

Focal Point Handbook

WINTER & SPRING 2021

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- ◆ This handbook is available online [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. Please email Doug Long at dlong@depaul.edu if you encounter any dead links or other errors.

New this year

- ◆ Due to the COVID-19 pandemic, most Winter and Spring 2021 Focal Point Seminars (LSP 112) will be taught online. Focal Point Seminars will be offered in these modes:
 - Online: Synchronous
 - Online: Hybrid
 - Face-to-Face (F2F)
- ◆ To aid with online teaching, two of the most frequently used technologies will be D2L and Zoom.
 - For Zoom training, visit [this page](#) in the Teaching Commons.
 - You should set up the Zoom link for your class and share that link with your students and teaching team in advance of the first session.
 - For D2L training(Desire2Learn), visit [this page](#) in the Teaching Commons.
- ◆ For updated information on DePaul’s response to the COVID-19 pandemic and rules for campus visits, click [here](#).
- ◆ For faculty teaching F2F, the Employee Guide for Winter 2021 states, “Visits to faculty offices can be made for specific purposes but offices should not be a base of work. Faculty with shared offices will need to schedule office use so it is not concurrent with other occupants. Department or college staff can assist with this scheduling. Specific campus access needs related to campus-based research or creative activity should be worked out through the relevant dean’s office. Meetings with individual students should be conducted virtually whenever possible. If necessary, an individual meeting with a student can occur in person, but face masks and physical distancing are required; college offices may make conference rooms or similar spaces available for this purpose.”
- ◆ **NEW BUDGET PROCESSES THROUGH BLUE SKY:** All of DePaul’s financial services have moved to the new Blue Sky system. Updated processes for requesting reimbursement, paying guest speakers, and submitting invoices for payment are located on pp. 10-13.

Important dates

FOCAL POINT BEST PRACTICES	Friday, Nov. 6, 2020 9:30 AM – 12:00 PM	Place: Zoom
	Monday, January 4	First day of classes

WINTER QUARTER 2021	Friday, January 22nd 10:30 AM – Noon	Faculty chat – an informal gathering to share ideas and questions with colleagues who are also teaching Focal Point Seminars (<i>attendance discretionary</i>) Place: Zoom
	Wednesday, February 23 rd 1:00 – 2:30PM	
	Tuesday, March 16	Reimbursement requests and documentation are due to be submitted through Blue Sky within 60 days of service/purchase, but no later than this date, the Tuesday of finals week. (See pp. 10-13.)
	Friday, March 26	Winter Quarter grades due
SPRING QUARTER 2021	Monday, March 29	First day of classes
	Friday, April 30 10:30 AM – Noon	Faculty chat (<i>attendance discretionary</i>) Place: Zoom
	Tuesday, June 8	Reimbursement requests and documentation are due to be submitted through BlueSky within 60 days of service/purchase, but no later than this date, the Tuesday of finals week. (See pp. 10-13.)
	Friday, June 18	Spring Quarter grades due

... and looking ahead to 2022 & beyond

If you wish to teach a Focal Point Seminar again in 2022, or to propose a new course topic, here are further key dates to bear in mind:

Planning to teach again in 2022?	Mid-January 2021	Inform your chair, program director or supervisor that you wish to teach in the Chicago Quarter again
Deadline for proposing new course topics	February 1, 2021	<ul style="list-style-type: none"> ◆ Click for information on the FYP website ◆ Click for the LSP online proposal form
Deadline for FY@broad proposals	October 1, 2021	See details on pp. 4-5

ABOUT THE FOCAL POINT SEMINAR

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 and BFA programs, 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

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

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 LSP 250 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. 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; 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, 2021
- ◆ FY@broad proposal submitted: Oct. 1, 2021
- ◆ Optional: LSP 112 first taught in Winter or Spring 2022
- ◆ LSP 112 taught as a FY@broad section in Winter or Spring 2023

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

- ◆ FY@broad proposal submitted: Oct. 1, 2021
- ◆ LSP 112 taught as a FY@broad section in Winter or Spring 2023

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 and clicking “SEARCH FOR DEPAUL PROGRAMS.”

COURSE PREPARATION & RESOURCES

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 (in the case of face-to-face classes), make sure to inform Mike Edwards (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. For course consultation, please contact Helen Damon-Moore, Associate Director, at hdamonmo@depaul.edu or 312-576-3101 mobile. For community partner consultation or OCE integration, please contact Rubén Álvarez Silva, Associate Director, at rsilvaal@depaul.edu or 312-451-1393 mobile. You may also simply email servicelearning@depaul.edu.

Center for Students with Disabilities

If you have a student in your Focal Point Seminar that has shared that they have a disability, the Center for Students with Disabilities will serve as partner in accommodating their needs:

- ◆ Even with classes online, the CSD continues to provide accommodations and services for students.
- ◆ During Winter and Spring 2021, the most efficient way to contact the CSD office is by email or by phone (contact information below). Students may also access staff via virtual office, the link for which can be found on the CSD webpage: <https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx>.
- ◆ Click [here](#) for directions on how to access the accommodations requested for the students currently enrolled in your class. The CSD generally sends notifications to instructors, but with drops and adds and the sheer volume of students and classes involved, this is the best way to find a current and inclusive list.
- ◆ If the student has not connected with CSD, you may not find out about the need for an accommodation until the class begins. The best practice here is to talk with Gregory Moorehead or someone else from CSD (before the quarter begins, if possible) to discuss accommodations.

Contact information for the Center for Students with Disabilities: csd@depaul.edu; go.depaul.edu/csd; 773-325-1677 (LPC), 312-362-8002 (Loop); and for the CSD’s director: Gregory Moorehead, 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.

University Center for Writing-based Learning (UCWbL)

The University Center for Writing-based Learning (aka The Writing Center) is a resource for DePaul students, faculty, and staff. The UCWbL offers several services to support the growth of writers and the development of writing skills and processes.

These services are available remotely.

We invite you to utilize UCWbL services in several ways:

- Encourage your students to [make an appointment](#) with the Writing Center. Through the Writing Center, peer writing tutors assist *all* writers interested in improving their writing. Their tutors are undergraduate and graduate students across disciplines who collaborate with writers to plan, draft, revise, or polish their work. UCWbL offers synchronous and asynchronous [appointment options](#).
 - **Note:** Your students can indicate on their appointment form if they would like you as their instructor to receive a copy of their appointment letter.
- [Request](#) an online writing workshop module for your class on a range of writing topics.
- [Request](#) a Writing Fellows cohort for your course. Each cohort works with the course instructor and students to encourage revision in the writing process for class assignments. Please keep in mind that Writing Fellows availability is limited.
- Invite your students to [join Writers Guild](#), the UCWbL's writing group for creative writers.

Contact the UCWbL:

- condor.depaul.edu/writing – One of the features of this site is that you or a student can chat with a Tutor from the bottom right corner of the website.
- wcenter@depaul.edu
- Lincoln Park: 2320 N. Kenmore Ave., SAC 212, 773-325-4272
- Loop: 25 E. Jackson Blvd., Suite 1600, 312-362-6728

Art Institute of Chicago: Free admission

The university is in its fifth 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.

The Art Institute is currently closed due to state guidelines during the pandemic. We will keep you updated as to whether it will open for Spring Quarter and what the restrictions might be. Once it re-opens, 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 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.

Madeline Shearer is also the contact person to arrange topic-specific group tours at a fee of \$150 for a one-hour tour. Simply provide a description and what you hope to achieve via a group tour and she will send out a call to their list of docents. Then a docent with expertise and interest in your topic can volunteer for your class.

DePaul Art Museum (Free Admission)

Due to the COVID-19 pandemic, the DePaul Art Museum is currently closed. We will keep you updated as to whether it will open for Spring Quarter and what the restrictions might be. In the meantime, a DPAM menu of virtual class and group visit options can be found [here](#).

The current exhibition, [LATINXAMERICAN](#), runs through August 2021. In addition, this exhibition will be in display in the DPAM front window: <https://resources.depaul.edu/art-museum/exhibitions/Pages/Claudia-Pena.aspx>

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.

Anyone interested in connecting with DPAM regarding your Chicago Quarter class should contact Laura-Caroline de Lara at laura-caroline.johnson@depaul.edu.

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.
- ◆ **Zoom** is the primary platform for synchronous online communication: <https://offices.depaul.edu/information-services/services/av-design-consulting/Pages/Zoom.aspx>
- ◆ **Digication** provides tools for digital or e-portfolios: depaul.digication.com.
- ◆ **CTL** (Center for Teaching and Learning) provides one-on-one technology support, workshops, etc. for instructional technology. More information can be found [here](#).

BlueStar

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 can 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 compass 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.

Online Teaching Evaluations

Instructions for completing online teaching evaluations are automatically sent to students 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

The Division of Student Affairs has a set of webpages for faculty and staff 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 from a past year, please email Doug Long (dlong@depaul.edu).

COURSE LOGISTICS

Budget & reimbursements

How much money do I have in my budget?

- ◆ The total budget is **\$200**.
- ◆ **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 Winter and Spring Quarter charges, reimbursements and payments, all information, forms, receipts and invoices must be submitted into BlueSky **within 60 days** of service/purchase or by the Tuesday of Finals Week: **Tuesday, 3/16/21 for winter or Tuesday, 6/8/21 for spring — 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.

How do I pay for class expenditures?

- ◆ If you are working with a New Vendor (an organization or individual who has not previously been paid by DePaul), the vendor must register with the [Supplier Portal](#). The Supplier Portal allows vendors to submit confidential and sensitive information needed for payment through a secure platform.
 - If you are unsure if a vendor has registered through the Supplier Portal, you can email accountspayable@depaul.edu.
- ◆ Once the vendor has registered through the Supplier Portal, they (or you) can submit their invoice for services rendered to the First-Year Program (firstyr@depaul.edu).
 - If a vendor has already been paid by the University and is registered in the Supplier Portal, they (or you) can send their **invoice** for services rendered directly to the First-Year Program (firstyr@depaul.edu).
- ◆ When sending the invoices to the First-Year Program, include a message with the following information:

- The course number and section number of the First-Year Program course for which reimbursement is being requested (Example: LSP110-101; LSP111-101; HON110-101, etc.).
- ◆ Once reviewed, the First-Year Program will forward the invoice to Accounts Payable for payment.
- ◆ **If an invoice is unavailable** for a service (a tour, etc.), please send the information below to the First-Year Program (fristyr@depaul.edu):
 - Name of the individual or agency
 - Mailing address
 - Email address
 - Date of service
 - A brief description of the event
 - The amount to pay out
- ◆ The First-Year Program will complete the Voucher Check Requisition form and forward it to Accounts Payable for payment.

How do I get reimbursed for a class expenditure?

If you pay for a class expenditure and need to be reimbursed...

If your home department or program is within the College of Liberal Arts & Social Sciences (LAS)...

- ◆ All reimbursements are now processed through BlueSky by the employee requesting reimbursement. After logging into [BlueSky](#), navigate to:
 - Me > Expenses
- ◆ You'll be required to upload each new receipt (a scanned image, PDF, Word doc, etc.) as an Expense Item and to create an Expense Report.
 - The Expense Item should be completed first, followed by the Expense Report.
 - It is recommended to use the red BlueSky Help Tool if it is your first time submitting a reimbursement request through BlueSky.
 - If you need help with BlueSky, you can contact the Help Desk at 312-362-8765 or 773-325-HELP or email helpdesk@depaul.edu.
- ◆ To complete the Expense Item and upload your receipt, search for "Expense Item (Cash Reimbursement)" and follow the instructions through the BlueSky Help Tool.
 - When entering an Expense Item, BlueSky automatically defaults to your home department's Cost Center code for all expenses, including reimbursements, but it is possible to manually update the Cost Center to the First-Year Program if the reimbursement request is for faculty in LAS. For approval to manually update the Cost Center, contact Brent Nunn (bnunn@depaul.edu).
- ◆ To complete the Expense Item and Expense Report, you will need the following information:
 - Name of the individual to be reimbursed
 - Documentation (original or scanned) 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, an **itemized receipt** clearly indicating payment made is required.
 - Date of service or date of purchase

- A brief description of the business purpose, which includes the course title; course number and section; and course enrollment.

If you have questions about BlueSky, contact helpdesk@depaul.edu.

If you have questions about payment policy or approval, contact Brent Nunn (bnunn@depaul.edu) or Doug Long (dlong@depaul.edu).

If your home department or program is not within the College of Liberal Arts & Social Sciences (LAS). . .

- ♦ To request a reimbursement please email the following information to Brent Nunn (bnunn@depaul.edu).
 - Name of the individual to be reimbursed
 - Course title; course number and section (e.g., LSP 111-302)
 - Home address and EmplID
 - Documentation (original or scanned) 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, an **itemized receipt** clearly indicating payment made is required.
 - Date of service
 - A brief description of the business purpose
 - The amount to be reimbursed

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 or ride-share expenses will not be reimbursed without prior approval (except in the case of an accessibility issue or student emergency).

How do I make a budget transfer?

- ♦ Please contact Brent Nunn (bnunn@depaul.edu) for further steps on processing a budget transfer.

How do I use my ProCard for class purchases?

- ♦ For Staff or Faculty wishing to use their ProCard for purchases, instructions are forthcoming due to the new BlueSky system. We will update this section of the handbook once the process and policies are finalized. In the meantime, contact Brent Nunn (bnunn@depaul.edu).
- ♦ If you wish the *FYP* to pay with the *FYP* ProCard, please be sure that Brent Nunn (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 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**. Direct Deposit is now set up through BlueSky. After logging into Blue Sky, navigate to:
 - Me > Pay > Payment Methods > Add
- ◆ Reimbursements that are submitted **without direct deposit** will need approximately 21 days for processing.

How do I pay a guest speaker?

- ◆ Guest speakers will need to register through the [Supplier Portal](#) *before* completing an [Honorarium Agreement](#). The Supplier Portal will collect the necessary personal, payment and tax information for the individual, securely.
 - In exceptional cases (foreign suppliers, no access to internet, language barrier) forms can be filled out as they are now (including W-8 BEN for foreign suppliers). These forms would be submitted to AP as they have been in the past.
 - Please note, foreign suppliers can register through the portal, but cannot provide foreign banking information. A Wire Transfer form must be submitted in addition to registering through the Supplier Portal. The Wire Transfer form is located at [this link](#) (scroll to bottom of page).
- ◆ When engaging with a guest speaker, please use the Honorarium Agreement or International Honorarium Agreement found at this [link](#).
- ◆ Send the [Supplier Portal](#) link and instructions along with the Honorarium Agreement form directly to the individual to let them know this is required to receive payment from the University.
 - Complete section 1 and 2 of the Honorarium form *before* sending it to the guest speaker.
 - After Supplier Portal registration has been confirmed, a registration number will be emailed to the speaker. This is not immediate and it does not need to hold up sending the agreement to Brent. Once the number is generated, it can be added to the agreement form.
 - If a guest speaker is returning, they may use the same registration number each time. They do not need to register again.
- ◆ Send the completed form to Brent Nunn at bnunn@depaul.edu. Brent will submit the Honorarium Agreement and a Voucher Check Requisition form to Accounts Payable.

Food

If you wish to order food from Chartwell's for an in-person class, whether a box lunch to eat off campus or a meal to consume on campus, we will place your order. **The only current options are for individual servings and disposable.** Please email the following information to Jenn Tatum (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; 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 Winter or Spring Quarter classroom or building or a room with special equipment (above and beyond the standard technical array) are handled via campusconnect. You may also contact 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](#); login with your Campus Connect credentials. The contact person is Alex Schneider at academicspace@depaul.edu.

This information and more may be found at:

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

(The DePaul Library rooms will remain closed during Winter and Spring 2021. When they re-open, to reserve a space in the library, use the library's own scheduling system: 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 time slots.

Any inquiries should be directed or re-directed to Doug Long (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 Randy Honold, Asst. Dean of Academic Services (LASLoopOffice@depaul.edu; 773-325-4928).

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** (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

Appendix II: **Important websites**

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
Art Institute of Chicago	www.artic.edu
BlueStar	teachingcommons.depaul.edu/technology/bluestar.html
Center for Students with Disabilities	go.depaul.edu/csd
Center for Teaching and Learning	https://offices.depaul.edu/center-teaching-learning/Pages/default.aspx
Chartwell's	depaul.catertrax.com
Classroom & building space	https://offices.depaul.edu/academic-affairs/leadership-resources/space/Pages/default.aspx
D2L	d2l.depaul.edu

DePaul Art Museum	museums.depaul.edu
Digication/E-Portfolios	depaul.digication.com
Student Affairs' resources	offices.depaul.edu/student-affairs/resources/faculty-staff
University Center for Writing-based Learning	condor.depaul.edu/writing

Appendix III: Contact information

Office of the First-Year Program	773-325-7573	fristyr@depaul.edu
	Doug Long , Director <ul style="list-style-type: none"> ◆ Recruiting; proposals for and oversight of Chicago Quarter courses and Focal Point Seminars; online teaching evaluations; contingent faculty payroll 	2312 N. Clifton, Munroe 122 dlong@depaul.edu 773-325-4569
	Brent Nunn , Asst. Director for Student Administration <ul style="list-style-type: none"> ◆ Class budget; logistical assistance; CQ student enrollment; ProCard budget; honorarium payments 	2312 N. Clifton, Munroe 121 bnunn@depaul.edu 773-325-7188
	Jennifer Tatum , Program Manager <ul style="list-style-type: none"> ◆ General information; excursion logistics; catering; syllabi; contingent faculty payroll; FYP website 	2312 N. Clifton, Munroe 129 jtatum3@depaul.edu 773-325-7439
Liberal Studies Program Mike Edwards , Assoc. Director for Liberal Studies Initiatives <ul style="list-style-type: none"> ◆ Scheduling of Chicago Quarter courses and Focal Point Seminars; oversight of student registration 	2312 N. Clifton, Munroe 120 medward4@depaul.edu 773-325-1187	
Study Abroad Scott Ozaroski , Assoc. Director of Program Management <ul style="list-style-type: none"> ◆ FY@broad 	14 E. Jackson, suite 411 s.ozaroski@depaul.edu 312-362-6347	
BlueSky Michelle Anderson <ul style="list-style-type: none"> ◆ BlueSky navigation; Blue Sky training 	55 E. Jackson, 19th floor LASF@depaul.edu Mandel137@depaul.edu	
First-Year Writing Program Erin Workman , Director <ul style="list-style-type: none"> ◆ Administration of all First-Year Writing courses (WRD 102/103/104) 	SAC 366 eworkma1@depaul.edu 773-325-2486	
Quantitative Reasoning Program David Jabon , Director Ozlem Elgun Tillman , Assoc. Director <ul style="list-style-type: none"> ◆ Administration of all QRTL courses (LSP 120/121) 	SAC 286 djabon@depaul.edu 773-325-7248 oelgun@depaul.edu 773-325-4663	

<p>Steans Center Helen Damon-Moore, Associate Director</p> <p>Rubén Álvarez Silva, Asst. Director for Academic Service Learning</p> <ul style="list-style-type: none"> ◆ Service learning: course development, planning, supervision; community partners 	<p>2233 N. Kenmore hdamonmo@depaul.edu 773-325-8192</p> <p>rsilvaal@depaul.edu 773-325-8132</p> <p>servicelearning@depaul.edu</p>
<p>Center for Students with Disabilities</p> <p>Gregory Moorehead, Director</p> <ul style="list-style-type: none"> ◆ Accommodations, support services 	<p>csd@depaul.edu 773-325-1677, 312-362-8002</p> <p>gmoorehe@depaul.edu 312-362-8545</p>
<p>Art Institute of Chicago Madeline Shearer</p> <ul style="list-style-type: none"> ◆ Class visits 	<p>111 S. Michigan Avenue universitypartners@artic.edu 312-443-3139</p>
<p>Classroom & Building Space Alex Schneider</p> <ul style="list-style-type: none"> ◆ PC classroom & event scheduling 	<p>academicsspace@depaul.edu 312-362-7533</p>
<p>LAS Office, Loop campus Randy Honold, Asst. Dean of Academic Services</p> <ul style="list-style-type: none"> ◆ Loop office space 	<p>LASLoopOffice@depaul.edu 773-325-4928</p>
<p>Public Safety</p>	<p>773-325-7777 (LPC) 312-362-8400 (Loop)</p>