines). ◆ Classes are limited to 28 students per course. ◆ Class meets four hours per week, including Common Hour.

Chicago Quarter Learning Outcomes (Liberal Studies Council, 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. Articulate educational, career, and financial goals, and demonstrate awareness of strategies and resources needed to achieve academic success.

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

Chicago Quarter Reading & Writing Expectations (Liberal Studies Council, 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.

Common Hour Goals & delivery

Common Hour will:

- ◆ Provide new students with a connection to a faculty member, staff member, and a peer mentor;
- ◆ Provide the setting for new students to build long-lasting relationships with other new students;
- ◆ Educate new students on topics related to personal and academic success while connecting to relevant campus resources;
- ◆ Connect new students with the mission of DePaul; and
- ◆ Build affinity with DePaul.

Note: Common Hour grades must be factored into the final course grade and account for 20%.

Below are excerpts from some NSFE documents about the structure of Common Hour and the roles and responsibilities of Chicago Quarter Mentors and Staff professionals:

Common Hour consists of ten one-hour lessons that are grouped in units; nine of those lessons are pre-determined and focus on the following areas:

Community Unit	Academic & Career Unit	Wellness Unit
Welcome to Common Hour	Education & Career Planning	Health & Wellness
Sense of Belonging & Community	Academic Success Skills	Financial Fitness
Diversity, Community & Social Justice	University Tech. & Registration	
Involvement & Leadership		

For an overview of each Common Hour lesson, click [here](#) or re-visit the HANDBOOKS & RESOURCES page.

CQM & staff professional position description

Each Chicago Quarter course is led and taught by a teaching team that includes a faculty member, a staff professional, and a Chicago Quarter Mentor. The teaching teams are an

essential part of the Chicago Quarter Program and allow new students to build critical relationships and connections with the university community as they transition to DePaul. Faculty lead the academic component of the course focusing on a specific-Chicago related topic. Chicago Quarter Mentors, in partnership with the assigned Staff Professional, plan and deliver the Common Hour component of the Chicago Quarter course. Additionally, staff professionals provide Chicago Quarter Mentors with ongoing guidance, feedback, and formally evaluate (in collaboration with faculty) mentor performance. All members of the team work collaboratively to coordinate and plan the overall course curriculum and lead new students through excursions in the city of Chicago.

Principal duties, responsibilities & other job-related information

- Work hand in hand with the Chicago Quarter teaching team to plan, deliver, and review Common Hour lessons.
- Maintain regular and responsive communication with assigned Chicago Quarter teaching team.
- Work collaboratively with the CQ teaching team to plan and coordinate course content and develop syllabus.
- Give priority scheduling to planning meetings with the CQ teaching team, outside of and in addition to required dates outlined below.
- Attend and participate in all Chicago Quarter meetings, trainings, and other programs.
- Other related duties as outlined by the Office of New Student and Family Engagement.

Inquiries about CQMs and staff professionals should be directed to Toni Fitzpatrick, Assoc. Director of the Office of New Student & Family Engagement (Lincoln Park Student Center, Suite 307; afitzpa9@depaul.edu; 773-325-2273). In addition to overseeing Common Hour, NSFEE is responsible for recruiting, selecting, training, assigning and supervising Chicago Quarter mentors and staff professionals.

The full listing of NSFEE staff may be found on [p. 24](#).

COURSE PREPARATION

Teaching team timeline (from late Spring through Autumn Quarter)

- ◆ When, in May, teaching teams are announced, the instructor has responsibility to initiate the first team meeting as soon as possible. One opportunity is immediately following the annual CQ Best Practices event, Friday, May 27, 9:00 a.m. – 1:15 p.m., Lincoln Park Student Center 120.
- ◆ By meeting in late Spring Quarter, team members can get to know each other's strengths and potential contributions to the success of the course; collaborate on their joint Welcome Letter (see [p. 8](#) for more information); and, in the case of **Discover** teams, brainstorm about service sites/projects for New Student Service Day (see [p. 12](#) for more information).
- ◆ By Wednesday, June 15, teams should have sent their Welcome Letter to Brent Nunn and have contacted Gina Leal to initiate planning for New Student Service Day.

- ◆ Over the summer teams should stay in contact, and ideally continue to meet, in order to coordinate curricular and co-curricular activities; finalize the Immersion Week schedule; and either produce a unified syllabus or coordinate the academic and Common Hour syllabi.
- ◆ On Thursday, August 25, **Discover** teaching teams should plan to attend the Pre-Immersion Week Meeting, Discover Chicago’s final organizational meeting just ahead of Immersion Week. This is when CTA passes for team members are distributed, Immersion Week classroom locations and rosters are provided, and various details regarding Immersion Week are discussed, as well as any last minute information provided. **All teaching team members are expected to attend.** Time: 10:00 a.m. – noon; place: SAC 154.
- ◆ On the first morning of Immersion Week, Monday, August 29, students and teaching teams gather for their first class meeting at 9:00 a.m. on the Lincoln Park campus in their **Immersion Week classrooms**, which will be listed in [campusconnect](#) in August. A barbecue lunch is provided on the Quad between 11:30 a.m. and 1:00 p.m.
- ◆ Tuesday, Sept. 6 is New Student Service Day. All Discover Chicago classes, except for HON and School of Music sections, participate, with check-in beginning at 8:00 a.m. in the Sullivan Athletic Center, 2323 N. Sheffield. (For full details, see [p. 12](#).)
- ◆ On Tuesday, Sept. 6, **Explore** teaching teams should plan to attend the Great Starts Meeting, Explore Chicago’s final organizational meeting before the start of classes, at which various details are discussed and last-minute information is provided. **All teaching team members are expected to attend.** Time: 3:00 – 5:00 p.m.; place: McGowan South 108.
- ◆ During Autumn Quarter, faculty should be prepared to join the weekly meetings between CQM and staff professional as needed.

The Welcome Letter (due Wednesday, June 15)

During the summer, each student enrolled in a section will receive a Welcome Letter that describes the class and identifies any expected preparation for it. Working in collaboration, each teaching team should compose a letter containing the following elements:

- ◆ Date it: “Summer 2016.”
- ◆ Expand upon or re-state your course description.
- ◆ Introduce your team members.
- ◆ This is a great place to set some expectations, as well as to foster some excitement for the course.
- ◆ List any special items (e.g., bikes, helmets, cameras, books) that students will need for the course.
- ◆ Specify the dates for **Immersion Week**: Monday-Friday, August 29-September 2.
- ◆ Remind **Discover** students of their mandatory participation in New Student Service Day on Tuesday, Sept. 6. Details will be available in the upcoming months. (If you are teaching a section for Honors or School of Music students, please do not mention attending New Student Service Day since that is when the Honors Retreat and SoM auditions take place.)
- ◆ Since the Involvement Fairs are held early in the quarter, in fact, before some Explore classes hold their first meeting, Welcome Letters for all **Explore Chicago** classes should

include some version of the following: “You will be required to attend one of the Involvement Fairs for the Common Hour portion of the class. They will take place on Friday, Sept. 9, 1:00-4:00 p.m., on the Lincoln Park Quad; and Thursday, Sept. 15, 1:00-4:00 p.m., at the DePaul Center on the Loop Campus.”

- ◆ Give advance notice of any excursions scheduled outside of regular contact hours.
- ◆ Honors sections should include a reminder about the Honors Retreat, which will take place on Tuesday, September 6. (More information will be sent out later by the Honors Program.)
- ◆ The letter should end with a “signature” from each member of the team, including the name, role, and email address and/or phone number. Example:

John Doe
Staff professional
jdoe@depaul.edu

A single, complete electronic copy (in Word) should be sent to Brent Nunn at bnunn@depaul.edu by **Wednesday, June 15**. FYP will ensure electronic delivery of the Welcome Letter to each enrolled student.

Contact hours

Discover Chicago

Immersion Week (the week before the regular Autumn Quarter)

- ◆ Discover Chicago classes meet for a minimum of 32 hours during Immersion Week.
- ◆ Three of these hours should be devoted to Common Hour.
- ◆ A half-day of Immersion Week must be given over to students to conduct their university business (i.e., Financial Aid, Student Records, ID Services, etc.).

Autumn Quarter

- ◆ Classes continue to meet for 2.5 hours per week for the first seven weeks, through Tuesday, Oct. 25. Of this time, 10.5 are academic hours and 7 are Common Hour. (Most instructors schedule a 2 hour-40 minute session in order to build in a 10-minute break.)
- ◆ At the instructor’s discretion, the eighth week of the quarter (Oct. 26-Nov. 1) may serve as “Finals Week” for final exams and/or presentations. As is standard DePaul practice, if no exams or presentations are scheduled, then final assignments should be due this week.

Unless otherwise requested, a Lincoln Park classroom is assigned to each section for the duration of Immersion Week. (Please note: This will not be the same as the classroom assigned for the duration of Autumn Quarter.)

Explore Chicago

Classes meet for four hours per week, including Common Hour, for a total of 40 contact hours.

Excursions: Planning & safety

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

- ◆ this should be indicated in both the Welcome Letter and 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, etc.
- ◆ 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 at 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.
- ◆ Promote basic public transit etiquette by sharing the webpage of the CTA courtesy campaign: www.transitchicago.com/courtesy. Those unused to an urban environment may not realize the small but cumulatively important difference it makes to give up one's seat to the elderly, the disabled, pregnant women or parents with children; allow others to exit a bus or train before boarding oneself; not block the doors; etc.
- ◆ Pack a minimal safety kit, e.g., band-aids, antibiotic ointment, Advil or Tylenol, hand sanitizer, single-use ice pack, etc.
- ◆ During Immersion Week and on NSSD, students on the meal plan can easily pick up a boxed lunch before the day starts at the Lincoln Park Student Center, open at 7:30 a.m.

Travel tips

Want to see Chicago from a different perspective? [Chicago Water Taxis](#) are surprisingly inexpensive. Rides from the Michigan Avenue Bridge to Goose Island or Chinatown cost as little as

\$1.75 (if you purchase shareable 10-ride passes on weekdays for just \$17.50). The trip is fun and you may wish to try your hand at providing architectural commentary en route.

Like to receive a phone call from a statue? Thanks to [Statue Stories Chicago](#), funded by DePaul's own Richard Driehaus, some 30 Chicago statues – from Abe Lincoln (in Lincoln Park) to Jean-Baptiste Point DuSable (just east of the Tribune Tower) to the Art Institute's lions and many more – will give you a call. Each of the statues has a tag nearby with a QR code (one of those pixelated barcodes); swipe your smartphone on the tag; and you will receive a “call back” from the statue. (Steve Carell is “Man with Fish”; you can guess where to find that one, rely on serendipity or you can download a [map](#).)

Emergency protocol

In an emergency situation, call 911 first.

If anything out of the ordinary occurs on an excursion (whether during Discover's Immersion Week or the regular Autumn Quarter), teaching teams **MUST** file an Incident Report with the Public Safety Office (773-325-7777) **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 poorly-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).
- ◆ Never cross the street while looking at an electronic device.
- ◆ 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 exchange cell phone numbers.

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

resources.depaul.edu/teaching-commons/teaching-guides/instructional-methods/Pages/field-work.aspx

New Student Service Day (Tuesday, September 6, 2016)

New Student Service Day (NSSD), which takes place the day before regular Autumn Quarter classes begin, provides new students enrolled in Discover Chicago with the opportunity to become acquainted firsthand with DePaul's Vincentian mission, as well as their new DePaul family.

With the exception of Honors and School of Music sections (for which alternate service opportunities are arranged), all Discover Chicago classes – all teaching-team members and students – participate mandatorily in New Student Service Day. Each Discover Chicago class travels to an assigned service site across the Chicago community before returning to campus in the afternoon.

In 2016, NSSD takes place on Tuesday, Sept. 6. The schedule is as follows (with times in italics dependent on location of specific service sites):

NSSD schedule		<i>(times in italics necessarily vary by site)</i>
8:00 a.m.	Check -in	Sullivan Athletic Center 2323 N. Sheffield Lincoln Park Campus
8:20 a.m.	Kick-off & Morning Program	
9:00 a.m.	Discover Teams depart	
<i>9:00-10:00 a.m.</i>	Teams travel to sites	Via CTA
<i>9:15-10:15 a.m.</i>	Teams arrive at sites	
<i>9:15 a.m.-12:30 p.m.</i>	Service Project	Various sites
<i>12:30-1:00 p.m.</i>	Reflection – led by teaching team	At site
<i>1:00-2:00 p.m.</i>	Return to Lincoln Park Campus	Via CTA
1:00pm -3:30pm	Picnic + Service, Faith & Justice Fair	DePaul Quad (Rain location: Kelly Hall, Library)

Options for arranging service

Regardless of which option you choose below, **all Discover Chicago teaching teams** must contact the University Ministry's Service Day Team by **Wednesday, June 15**, to inform them of your plans. The coordinator is Gina Leal, Lincoln Park Student Center 311, serviceday@depaul.edu, 773-325-1193. Please know that if you do not inform the Service Day Team of your plans, they will **not** automatically proceed with developing a project. (This is to avoid repetition of past instances when classes have been double-booked, which then causes sites to have “no shows” on NSSD.)

- ◆ **OPTION 1:** Faculty/Teaching team develops service project communicating directly with community partner. Inform Service Day Team of arrangements.

If you choose this option, you are committing to develop your own service project, contact and confirm with the community partner, gather pertinent information including: site specific waivers, dress code, directions, etc. If you would like this option, please inform the Service Day Team of your plan. They need to be sure not to duplicate requests for

volunteers. Also, if they know your project ahead of time, it will help them be prepared in the event of a site cancelling—so they can be of assistance in finding a new project.

Some points to consider as you plan:

- Number of volunteers a community agency can host
 - Distance from DePaul via CTA
 - Please remind them that September 6 is a Tuesday. If they are a site DePaul has worked with in the past, the day of the week can influence their ability to accept a group and/or the type of service.
- ◆ **OPTION 2:** Service team coordinates service project for the class.

The Service Day Team will work with a member of the teaching team to coordinate a service project. They will take into account class needs and long-term DePaul Community Partners first to see if there is a good match. If not, they then seek out new organizations who may be interested in hosting volunteers for NSSD. They welcome your suggestions and ideas for potential projects, and will maintain consistent communication with you throughout the summer on the progress of the project.

It would be most helpful for them to coordinate with a single member of the teaching team for NSSD. They will be sure to include all members in important communications regarding the service project, but for efficiency and continuity, working with one person is preferred.

Service learning

For those who wish to incorporate service learning into their classes – either Discover or Explore – over and above participation in NSSD, 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, 773-325-8192); Jeff Howard, Asst. Director for Faculty Development (jhowar15@depaul.edu, 734-904-4297); and/or Rubén Álvarez Silva, Asst. Director for Academic Development (rsilvaal@depaul.edu, 773-325-8132). You may also simply email servicelearning@depaul.edu.

Given that our students are just embarking on their college careers and that Discover Chicago ends three weeks early, Howard Rosing, Director of the Steans Center, recommends:

- ◆ for **Discover** classes, 10-12 hours of service over and above whatever service is performed during Immersion Week and NSSD; and
- ◆ for **Explore** classes, *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 Welcome Letter as well as the syllabus.

Advising & academic success

Undeclared students in LAS, CSH and Communication are assigned for advising to the Office for Academic Advising Support. In addition to these formal advisor assignments, OAAS is always open

to seeing undeclared and exploratory (declared, but considering additional/alternative academic options) students from any of the undergraduate colleges.

An advisor from the Office for Academic Advising Support (OAAS) will be assigned to each Chicago Quarter section. This advisor can assist you with any academic advising-related questions or issues and will work with any undeclared or exploratory students in your class. (The advisor's name will also show up as a "TA" on your class D2L site.) OAAS may be reached at: 773-325-7431 or advisingsupport@depaul.edu or by visiting their website at oaas.depaul.edu.

Meanwhile, we urge you to take advantage of...

BlueStar

... the university's online system that "supports student academic success by helping to connect students, advisors, instructors and other DePaul resources."

In addition to responding to specific surveys sent out periodically by BlueStar (e.g., the Attendance/Participation survey sent out early in the quarter and the Academic Progress survey sent out mid-quarter), you are able to use BlueStar to flag concerns that you may have about individual students at any time during the quarter. When you raise a flag, you know whether or not it is shared with the student (all academic flags, referrals and kudos are) and which other users, such as the student's advisor, may be able to access the information. The system also keeps a record for your own use.

It is recommended that faculty provide feedback on an assignment within the first three weeks of the quarter in order to have solid information on which to base responses to the mid-quarter Academic Progress survey.

In order to access BlueStar:

- ◆ Log in to [campusconnect](#)
- ◆ Click: SELF SERVICE (on the menu at left), then BLUESTAR STUDENT SUPPORT (top right)

Then, to see a list of your students:

- ◆ Click the STUDENTS button, then, if necessary, the MY STUDENTS tab

When you click on a student's name, a new window will open. At this point you may:

- ◆ raise any of the **flags** available to you, e.g., "behavioral concern," "missing/late work";
- ◆ create any of the different **referrals**, e.g., to the Center for Students with Disabilities, the College Advising Office, the Dean of Students;
- ◆ offer **kudos**;
- ◆ etc.

The benefits of using the BlueStar system to communicate with your students include:

- ◆ Having an organized record of your communications
- ◆ Automatically communicating or setting up appointments with a student's advisor and relevant DePaul offices without your having to look them up or track them down

- ◆ Allowing advisors to detect patterns that may appear across a student's classes that a lone instructor may be unaware of

For more information, you can go to the BlueStar page on the Teaching Commons, teachingcommons.depaul.edu/technology/bluestar.html, or email bluestar@depaul.edu.

Online Teaching Evaluations

All evaluations are to be completed by students online. They can do so from a computer or a smartphone. The easiest way may be to use the iDePaul app.

- ◆ Instructions are automatically emailed to **Discover** students during week 6. The OTEs for **Discover Chicago** will be available online during the window October 12–25.
- ◆ Instructions are automatically emailed to **Explore** students during weeks 9-10. The OTEs for **Explore Chicago** will be available online during the window November 2–15.

Although students may complete OTEs for their other classes on their own, we ask that class time be set aside so that students can complete their OTEs on a smartphone or other mobile device.

COURSE RESOURCES

Please be aware of the “Chicago Quarter Instructors” page in the NO QUARTERS section of D2L, where further resources and information are available.

Best Practices

In June of each year, documents shared by presenters at the Chicago Quarter Best Practices Conference held toward the end of Spring Quarter are posted on the FYP website, here:

academics.depaul.edu/liberal-studies/first-year-program/for-faculty/Pages/Best-Practices.aspx

Topics addressed include:

- Academic Skill Building for First-Year Students
- Activities for Reflection
- Learning to Learn
- Using Mobile and Maps for Chicago Quarter

Social media initiative

As part of the Chicago Quarter, we're asking teaching teams to help showcase their activities by using or promoting the use of several hashtags on social media posts. These hashtags will make it easy for DePaul's social media teams to curate posts for a variety of purposes.

The hashtags are **#DePaulDiscover**, **#DePaulImmersionWeek** and **#DePaulExplore**. If you're active on social media or manage an appropriate DePaul social media account, we encourage you to use one or all of these hashtags on your posts. If you aren't active on social media or prefer not to use your accounts for this purpose, please encourage your students to use these hashtags.

We're particularly focusing on Instagram and Twitter for this initiative, although you are welcome to post on other platforms. University Marketing Communications (MarCom) will create a feed from these posts that will air on television monitors in the Student Center during Immersion Week meals. We'll continue to collect and promote posts throughout the quarter via Facebook, Twitter, Instagram and Storify.

New this year is a Snapchat filter for Immersion Week that will be active in the Student Center. Participants who want their Snaps considered for Student Center feed should take a screenshot of their Snap and send it to @DePaulU on Twitter or Instagram.

To jump-start participation, we'd like to recruit 10-15 teaching-team members who will commit to posting on Twitter or Instagram once or twice a day about their Chicago Quarter classes. These "seed" posts encourage others to share their experiences. If you are willing to participate, please contact Kris Gallagher in MarCom, kgallagh@depaul.edu, 312-362-8354, with your name, the name of your Chicago Quarter class, and your Twitter and/or Instagram handle.

If you prefer not to commit to posting once or twice a day, but would still like to participate, we encourage you to do so by using the hashtags.

Tips

- ◆ Ask permission if students or mentors are identifiable in your photos or videos. Don't worry about capturing backs of heads or students in the distance. If students tell you that they are not comfortable with a photo being posted on social media, respect their wishes.
- ◆ Include context about each post (as space allows).
- ◆ Craft photos/videos/collages, etc. that answer questions like these: What should people know about your Chicago Quarter program? How do you showcase the city of Chicago? What about your class inspires you?

Art Institute of Chicago: Free admission + teaching awards

The university is in its second year as a participant in the Art Institute of Chicago's University Partner Program, which, upon presentation of a DePaul ID card, provides **free admission to all DePaul students, faculty and staff**, not just undergraduates as was the case last year.

If you are taking your Chicago Quarter class, you may contact Madeline Shearer at the Art Institute (312-443-3139, universitypartners@artic.edu) to have tickets pre-printed and available on arrival (two weeks' notice is required). If individuals are going to the museum independently, they should present their DePaul IDs at the AIC cashier's counter; tickets will be printed for same-day admission. Please note, however, that the Art institute requires that backpacks be checked at a cost of \$1. You may charge this to the class budget by paying and then bringing in the receipt for reimbursement.

And please keep an eye out for notices about DePaul University Nights (and Days) at the AIC.

The next **DePaul Night at the Art Institute** is actually DePaul *Day*: **Saturday, October 15, 10:30 a.m.–4:00 p.m.** Exceptionally on this occasion (which takes place during the university's Family Weekend), family and friends will be able to enter free with any ID-bearing student, staff or faculty; a table will be set up for this purpose at the entrance to the Modern Wing, 159 E. Monroe, between Michigan and Columbus.

Awards for innovative use of the Art Institute

To encourage even greater use of the world-class resources of the Art Institute, the LAS Dean's office and the Liberal Studies Program are pleased to announce new awards for innovative use of the Art Institute in any First-Year Program course (LSP 110 or 111, HON 110 or 111) taught in Autumn 2016. Three awards to faculty (or teaching team) of a meal reimbursement **up to \$150** will be made. The course must be taught in Autumn 2016 and make use of the Art Institute of Chicago in its content and/or assignments.

Deadline for submission: Monday, **November 21**, 2016

What to submit:

1. Course Syllabus
2. Copies of AIC-related assignment(s)
3. 250-word description of the significance and creativity of use of the Art Institute

Submit to: John Shanahan jshanah1@depaul.edu and Delia Cosentino dcosent1@depaul.edu

Announcement of awards: Before Monday, December 5, 2016

Chicago History Museum: Free membership

We are very pleased that our relationship with the Chicago History Museum will now be entering its fifth year. For information about *free* DePaul membership, please go to:

chicagohistory.org/support/membership/depaul

To schedule a class visit, please go to:

chicagohistory.org/support/membership/depaul-class-visit-reservation-form

The CHM contact person for class visits is Josh Anderson, who may be reached at 312-642-4600 or reception@chicagohistory.org.

The museum's online Research Center is at: libguides.chicagohistory.org/research.

Peggy Notebaert Nature Museum

You may schedule a free class visit to the Peggy Notebaert Nature Museum (2430 N. Cannon Drive, in Lincoln Park proper, north of Fullerton). Here is a link for information on the museum: naturemuseum.org/the-museum. To discuss and schedule a visit, please contact Alvaro Ramos, Vice President and Curator of the Museum Experience at Alvaro.Ramos@naturemuseum.org or 773-755-5162.

Online learning tools

- ◆ **D2L** provides the familiar array of online tools: information and file sharing, discussion forums, dropboxes (with optional plagiarism detection), chat, etc.: d2l.depaul.edu

Discover instructors will notice that D2L now offers them a pair of sites, one for the regular class and one with an “I” for Immersion Week. We recommend that you use the D2L site that has been activated and *not* activate the second “I” site.

- ◆ **Digication** provides tools for digital or e-portfolios: depaul.digication.com
- ◆ **MoLI**, DePaul’s Mobile Learning Initiative, offers the opportunity to deploy students’ own mobile devices in the service of learning, rather than distraction: go.depaul.edu/moli
- ◆ **FITS** (Faculty Instructional Technology Services) provides one-on-one technology support, workshops, etc. for all of the above: offices.depaul.edu/fits/Pages/default.aspx

Live broadcast audio via smartphone: Mixlr and Voxer

Trying to be heard by your students without shattering the quiet of a museum? Over the noise of traffic and construction in the Loop? By a group of students strung out the length of a block? Or when they’re at the back of the bus or in the next train car? We’ve found a pair of simple solutions, free apps that allow you to broadcast live via iPhone or Android to any student with an iPhone or Android:

- ◆ **Mixlr** offers one-way broadcasting with an interactive text-chat function.
- ◆ **Voxer** is more of a walkie-talkie system allowing group audio-chat, texting and photo-sharing.

Cost: Free, except for data usage. One minor drawback: Mixlr has a few-second broadcast delay, but Voxer is virtually simultaneous. If you decide to use one or the other, please let us know about your experience.

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. These mentors are also available to students & alumni to explore college and professional transitions; life challenges; and university and career questions. The contact person is Leslie Chamberlain, Associate Director (lchambe8@depaul.edu, 312-362-8282). The ASK website is ask.depaul.edu.

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

COURSE LOGISTICS

Budget & reimbursements

How much money do I have in my budget?

- ◆ The total class budget for **Discover Chicago** has been increased to **\$775**.
- ◆ The total class budget for **Explore Chicago** has been increased to **\$425**.

- ◆ **You may not collect class fees.**
- ◆ Please note that theatre tickets, tour fees, etc., for the teaching team – instructors, student mentors and staff professionals – are to be paid for out of the class budget.

Is there a deadline for reimbursements and payments?

- ◆ Yes! For Autumn Quarter charges, reimbursements and payments, all information, forms, receipts and invoices must be received **within 60 days** of service/purchase or by **Tuesday, November 22 — whichever date is EARLIER**. 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 **prior** to the purchase/event.

How do I get reimbursed for a class expenditure?

- ◆ For a reimbursement to a team member or DePaul employee for a tangible good (tickets to a museum, food, etc.), please provide Brent Nunn 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 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](http://financialaffairs.depaul.edu/forms/Vendor%20Information%20Form.pdf) completed and signed by the payee

What **cannot** be reimbursed?

- ◆ Payments made with **personal checks**
- ◆ Gift certificates/cards

- ◆ Personal expenses (e.g., teaching-team meetings at Starbucks; meals that do not include the whole class)
- ◆ Textbooks (note that desk copies may be requested directly from publishers)
- ◆ Note: Without prior approval, parking and cab rides will not be reimbursed.

How do I make a budget transfer?

- ◆ Please contact Brent Nunn.

How do I use my ProCard for class purchases?

- ◆ Send us copies of your receipts from your ProCard and once the charges get approved, chartfields will be provided for your department to make a budget transfer. You can send copies of receipts to us electronically or by interoffice mail, as you will need the original receipts for your department's ProCard reconciliation. If you have questions, please contact Brent Nunn.

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 with a brief explanation of the purchase along with the name of the company or organization, 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

During Immersion Week excursions, Discover teams handle lunch in different ways on different days. On the first day, a barbecue is provided on the Quad. In some cases, students are advised that they are responsible for their own lunch; we strongly recommend, in such cases, that you provide students with some low-cost options in the neighborhoods you will be visiting. On other occasions, the instructor chooses to provide lunch out of the class budget. In such cases, it is always advisable 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.

If you wish to order food from Chartwell's, whether a box lunch to eat off campus or a meal to consume on campus, we will place your order. Please email the following information to fristyr@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.

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's preferred vendors include BusBank (busbank.com). To charter a school bus, contact BusBank's account representative, Lee Ripani, at 312-476-6114 or 312-476-6100; lripani@BusBank.com. The discount rate for DePaul groups is: **\$285.00 for up to five hours, with each additional hour at \$55.** For further, more expensive options, consult the university's full list of [preferred vendors](#).

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 Eunice Morales, Lewis 1630, emoral11@depaul.edu, 312-362-8882.

Room requests & reservations

Immersion Week

To each Discover Chicago class the Office of the First-Year Program assigns a Lincoln Park classroom for that class's exclusive use during Immersion Week. It is in this classroom that your class will meet on the first morning of Immersion Week. The location of your Immersion Week classroom is now listed in campusconnect. A printout of room assignments will also be provided in your packet at the Pre-Immersion Week Meeting. (If you would like the use of a *Loop* classroom during Immersion Week, please email firstyr@depaul.edu.)

However, the FYP does not assign Autumn Quarter classroom space, beyond simply specifying the campus.

Autumn Quarter

Requests for a specific Autumn Quarter classroom or building or a room with special equipment (above and beyond the standard technical array) are handled via campusconnect. An email goes out in early July inviting faculty to convey their classroom preferences by logging in and going to: SELF SERVICE > FACULTY CENTER > INSTRUCTOR RESOURCES > FACULTY PROFILE and filling out the online form. You may also contact Niki Rigas and Alex Schneider directly at academicspace@depaul.edu.

Special events

Room requests for one-time events are handled online via: 25live.collegenet.com/depaul. A tutorial for “how to request an event” may be found [here](#). The contact person is Alex Schneider at academicspace@depaul.edu.

This information and more may be found at:

offices.depaul.edu/oaa/academic-leadership-resources/space

(To reserve a space in the library, use the library’s own scheduling system: libcal.depaul.edu.)

Registration & enrollment

Students do not use CampusConnect to register for Chicago Quarter classes. Instead, they pre-register at the same time that they sign up for a session of DePaul Premiere (a.k.a. orientation); then when they come to campus, they officially register and are entered by the FYP into CampusConnect.

Thus, over the course of the summer, whatever number of students you may see in CampusConnect merely reflects students who have already attended Premiere, and does not include those who have pre-registered but not yet attended Premiere.

CampusConnect and D2L will not reflect your class roster until the day after the final Premiere session:

- ◆ The final Premiere DePaul session for Discover students is PD 12, August 25-26.
- ◆ The final Premiere DePaul session for Explore students is PD 13, August 31-September 1.

In any case, a low number in CampusConnect is no cause for concern; your class may already be full!

Moreover, we make sure that all sections make enrollment; one of the ways we ensure this is to maintain a policy of no over-enrollment. So, should a student contact you about trying to get into your class when it is closed, please direct him or her to Brent Nunn.

Automatic email forwarding

If you do not check your DePaul Outlook email account regularly, we recommend that you set it to automatically forward email to your preferred account. IS recommends that you follow the simple instructions on the following page:

www.technipages.com/automatically-forward-email-outlook

APPENDICES

Appendix I: **Liberal Studies Program Learning Goals** (Liberal Studies Council, 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/for-faculty/Documents/LSPLearningGoalsAndOutcomes.pdf

Appendix II: Important websites

Chicago Quarter	go.depaul.edu/chicagoquarter
First-Year Program	go.depaul.edu/fyp
Course descriptions	academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx
Financial Affairs forms	financialaffairs.depaul.edu/forms/forms-ap.html
Office for Academic Advising Support	oaas.depaul.edu
Alumni Sharing Knowledge	ask.depaul.edu
Art Institute of Chicago	www.artic.edu
BlueStar	teachingcommons.depaul.edu/technology/bluestar.html
Chartwell's	depaulcatering.com
Chicago History Museum	chicagohistory.org/support/membership/depaul chicagohistory.org/support/membership/depaul-class-visit-reservation-form
Classroom & Building Space	offices.depaul.edu/oa/academic-leadership-resources/space
D2L	d2l.depaul.edu
Digication/E-Portfolios	depaul.digication.com
FITS	offices.depaul.edu/fits
Live broadcast audio via smartphone	mixlr.com voxer.com
Mobile Learning/MoLI	go.depaul.edu/moli
Peggy Notebaert Nature Museum	naturemuseum.org/the-museum
Writing Center	condor.depaul.edu/writing/what/Writing%20Center/wc.html
Useful CQ maps	academics.depaul.edu/liberal-studies/first-year-program/for-faculty/Pages/maps.aspx

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 dlong@depaul.edu 773-325-4569
	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) & Focal Point Seminars (LSP 112) 	2312 N. Clifton, Munroe 120 medward4@depaul.edu 773-325-1187
	Brent Nunn , 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 bnunn@depaul.edu 773-325-7573
	..., Program Assistant <ul style="list-style-type: none"> ◆ General FYP information; Immersion Week and excursion logistics; reimbursements; CHM workshop registration; catering; syllabi & Immersion Week schedules 	Maria Hernández has moved to the School of Music. So while her position remains vacant, please direct inquiries to the people above; or fristyr@depaul.edu ; or 773-325-7573.
Office of New Student & Family Engagement	Toni Fitzpatrick , Assoc. Director <ul style="list-style-type: none"> ◆ Common Hour curriculum; CQM & Staff Professional recruitment, training and development 	Lincoln Park Student Center 307 afitzpa9@depaul.edu 773-325-2273
	Ziena Miller , Asst. Director <ul style="list-style-type: none"> ◆ Staff Professional recruitment, training and development 	ziena.miller@depaul.edu 773-325-4751
	Jessica Scott , Graduate Assistant <ul style="list-style-type: none"> ◆ Staff Professional recruitment, training and development 	jscott53@depaul.edu 773-325-7361
	Betsy Lugo & Spencer Olson , CQ Student Coordinators <ul style="list-style-type: none"> ◆ CQM & Staff Professional recruitment, training and development 	cqcoordinator@depaul.edu
Public Safety		773-325-7777 (LPC) 312-362-8400 (Loop)
First-Year Writing Program Julie Bokser , Director <ul style="list-style-type: none"> ◆ Administration of all First-Year Writing courses (WRD 102/103/104) 		SAC 358 jbokser@depaul.edu 773-325-4821

<p>Quantitative Reasoning Program David Jabon, Director</p> <p>Ozlem Elgun Tillman, Assoc. Director ◆ Administration of all QRTL courses (LSP 120/121)</p>	<p>SAC 286 djabon@depaul.edu 773-325-7248 oelgun@depaul.edu 773-325-4663</p>
<p>Honors Program Rose Spalding, Director ◆ Administration, faculty recruitment for HON 110/111</p>	<p>990 W. Fullerton, Suite 1300 rspaldin@depaul.edu 773-325-1983/7302</p>
<p>University Ministry Gina Leal, Chicago Community Engagement Coordinator ◆ Planning for New Student Service Day</p>	<p>Lincoln Park Student Center 311 serviceday@depaul.edu glead1@depaul.edu 773-325-1193</p>
<p>Steans Center Helen Damon-Moore, Associate Director</p> <p>Jeff Howard, Asst. Director for Faculty Development</p> <p>Rubén Álvarez Silva, Asst. Director for Academic Development ◆ Service learning: course development, planning, supervision; community partners</p>	<p>2233 N. Kenmore hdamonmo@depaul.edu 773-325-8192 jhowar15@depaul.edu 734-904-4297 rsilvaal@depaul.edu 773-325-8132 servicelearning@depaul.edu</p>
<p>Office for Academic Advising Support</p> <p>Tim Mazurek, Academic Advisor ◆ Advising for undeclared and exploratory first-year students</p>	<p>LPC: SAC 192; Loop : DPC 9500 773-325-7251 tmazurek@depaul.edu 773-325-7264 advisingsupport@depaul.edu</p>
<p>University Marketing Communications Kris Gallagher, Internal Consultant ◆ Social media initiative</p>	<p>DePaul Center 312-362-8365 kgallagh@depaul.edu</p>
<p>Art Institute of Chicago Madeline Shearer ◆ Class visits</p>	<p>111 S. Michigan Avenue universitypartners@artic.edu 312-443-3139</p>
<p>Chicago History Museum Josh Anderson ◆ Class visits & guided tours</p>	<p>1601 N. Clark Street 312-642-4600 reception@chicagohistory.org</p>
<p>Peggy Notebaert Nature Museum Alvaro Ramos, Vice President & Curator of the Museum Experience ◆ Class visits</p>	<p>2430 N. Cannon Drive 773-755-5162 Alvaro.Ramos@naturemuseum.org</p>
<p>Alumni Sharing Knowledge (ASK) Leslie Chamberlain, Assoc. Director of Alumni Sharing Knowledge & Alumni Career Services ◆ Guest speakers, industry professionals, et al.</p>	<p>DePaul Center 9400 lchambe8@depaul.edu 312-362-8282</p>

Classroom & Building Space Niki Rigas ◆ Classroom scheduling Alex Schneider ◆ PC classroom & event scheduling	academicspace@depaul.edu nrigas@depaul.edu 312-362-8829 aschne11@depaul.edu 312-362-7533
LAS Office, Loop campus Eunice Morales , Administrative Assistant ◆ Loop office space	Lewis 1630 emoral11@depaul.edu 312-362-8882
Public Safety	773-325-7777 (LPC) 312-362-8400 (Loop)

Appendix IV: **The Off-Season**

November	Identify potential future CQMs. Nominations for <i>new</i> CQMs will be solicited this month.
	Send in your nominations for the CQ teaching team awards.
December	Deadline for proposing <u>new</u> course topics = December 15 ◆ Click for information on the FYP website ◆ Click for the LSP online proposal form
January	Nominations for new CQMs due Friday, January 6.
	Inform your chair, program director or supervisor that you wish to teach in the Chicago Quarter again.
	<i>Returning</i> Staff Professional and CQM processes begin for next Fall. If you want to continue working with members of your team, follow up to ensure they've communicated their intent to return.
February	<i>New</i> Staff Professional recruitment takes place. If you have a staff member in mind for your course in the Fall, encourage him or her to contact NSFE to apply.
March	Email any revised course titles and updated course descriptions to Mike Edwards .
End of March	Course descriptions are posted online.
April 1	Admitted first-year students can start to register for Chicago Quarter classes at the same time as they sign up for a summer orientation session. (However, they will <u>not</u> appear on your campusconnect class roster until they actually attend orientation sometime between June and September.)

Early April	Expect final confirmation of your teaching schedule either from your department or from the FYP.
Mid- to late April	In phase I of the process of forming teaching teams, you have the opportunity to construct your own teaching team.
Late May	Teaching teams are finalized.
	A brand-new version of this handbook appears online.