

# Focal Point Handbook

## WINTER & SPRING 2019

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- ◆ This handbook is available online [here](#); or go to [go.depaul.edu/fyp](http://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.

### New this year

- ◆ All reimbursements, voucher requests, honorarium payments and ProCard budget transfers are now being handled by the Office of the Controller in Financial Affairs at [LASFS@depaul.edu](mailto:LASFS@depaul.edu). See [pp. 9-11](#) for details.
- ◆ See [Appendix III](#) for changes concerning whom to contact about what.
- ◆ Clarification regarding FY@broad proposal and teaching timeline. See pp. 4-5 for details.

### Important dates

<b>FOCAL POINT BEST PRACTICES</b>	Friday, Nov. 9, 2018 11:00 AM – 2:00 PM	Place: Munroe 114-116
<b>WINTER QUARTER 2019</b>	Monday, January 7	<b>First day</b> of classes
	Friday, February 8 10:30 AM – Noon	<b>Faculty chat</b> – an informal gathering to share ideas and questions with colleagues who are also teaching Focal Point Seminars ( <i>attendance discretionary</i> ) Place: Library 300 (Rosati Room)
	Tuesday, March 19	<b>Reimbursement requests and documentation 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. 9-11.</a> )
	Friday, March 29	Winter Quarter <b>grades</b> due
<b>SPRING QUARTER 2019</b>	Monday, April 1	<b>First day</b> of classes
	Thursday, May 2	<b>DePaul Night at the Art Institute</b> Time: 5:00 – 8:00 p.m. Place: Enter via the Modern Wing, 159 E. Monroe, between Michigan and Columbus
	Friday, May 3 10:30 AM – Noon	<b>Faculty chat</b> ( <i>attendance discretionary</i> ) Place: <b>SAC 151</b>

	Tuesday, June 11	<b>Reimbursement requests and documentation are due to FYP within 60 days</b> of service/purchase, <b>but no later than this date, the Tuesday of finals week.</b> (See <a href="#">pp. 9-11.</a> )
	Friday, June 21	Spring Quarter <b>grades</b> due

### ... and looking ahead to 2020 & beyond

If you wish to teach a Focal Point Seminar again in 2020, or to propose a new course topic, here are further key dates to bear in mind:

<b>Planning to teach again in 2020?</b>	Mid-January 2019	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, 2019	<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>
<b>Deadline for FY@broad proposals</b>	October 1, 2019	See details on <a href="#">pp. 4-5</a>

## 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](http://academics.depaul.edu/liberal-studies/first-year-program)

### **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 mid-to-late June if it is a Spring section), the students, under the leadership of the instructor and a trained staff professional, spend **8-12** 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 are also registered for a 2-credit section of ANT 397 Travel/Study. (Exceptionally, students in the university's Honors Program who have successfully completed HON 100 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 clicking [go.depaul.edu/facultyabroad](http://go.depaul.edu/facultyabroad). 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, room 411).

The timeline for someone proposing a FY@broad course from scratch is approximately two years, e.g.:

- ◆ LSP 112 proposal submitted: Feb. 1, 2020
- ◆ FY@broad proposal submitted: Oct. 1, 2020
- ◆ Optional: LSP 112 first taught in Winter or Spring 2021
- ◆ LSP 112 taught as a FY@broad section in Winter or Spring 2022

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

- ◆ FY@broad proposal submitted: Oct. 1, 2020
- ◆ LSP 112 taught as a FY@broad section in Winter or Spring 2022

The FY@broad approval process is separate from and additional to the standard course approval process, and is conducted by Study Abroad. FY@broad approval does not automatically guarantee scheduling; an array of factors, financial and more, go into the decision about which courses are scheduled; this decision is made by Study Abroad. Faculty proposing a FY@broad program would ideally have previous experience both teaching in the First-Year Program and leading a study abroad program. However, faculty with experience in one of these areas—either teaching in the First-Year Program or leading a prior study abroad program—are eligible to apply. Those proposing a FY@broad program are advised to contact [Scott Ozaroski](#) and inquire about eligibility to apply for a [QIC grant](#) to prepare the travel component of the class.

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

## 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).

## Center for Students with Disabilities

If you have a student with disabilities in your class and the student has self-identified and registered with CSD, you will be notified about student accommodations several weeks before classes start, but if the student has not completed these steps, it could be later. If the student never connected with CSD, you may not find out about the need to accommodate until the class begins. The best practice here is to talk with Greg Moorehead or someone else from CSD (before the quarter begins, if possible) to discuss accommodations, and to include the student in the discussion of accommodations.

Contact information for the Center for Students with Disabilities: [csd@depaul.edu](mailto:csd@depaul.edu); [go.depaul.edu/csd](http://go.depaul.edu/csd); 773-325-1677 (LPC), 312-362-8002 (Loop); and for the CSD's director: Greg Moorehead, [gmoorehe@depaul.edu](mailto:gmoorehe@depaul.edu), 312-362-8545.

### [Sample disability statement for inclusion in your syllabus](#)

Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling you to access accommodations and support services to assist your success. There are two office locations:

- ◆ Lincoln Park Campus: Student Center 370, 773-325-1677
- ◆ Loop Campus: Lewis Center 1420, 312-362-8002

Students can also email the office at [csd@depaul.edu](mailto:csd@depaul.edu).

Students who are registered with the Center for Students with Disabilities are also invited to contact me privately to discuss how I may assist in facilitating the accommodations you will use in this course. This is best done early in the term. Our conversation will remain confidential to the extent possible.

## University Center for Writing-based Learning (UCWbL)

The University Center for Writing-based Learning is an excellent resource, both virtual at [condor.depaul.edu/writing](http://condor.depaul.edu/writing) and physical/human, in the Richardson Library and Lewis 1600. The tutors assist not just struggling writers, but *all* students interested in improving their writing. Thus we urge you to take advantage of the UCWbL in one of several ways, e.g.:

- ◆ Urge your students to visit the walk-in, first-come, first-served [Learning Commons](#) (Richardson library, 1st floor) – no appointment necessary;
- ◆ Invite them to form tutor-supported [writing groups](#) of three or more students;

- ◆ Encourage them to [make an appointment](#) with a tutor -- Student incentives can include an automatic extension; tutors copy faculty on written student feedback;
- ◆ [Request an in-class workshop](#) of 45-90 minutes' duration; or
- ◆ Go all in and request a Writing Fellow to work with everyone in your class – You can learn more about the Writing Fellows Program [here](#).

### **Art Institute of Chicago: Free admission**

The university is in its fourth 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.

If you are taking your 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 ticketing 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.

A **DePaul Night at the Art Institute** is scheduled for Thursday, May 2, 5:00-8:00 p.m., when once again a range of faculty will conduct tours of the collections. Entrance is via 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 is pleased to announce the DePaul LAS/Art Institute of Chicago Innovation in Teaching Award. This award recognizes innovative pedagogical uses of the Art Institute and its collections. To be eligible, the course must be taught in Winter or Spring 2019 and must make use of the Art Institute of Chicago in its content and/or assignments. All faculty teaching at DePaul are welcome to apply.

What to submit:

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

These materials should be submitted to Margaret Storey [mstorey@depaul.edu](mailto:mstorey@depaul.edu) and Joanna Gardner-Huggett [jgardner@depaul.edu](mailto:jgardner@depaul.edu). The Dean's office will be sending out deadline information.

Kudos to last year's recipients:

#### Winter 2018

- ◆ Michael Tafel, History Dept., LAS: "The Legacy of Rome": Students visited the ancient Rome exhibit and then the galleries of European, especially Renaissance, artwork, to consider, analyze and write about the influence of ancient Roman art on later generations of artists. Heather Easley, Sociology: "Harry Potter: Welcome to Hogwarts"

Spring 2018

- ◆ Salli Berg Seeley, Dept. of Writing, Rhetoric & Discourse, LAS: “Chicago Literature: Now & Then”: The class visited the AIC in order to connect Emil Ferris’s graphic novel, *My Favorite Thing is Monsters*, with the landscape of Chicago and specific works of art illustrated in the novel and of course on display 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.

Click here for the [DPAM Faculty FAQ](#) and the museum resource guide [Teaching with DPAM](#). For information about current and upcoming exhibitions, as well as to browse the collection online, visit: [museums.depaul.edu](http://museums.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**

... 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 raise a flag, e.g., “behavioral concern,” “missing/late work”; create a referral to, e.g., the Center for Students with Disabilities, the College Advising Office, the Dean of Students; etc. In addition to keeping a record for your own use, BlueStar allows advisors to detect patterns that may appear across a student’s classes that a lone instructor may be unaware of.

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](#); then click the  icon in the top-right corner of the window, followed by NAVIGATOR > SELF SERVICE > BLUESTAR STUDENT SUPPORT. For more information, you can go to the [BlueStar page](#) on the Teaching Commons, 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' resources

For the information of faculty and staff the Division of Student Affairs has a set of webpages that presents an overview of the university resources, supports and co-curricular programs available to our students. It may be found [here](#) or by going to the Resources section of the Student Affairs website.

## Sample syllabi

To request a sample syllabus, please email Doug Long ([dlong@depaul.edu](mailto:dlong@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 2019, the Tuesday of finals week is March 19; in Spring, it is June 11.
- ◆ 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..

How do I get reimbursed for a class expenditure?

- ◆ All reimbursements are now processed directly by **Financial Affairs**, and no longer by the Office of the First-Year Program. The contact people there are: **Todd Lehky (312-362-1458; [tlehky@depaul.edu](mailto:tlehky@depaul.edu))** and **Mike Trizzino (312-362-8630; [michael.trizzino@depaul.edu](mailto:michael.trizzino@depaul.edu))**.
- ◆ To request a reimbursement please email the following information to [LASF@depaul.edu](mailto:LASF@depaul.edu):
  - Name of the individual to be reimbursed
  - Course title; course number and section (e.g., LSP 111-302); and course enrollment

- Home address and EmplID
- Documentation of goods received and scanned receipt showing proof of payment
  - When payment is by credit card, an **itemized bill or invoice** and a **credit-card receipt** are required.
  - When payment is in cash, a **receipt** clearly indicating payment made is required.
- Date of service
- A brief description of the business purpose
- The amount to be reimbursed

#### How do I pay for a guest speaker, tour, etc.?

- ◆ To pay for a service via honorarium, please email to [LASFS@depaul.edu](mailto:LASFS@depaul.edu):
  - 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). (It is advisable to check with the vendor to make sure that the address to which a check should be sent has not changed.)

- ◆ **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: Parking and cab rides will not be reimbursed without prior approval (except in the case of an accessibility issue or a student emergency).

How do I make a budget transfer?

- ◆ Please contact Todd Lehky and Mike Trizzino via [LASFS@depaul.edu](mailto:LASFS@depaul.edu).

How do I use my ProCard for class purchases?

- ◆ Please send electronic copies of your receipts from your ProCard to [LASFS@depaul.edu](mailto:LASFS@depaul.edu); then, once the charges are approved, chartfields will be provided for your department to make a budget transfer. You should keep the original receipts for your department's ProCard reconciliation.
- ◆ If you wish the *FYP* to pay with the *FYP* ProCard, please be sure that Brent Nunn ([bnunn@depaul.edu](mailto:bnunn@depaul.edu)) has all the necessary information **at least five (5) business days in advance**.

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 Jenn Tatum ([jtatum3@depaul.edu](mailto:jtatum3@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](https://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/academic-affairs/leadership-resources/space](https://offices.depaul.edu/academic-affairs/leadership-resources/space)

(To reserve a space in the library, use the library’s own scheduling system: [libcal.depaul.edu](https://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 close to 50 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. (Moreover, we monitor enrollments assiduously and actively promote low-enrolled classes.)

## 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/faculty/Documents/LSPLearningGoalsAndOutcomes.pdf](http://academics.depaul.edu/liberal-studies/first-year-program/faculty/Documents/LSPLearningGoalsAndOutcomes.pdf)

### Appendix II: **Important websites**

First-Year Program	<a href="http://go.depaul.edu/fyp">go.depaul.edu/fyp</a>
Course descriptions	<a href="http://academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx">academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx</a>
Financial Affairs forms	<a href="http://financialaffairs.depaul.edu/forms/forms-ap.html">financialaffairs.depaul.edu/forms/forms-ap.html</a>
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>
Center for Students with Disabilities	<a href="http://go.depaul.edu/csd">go.depaul.edu/csd</a>
Chartwell's	<a href="http://depaul.catertrax.com">depaul.catertrax.com</a>
Classroom & building space	<a href="http://offices.depaul.edu/oa/academic-leadership-resources/space">offices.depaul.edu/oa/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>
Mobile Learning/MoLI	<a href="http://go.depaul.edu/moli">go.depaul.edu/moli</a>
Student Affairs' resources	<a href="http://offices.depaul.edu/student-affairs/resources/faculty-staff">offices.depaul.edu/student-affairs/resources/faculty-staff</a>
University Center for Writing-based Learning	<a href="http://condor.depaul.edu/writing">condor.depaul.edu/writing</a>

### Appendix III: Contact information

Office of the First-Year Program	<b>773-325-7573</b>	<b><a href="mailto:fristyr@depaul.edu">fristyr@depaul.edu</a></b>
	<b>Doug Long</b> , Director ♦ Recruiting; proposals for and oversight of Chicago Quarter courses and Focal Point Seminars; online teaching evaluations; contingent faculty payroll	2312 N. Clifton, Munroe 122 <a href="mailto:dlong@depaul.edu">dlong@depaul.edu</a> 773-325-4569
	<b>Brent Nunn</b> , Asst. Director for Student Administration ♦ Class budget; logistical assistance; CQ student enrollment	2312 N. Clifton, Munroe 121 <a href="mailto:bnunn@depaul.edu">bnunn@depaul.edu</a> 773-325-7188
	<b>Jennifer Tatum</b> , Program Manager ♦ General information; excursion logistics; catering; syllabi; contingent faculty payroll; FYP website	2312 N. Clifton, Munroe 129 <a href="mailto:jtatum3@depaul.edu">jtatum3@depaul.edu</a> 773-325-7439
Liberal Studies Program <b>Mike Edwards</b> , Assoc. Director for Liberal Studies Initiatives ♦ Scheduling of Chicago Quarter courses and Focal Point Seminars; oversight of student registration	2312 N. Clifton, Munroe 120 <a href="mailto:medward4@depaul.edu">medward4@depaul.edu</a> 773-325-1187	
Study Abroad <b>Scott Ozaroski</b> , Assoc. Director of Program Management ♦ FY@broad	14 E. Jackson, suite 411 <a href="mailto:s.ozaroski@depaul.edu">s.ozaroski@depaul.edu</a> 312-362-6347	
Financial Affairs/Office of the Controller <b>Todd Lehky</b> , Financial Services <b>Mike Trizzino</b> , Financial Services ♦ Reimbursements, honorarium payments, ProCard budget	55 E. Jackson, 19th floor <a href="mailto:LASF@depaul.edu">LASF@depaul.edu</a> <a href="mailto:tlehky@depaul.edu">tlehky@depaul.edu</a> 312-362-1458 <a href="mailto:michael.trizzino@depaul.edu">michael.trizzino@depaul.edu</a> 312-362-8630	
First-Year Writing Program <b>Erin Workman</b> , Director ♦ Administration of WRD 102/103/104	SAC 366 <a href="mailto:eworkma1@depaul.edu">eworkma1@depaul.edu</a> 773-325-2486	
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:uelgun@depaul.edu">uelgun@depaul.edu</a> 773-325-4663	

<p>Steans Center  <b>Helen Damon-Moore</b>, Associate Director</p> <p><b>Jeff Howard</b>, Asst. Director for Faculty Development</p> <p><b>Rubén Álvarez Silva</b>, Asst. Director for Academic Development</p> <ul style="list-style-type: none"> <li>◆ Service learning: course development, planning, supervision; community partners</li> </ul>	<p>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>
<p>Center for Students with Disabilities</p> <p><b>Greg Moorehead</b>, Director</p> <ul style="list-style-type: none"> <li>◆ Accommodations, support services</li> </ul>	<p><a href="mailto:csd@depaul.edu">csd@depaul.edu</a>  773-325-1677, 312-362-8002  <a href="mailto:gmoorehe@depaul.edu">gmoorehe@depaul.edu</a>  312-362-8545</p>
<p>Art Institute of Chicago  <b>Madeline Shearer</b></p> <ul style="list-style-type: none"> <li>◆ Class visits</li> </ul>	<p>111 S. Michigan Avenue  <a href="mailto:universitypartners@artic.edu">universitypartners@artic.edu</a>  312-443-3139</p>
<p>Classroom &amp; Building Space  <b>Niki Rigas</b></p> <ul style="list-style-type: none"> <li>◆ Classroom scheduling</li> </ul> <p><b>Alex Schneider</b></p> <ul style="list-style-type: none"> <li>◆ PC classroom &amp; event scheduling</li> </ul>	<p><a href="mailto:academicpace@depaul.edu">academicpace@depaul.edu</a>  <a href="mailto:nrigas@depaul.edu">nrigas@depaul.edu</a>  312-362-8829  <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</p> <ul style="list-style-type: none"> <li>◆ Loop office space</li> </ul>	<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>