

# Focal Point Handbook

## WINTER & SPRING 2017

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- ◆ This handbook is available online at: [academics.depaul.edu/liberal-studies/first-year-program/for-faculty/Pages/handbooks-resources.aspx](http://academics.depaul.edu/liberal-studies/first-year-program/for-faculty/Pages/handbooks-resources.aspx)
- ◆ For all things to do with the First-Year Program, click: [go.depaul.edu/fyp](http://go.depaul.edu/fyp)

## New this year

- ◆ **Chelsea Diaz** has joined the Office of the FYP as our new **Program Manager**. Her contact information is: Munroe 119; [cdiaz26@depaul.edu](mailto:cdiaz26@depaul.edu); 773-325-7439.
- ◆ New **Chartwell's website**: [depaul.catertrax.com](http://depaul.catertrax.com) (for full details about placing an order, see [p. 10](#)).
- ◆ There is now an **iDePaul smartphone app**, which provides ready access to students' course schedules, campus maps, important numbers, the library website, **online teaching evaluations**, etc.
- ◆ The university's participation in the Art Institute of Chicago's University Partner Program is now in its second year and has been expanded so that now **free admission is provided to all DePaul students, faculty and staff**, not just undergraduates as was the case last year. (For full details, see [pp. 5-6](#).)

## Important dates

<b>FOCAL POINT BEST PRACTICES MEETING</b>	Friday, Nov. 11, 2016	Time: 11:00am – 2:00pm Place: Lincoln Park Student Center, room 120B
<b>WINTER QUARTER 2017</b>	Monday, January 2	<b>First day</b> of classes
	Friday, February 10 10:30 a.m. – noon 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, March 14	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. 8-10</a> .)
	Friday, March 24	Winter Quarter <b>grades due</b>
<b>SPRING QUARTER 2017</b>	Monday, March 27	<b>First day</b> of classes
	Friday, May 5 10:30 a.m. – noon 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 6	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. 8-10</a> .)
	Friday, June 16	Spring Quarter <b>grades due</b>

## ... and looking ahead to 2018

If you wish to teach a Focal Point Seminar again in 2018, or to propose a new course topic for 2018, here are further key dates to bear in mind:

<b>Planning to teach again in 2018?</b>	Mid-January 2017	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, 2017	<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

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### What is the Focal Point Seminar (LSP 112)?

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

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

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

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

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

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

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

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

1. Students will discuss and analyze work from at least three different fields in their written work for the course.

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

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

### **Writing Expectations** (LSC, rev. April 2013)

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

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

Each year since 2010, 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 may find out more about the FY@broad program by going to:

[offices.depaul.edu/global-engagement/faculty-resources/lead-a-study-abroad-program/Pages/college-specific-guidelines.aspx](http://offices.depaul.edu/global-engagement/faculty-resources/lead-a-study-abroad-program/Pages/college-specific-guidelines.aspx)

and then scrolling down to "FY@broad First-Year Student Programs." There you will find a program overview; detailed proposal guidelines; and a description of the instructor's responsibilities.

Inquiries should be directed to: Scott Ozaroski, Assoc. Director of Program Management, Study Abroad ([s.ozaroski@depaul.edu](mailto:s.ozaroski@depaul.edu); 312-362-6347; 14 E. Jackson #411).

The timeline for an already approved LSP 112 would be 15-18 months, e.g.:

- FY@broad proposal submitted: Nov. 1, 2016
- LSP 112 taught as a FY@broad section: not before 2018

while the extended timeline for someone proposing a FY@broad course from scratch would be approximately two years, e.g.:

- LSP 112 proposal submitted: Feb. 1, 2017
- FY@broad proposal submitted: Nov. 1, 2017
- LSP 112 first taught: Winter or Spring 2018
- LSP 112 taught as a FY@broad section: not before 2019

Please note that FY@broad approval does not automatically guarantee scheduling; an array of factors, financial and more, go into the decision about which courses are scheduled.

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

## COURSE PREPARATION & RESOURCES

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### Screening films & videos

There is a limit of 15% of overall class time (4.5 hours total) that may be devoted to screening films and videos. If your class is film- or video-intensive, films and videos may be put on reserve in the library or, if you prefer a communal viewing experience, you may schedule an additional weekly “lab” period that may be used at your discretion. To schedule a “lab” period and classroom, make sure to inform Mike Edwards ([medward4@depaul.edu](mailto:medward4@depaul.edu)), 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 classes, 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); Jeff Howard, Asst. Director for Faculty Development ([jhowar15@depaul.edu](mailto:jhowar15@depaul.edu), 734-904-4297); and/or Rubén Álvarez Silva, Asst. Director for Academic Development ([rsilvaal@depaul.edu](mailto:rsilvaal@depaul.edu), 773-325-8132). You may also simply email [servicelearning@depaul.edu](mailto:servicelearning@depaul.edu).

### Art Institute of Chicago: Free admission

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](mailto: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.

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

## DePaul Art Museum

Please bear in mind as you plan your class that the DePaul Art Museum can support your class in a number of ways, including:

- ◆ Tours, guided or self-guided; and
- ◆ A visit to the Collection Study Room with a *customized* set of items that you can choose in advance from the collection.

For more information, see the Spring 2017 [DPAM Faculty FAQ](#) and the DPAM website: [museums.depaul.edu](http://museums.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](http://education.depaul.edu/about/centers-and-initiatives/teaching-with-primary-sources); 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 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).
- ◆ **FITS** (Faculty Instructional Technology Services) provides one-on-one technology support, workshops, etc. for all of the above: [offices.depaul.edu/fits](http://offices.depaul.edu/fits)

## BlueStar

... is 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](http://teachingcommons.depaul.edu/technology/bluestar.html), or email [bluestar@depaul.edu](mailto:bluestar@depaul.edu).

## Online Teaching Evaluations

Instructions for completing online teaching evaluations are automatically sent to them via email during weeks 9 and 10. All evaluations are to be completed by students online, from a computer or a smartphone. The easiest way may be to use [the iDePaul app](#).

## 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 Chelsea Diaz ([cdiaz26@depaul.edu](mailto:cdiaz26@depaul.edu)).

## COURSE LOGISTICS

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### Budget & reimbursements

How much money do I have in my budget?

- ◆ The total budget is **\$200**.

Is there a deadline for reimbursements and payments?

- ◆ Yes! For charges, reimbursements and payments, all information, forms, receipts and invoices must be received **within 60 days of service/purchase or by the Tuesday of finals week — whichever date is EARLIER.**
- ◆ In Winter 2017, the Tuesday of finals week is March 14; in Spring, it is June 6.
- ◆ 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 ([bnunn@depaul.edu](mailto:bnunn@depaul.edu)) or Chelsea Diaz ([cdiaz26@depaul.edu](mailto:cdiaz26@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 ([bnunn@depaul.edu](mailto:bnunn@depaul.edu)) or Chelsea Diaz ([cdiaz26@depaul.edu](mailto:cdiaz26@depaul.edu)) 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 ([bnunn@depaul.edu](mailto:bnunn@depaul.edu)) or Chelsea Diaz ([cdiaz26@depaul.edu](mailto:cdiaz26@depaul.edu)) 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)
- ◆ Note: Without prior approval, parking and cab rides will not be reimbursed.

#### How do I make a budget transfer?

- ◆ Please contact Brent Nunn ([bnunn@depaul.edu](mailto:bnunn@depaul.edu)) or Chelsea Diaz ([cdiaz26@depaul.edu](mailto:cdiaz26@depaul.edu)).

#### How do I use my ProCard for class purchases?

Please 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 ([bnunn@depaul.edu](mailto:bnunn@depaul.edu)) or Chelsea Diaz ([cdiaz26@depaul.edu](mailto:cdiaz26@depaul.edu)).

#### 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, 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 Chelsea Diaz ([cdiaz26@depaul.edu](mailto:cdiaz26@depaul.edu)) **at least 72 hours in advance**:

- ◆ 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, please consult Chartwell's menus by going to [depaul.catertrax.com](http://depaul.catertrax.com); and then scrolling down and clicking on a campus under "order option." (While it *appears* that you have to create an account and log in, that is unnecessary.)

## **Room requests & reservations**

### Permanent classroom space

The FYP does not assign classroom space, beyond simply specifying the campus. 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 during the prior quarter 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](mailto:academicspace@depaul.edu).

### Special events

Room requests for one-time events are handled online via: [25live.collegenet.com/depaul](http://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](mailto:academicspace@depaul.edu).

This information and more may be found at:

[offices.depaul.edu/oaa/academic-leadership-resources/space](http://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](http://libcal.depaul.edu).)

## 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 ([dlong@depaul.edu](mailto:dlong@depaul.edu)).

Finally, the vast majority of first-year students are not permitted to enroll until the end of the first week after registration opens, at which point the floodgates open; so please do not be concerned if, say, your departmental 200-level course is almost full four days after registration opens and there is virtually 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 Eunice Morales, Lewis 1630, [emoral11@depaul.edu](mailto:emoral11@depaul.edu), 312-362-8882.

## 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](http://www.technipages.com/automatically-forward-email-outlook)

## APPENDICES

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

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

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

[academics.depaul.edu/liberal-studies/first-year-program/for-faculty/Documents/LSPLearningGoalsAndOutcomes.pdf](http://academics.depaul.edu/liberal-studies/first-year-program/for-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>
Art Institute of Chicago	<a href="http://www.artic.edu">www.artic.edu</a>
BlueStar	<a href="http://teachingcommons.depaul.edu/technology/bluestar.html">teachingcommons.depaul.edu/technology/bluestar.html</a>
Chartwell's	<a href="http://depaulcatering.com">depaulcatering.com</a>
Classroom & Building Space	<a href="http://offices.depaul.edu/oaa/academic-leadership-resources/space">offices.depaul.edu/oaa/academic-leadership-resources/space</a>
D2L	<a href="http://d2l.depaul.edu">d2l.depaul.edu</a>
DePaul Art Museum	<a href="http://museums.depaul.edu">museums.depaul.edu</a>
Digication/E-Portfolios	<a href="http://depaul.digication.com">depaul.digication.com</a>
FITS	<a href="http://offices.depaul.edu/fits">offices.depaul.edu/fits</a>
Library of Congress – Teaching with Primary Sources	<a href="http://education.depaul.edu/about/centers-and-initiatives/teaching-with-primary-sources">education.depaul.edu/about/centers-and-initiatives/teaching-with-primary-sources</a>
Mobile Learning/MoLI	<a href="http://go.depaul.edu/moli">go.depaul.edu/moli</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>

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>
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	<b>Mike Edwards</b> , Asst. Director for Academic Administration ♦ Proposals for and scheduling of all Chicago Quarter courses (LSP 110/111, HON 110/111) and Focal Point Seminars (LSP 112)	2312 N. Clifton, Munroe 120 773-325-1187 <a href="mailto:medward4@depaul.edu">medward4@depaul.edu</a>
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Study Abroad <b>Scott Ozaroski</b> , Assoc. Director of Program Management ♦ <a href="mailto:FY@broad">FY@broad</a>	14 E. Jackson, suite 411 <a href="mailto:s.ozaroski@depaul.edu">s.ozaroski@depaul.edu</a> 312-362-6347	
First-Year Writing Program <b>Julie Bokser</b> , Director ♦ Administration of WRD 102/103/104	SAC 358 773-325-4821 <a href="mailto:jbokser@depaul.edu">jbokser@depaul.edu</a>	
Quantitative Reasoning Program <b>David Jabon</b> , Director  <b>Ozlem Elgun Tillman</b> , Assoc. Director ♦ Administration of all QRTL courses (LSP 120/121)	SAC 286 <a href="mailto:djabon@depaul.edu">djabon@depaul.edu</a> 773-325-7248 <a href="mailto:oelgun@depaul.edu">oelgun@depaul.edu</a> 773-325-4663	
Steans Center <b>Helen Damon-Moore</b> , Associate Director  <b>Jeff Howard</b> , Asst. Director for Faculty Development  <b>Rubén Álvarez Silva</b> , Asst. Director for Academic Development ♦ Service learning: course development, planning, supervision; community partners	2233 N. Kenmore <a href="mailto:hdamonmo@depaul.edu">hdamonmo@depaul.edu</a> 773-325-8192 <a href="mailto:jhowar15@depaul.edu">jhowar15@depaul.edu</a> 734-904-4297 <a href="mailto:rsilvaal@depaul.edu">rsilvaal@depaul.edu</a> 773-325-8132 <a href="mailto:servicelearning@depaul.edu">servicelearning@depaul.edu</a>	

<p>Library of Congress – Teaching with Primary Sources  <b>David Bates</b>, Project Director</p> <p><b>John Gieger</b>, Library Resources Coordinator</p>	<p><a href="mailto:dbates2@depaul.edu">dbates2@depaul.edu</a>  312.476.4319</p> <p><a href="mailto:jgieger@depaul.edu">jgieger@depaul.edu</a>  312.365.8597</p>
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<p>Classroom &amp; Building Space  <b>Niki Rigas</b>  ◆ Classroom scheduling</p> <p><b>Alex Schneider</b>  ◆ PC classroom &amp; event scheduling</p>	<p><a href="mailto:academicspace@depaul.edu">academicspace@depaul.edu</a>  <a href="mailto:nrigas@depaul.edu">nrigas@depaul.edu</a>  312-362-8829</p> <p><a href="mailto:aschne11@depaul.edu">aschne11@depaul.edu</a>  312-362-7533</p>
<p>LAS Office, Loop campus  <b>Eunice Morales</b>, Administrative Assistant  ◆ Loop office space</p>	<p>Lewis 1630  <a href="mailto:emoral11@depaul.edu">emoral11@depaul.edu</a>  312-362-8882</p>
<p>Public Safety</p>	<p>773-325-7777 (LPC)  312-362-8400 (Loop)</p>