

## Immersion Week FAQ – Discover Chicago 2016

**When and where is the *Pre-Immersion Week Meeting*?** The Pre-Immersion Week Meeting for all teaching-team members takes place on Thursday, August 25, from 10:00 a.m. till noon, in SAC 154.

**What are the dates of Immersion Week?** Monday–Friday, August 29–September 2.

**Where do we meet on the first day of Immersion Week (Monday, August 29)?** As has been the procedure in recent years, all students and all teaching teams meet at 9:00 a.m. on the Lincoln Park campus in their assigned Immersion Week classrooms.

**When is the Immersion Week BBQ?** The Immersion Week BBQ takes place on the first day of Immersion Week in the Quad between 11:30 a.m. and 1:00 p.m. (Please note that during the 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, which will open at 7:30 a.m.)

**Where will my class meet on campus during Immersion Week?** For the duration of Immersion Week, all Discover Chicago classes are assigned a Lincoln Park classroom for their exclusive use. Your assigned classroom is now posted in campusconnect. (Please note that this classroom will not be the same as your Autumn Quarter classroom.) A list will also be provided in your Immersion Week packet at the Pre-Immersion Week Meeting. If you would like a Loop classroom for the rest of Immersion Week, please contact Maria Hernandez at [mhernand@depaul.edu](mailto:mhernand@depaul.edu).

**When do my students receive their CTA UPasses?** UPasses will be distributed to students in their Immersion Week classrooms by their teaching teams on the morning of Monday, August 29.

**When do faculty and staff receive their CTA Passes for Immersion Week?** The passes will be in your Immersion Week packet at the Pre-Immersion Week Meeting.

**What is my budget?** Your course budget is \$775. There is no separate budget for Immersion Week. So, this is the budget for the entire course. Please remember that receipts and invoices must be received by Brent Nunn or Maria Hernandez within 60 days of service/purchase or by Tuesday, November 22 — whichever date is **earlier**.

**How do the hours break down for Immersion Week?** During Immersion Week classes meet for a minimum of 32 total contact hours, of which 3 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.).

**What if there is an emergency during Immersion Week?** Teaching teams **MUST**:

- **call 911 first**; then
- file an Incident Report with Public Safety (LPC: 773-325-7777; Loop: 312-362-8400); **and**
- notify the Office of the First-Year Program (773-325-7573).

**What are my obligations for New Student Service Day (Tuesday, Sept. 6)?** With the exception of Honors and School of Music sections (for which alternate service opportunities are arranged), all Discover Chicago classes—students and all teaching-team members—participate mandatorily in New Student Service Day (NSSD). Check-in is at 8:00 a.m., Tuesday, September 6, in the Sullivan Athletic Center, 2323 N. Sheffield.

**Where will my class be going on NSSD?** We expect that by now you have been in communication with coordinator Gina Leal in UMIN ([serviceday@depaul.edu](mailto:serviceday@depaul.edu); 773-325-1193) to plan and prepare your NSSD site visit and project. A near-final list of service site assignments, addresses and contact information will be distributed at the Pre-Immersion Week Meeting.

**When will the 2016 Chicago Quarter Faculty Handbook be available?** It is online now. Go to [go.depaul.edu/fyp](http://go.depaul.edu/fyp), then click: FOR FACULTY > HANDBOOKS & RESOURCES. Rather than print out a hardcopy, we ask that you bookmark the page. This way you will have the latest information in a searchable document with a clickable table of contents and live links.

**Any further questions?** Contact the Office of the First-Year Program: Munroe Hall, 2312 N. Clifton Avenue; 773-325-7573; [firstyr@depaul.edu](mailto:firstyr@depaul.edu).