

# Explore Chicago Handbook

## WINTER & SPRING 2021

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- ◆ This handbook, along with related information, is available online. Click [here](#); or go to [go.depaul.edu/fyp](http://go.depaul.edu/fyp), then click: FOR FACULTY > HANDBOOKS & RESOURCES. We recommend bookmarking the webpage, rather than downloading or printing, so that you will always access the most current version of this document. Please email Doug Long at [dlong@depaul.edu](mailto:dlong@depaul.edu) if you encounter any dead links or other errors.
- ◆ For all things to do with the First-Year Program, click: [go.depaul.edu/fyp](http://go.depaul.edu/fyp)

## What's new in 2021?

- ◆ Because of the COVID-19 pandemic, some of the Winter and Spring 2021 Explore Chicago classes will be taught online – synchronous or hybrid – while others will be offered face-to-face (F2F).
- ◆ Within the online classes, two of the most frequently used technologies will be D2L and Zoom.
  - For training in using Zoom, 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 training in using D2L (Desire2Learn), visit [this page](#) in the Teaching Commons.
- ◆ Visit [go.depaul.edu/return](http://go.depaul.edu/return) COVID-19 Updates and guidance.
- ◆ For face-to-face classes, please include DePaul's COVID Social Distance and Mask Policy in your syllabus:
  - Keeping our DePaul community safe is of utmost importance in the pandemic. Students, faculty, and staff are expected to wear a cloth face covering at all times while on campus, both inside buildings and outside on the grounds. All are also expected to maintain physical distance (at least six feet) in all DePaul spaces (include classrooms, meeting rooms, hallways, rest rooms, offices, and outdoor spaces). These recommendations may change as local, state, and federal guidelines evolve. Students who have a medical reason for not complying should register with DePaul's Center for Students with Disabilities (CSD).
- ◆ COVID-19-Related Guidelines
  - If a student or member of the teaching team tests positive for COVID-19 during the quarter, it should be reported immediately. All DePaul instructors are mandatory reporters. [This link](#) takes you to the Protocol for Reporting Confirmed Cases of COVID-19.
  - If you have an office on campus, only one person may be in there at a time. You may not have a conference with a student in a standard office.
  - You will need to download the #CampusClear app in advance of coming to campus. You will need to show a completed app result for that day before entering campus buildings. For instructions and a link to the app, visit the [Health Monitoring webpage](#).
- ◆ Explore Chicago instructors:

- We recommend that anyone teaching once-a-week classes with a Zoom component avoid single synchronous sessions longer than 3 hours. We also recommend building in time for breaks – for stretching, cameras off, etc.
- ◆ Please list the New Chicago Quarter Learning Outcomes and Writing Expectations in your syllabus. See [p. 7](#).
- ◆ The Lincoln Park DePaul Bookstore has re-opened and the current plan is that it will be open for in-store book purchase and rentals this fall. While the bookstore is open, they strongly recommend that students order books on the website. Faculty can submit adoptions via [facultyenlight.com](http://facultyenlight.com). You may submit orders as a guest; creating an account is not required. You may also adopt books via email, for Lincoln Park (to Sam Signorelli, [ssignore@depaul.edu](mailto:ssignore@depaul.edu)) or the Loop ([bookstores@depaul.edu](mailto:bookstores@depaul.edu)). Ordering by the end of July will ensure that copies are available when classes begin in September.
- ◆ Because we won't be traveling with the classes on public transportation this spring, please consider including CTA navigation in an existing or a new project. Learning that will be beneficial to the students during the rest of their years at DePaul.
- ◆ **Important:** Please familiarize yourself with the [EMERGENCY INFORMATION](#) sheet.

### Important dates

	Friday, April 30	<b>Spring Quarter Faculty Chat(s)</b>
<b>SPRING QUARTER 2021</b>	Monday, March 29	First day of classes
	Tuesday, June 8	<b>Reimbursement requests and documentation are due to FYP within 60 days of service/purchase, but no later than this date, the Tuesday of finals week.</b> (See <a href="#">pp. 11-13.</a> )
	Friday, June 18	Spring Quarter grades due

## ABOUT THE CHICAGO QUARTER

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### What distinguishes the Spring 2021 sections of Explore Chicago from the standard Autumn version?

- ◆ There is no Common Hour; so class meets three hours per week instead of four.
- ◆ There is no Chicago Quarter Mentor or Staff Professional.

In all Explore Chicago courses:

- ◆ Explore Chicago acquaints first-year students at DePaul with the metropolitan community, its neighborhoods, cultures, people, institutions, organizations, and issues.
- ◆ Learning is accomplished through a variety of means, but particularly through first-hand observation, participation, personal discovery, and reflection.

- ◆ Each section features at least three field excursions during which students explore the city, virtually or in person, depending on class mode, in relation to the course topic.
- ◆ The enrollment cap is 28 students per course.
- ◆ The class budget is \$500.
- ◆ These courses are available only to first-year students, who may receive credit for only one Chicago Quarter course (either Discover or Explore).
- ◆ Individual course descriptions may be found at:  
[academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx](https://academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx)

## Chicago Quarter Learning Outcomes

(LSC, May 13, 2019; FC, Oct. 2, 2019)

Students who successfully complete the Chicago Quarter will be able to:

1. integrate, in writing, the academic content with student experiences engaging with Chicago;
2. articulate the connection between course content and DePaul University's mission; and
3. use Chicago resources in their coursework.

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

## Chicago Quarter Writing Requirements

(LSC, May 13, 2019; FC, Oct. 2, 2019)

Chicago Quarter classes should develop students' rhetorical (written and oral) skills through classroom exercises and projects. Writing requirements for Chicago Quarter classes include:

1. Students are required to write at least twelve (12) pages.
2. Formal writing assignments should comprise a minimum of seven (7) pages and require students to integrate the academic content with their experiences engaging with Chicago. These assignments, for example, may ask students to apply critical concepts to analyze texts or arguments related to the academic content or DePaul's mission.
3. Writing assignments should be divided between at least two different types, e.g., journal or reflective writing, group projects, site visit reports, reading-based written responses, etc.
4. At least one (1) writing assignment (formal or informal) should require students to identify and use Chicago resources.

## COURSE PREPARATION

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### Excursions: Planning & safety

- ◆ If you have a F2F class that meets on campus:
  - [DePaul's guidelines](#) require physical distancing of 6 feet be maintained at all times.
  - Masks must be worn at all times.
- ◆ The “Chicago Quarter Teaching Teams” D2L page includes links to several virtual excursions and it is expected that online instructors will research online alternatives to in-person excursions for Spring 2021 classes.
- ◆ Possible alternatives to in-person excursions:
  - Virtual excursion or guest speakers via videoconference with personnel at the site
  - Access asynchronous online content from the site/organization
  - Live synchronous events with the site/organization
  - Virtual service work (perhaps can be completed asynchronously)
  - Online scavenger hunt, or directed research related to the site/organization
    - This could include navigating the CTA system online.
  - Additional online content is being produced by several Chicago Quarter instructors which will be shared with all CQ instructors.
  - The Teaching Commons highlights many apps [here](#) that allow for mobile learning..

Further useful information on excursion planning and safety may be found [here](#) on the DePaul Teaching Commons (TEACHING GUIDES > INSTRUCTIONAL METHODS > FIELD WORK).

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

- ◆ this should be highlighted in the syllabus; and
- ◆ instructors must make arrangements to find an alternate activity for any student who cannot attend for a valid reason (e.g., another class, work).

#### Some recommendations

- ◆ Plan excursions that allow students to encounter Chicago’s neighborhoods and communities in their diversity – geographic, cultural, economic, racial, ethnic, etc.
- ◆ When preparing excursions, travel in advance to the various sites by the same means of transportation that the class will use; this will result in a realistic assessment of travel time and safety.
- ◆ Build “de-briefing” opportunities into your schedule (both during Discover’s Immersion Week and during or following Explore excursions); these could be discussions on-site or back on campus and/or written reflection pieces. This ensures that powerful experiences crystallize into long-lasting learning.

- ◆ Encourage your students when traveling to pay attention to the geography of the city, so they don't wind up confusing Rogers Park with Hyde Park or thinking that the Pullman Historic District is just a short walk from Pilsen.
- ◆ Introduce your students to the CTA's online navigation tools; have them compare different ways to arrive at your destinations. Consider using city buses on each least one excursion in order to acquaint students with this means of transportation for their own future travel. These skills will be of practical use for at least the next four years.
- ◆ Suggest to students that they seek out opportunities to return to sites and neighborhoods visited, e.g., through the DePaul Community Service Association (DCSA), or for an event taking place in the same community (a festival, a concert, etc.)
- ◆ Emphasize to your students that they are now members of the DePaul community representing the university and no longer, if they ever were, tourists.
- ◆ Promote basic public transit etiquette by sharing the webpage of the current CTA courtesy campaign: [www.transitchicago.com/courtesy](http://www.transitchicago.com/courtesy). Those unused to an urban environment may not realize the small but cumulatively important difference it makes to give up one's seat to the elderly, the disabled, pregnant women or parents with children; allow others to exit a bus or train before boarding oneself; not block the doors; etc.
- ◆ Pack a minimal safety kit, e.g., bandages, antibiotic ointment, Advil or Tylenol, hand sanitizer, single-use ice pack, etc.

### Travel tips

**Want to see Chicago from a different perspective?** [Chicago Water Taxis](#) are surprisingly inexpensive. Rides from the Michigan Avenue Bridge to Goose Island or Chinatown cost as little as \$2.00 (if you purchase shareable 10-ride passes on weekdays for just \$20.00). The trip is fun and you may wish to try your hand at providing architectural commentary en route.

### **Looking for interesting sites near you and information about them while out in the city?**

Download the free app "Field Trip." It provides descriptions of historical sites, architecture, museums, movie locations, eateries, etc. and google maps showing location and distance from your current location.

### Emergency protocol

#### **In an emergency situation, call 911 first.**

If anything out of the ordinary occurs on an excursion, instructors **MUST** file an Incident Report with the Public Safety Office (773-325-7777) **and** notify the First-Year Program (773-325-7573). This would include crimes, student injuries, accidents, or anything you judge should be brought to someone's attention.

### Advice from Public Safety to share with students

- ◆ Always travel in pairs or preferably larger groups. The "buddy system" is a good one.
- ◆ When traveling at night (for those of you who will with your classes), use well lit streets, preferably main streets where there are people. Avoid darkly lit side streets and avoid alleys.
- ◆ Be aware of your surroundings. You shouldn't be on your cell phone or iPod, etc., as this will make you a target.

- ◆ Make eye contact with people walking around you (which is part of being aware of your surroundings).
- ◆ Never cross the street while looking at an electronic device.
- ◆ If you go out in a group, make sure that everyone comes back with you. Don't allow anyone to stay behind, particularly on the early trips.
- ◆ When sitting in public places, don't put your bags behind your seat or on the seat next to you – anywhere out of your sight. Put them so they're touching your legs.
- ◆ Don't set your wallet or credit cards on a counter.
- ◆ Exchanging cell phone numbers or using an app like GroupMe or Whatsapp for communication is recommended.

Further useful information on excursion planning and safety may be found [here](#) on the DePaul Teaching Commons (TEACHING GUIDES > INSTRUCTIONAL METHODS > FIELD WORK).

## Center for Students with Disabilities

If you have a student in your Explore Chicago class 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 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](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: Gregory 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).

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

The University Center for Writing-based Learning 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](https://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](mailto:wcenter@depaul.edu)
- Lincoln Park: 2320 N. Kenmore Ave., SAC 212, 773-325-4272
- Loop: 25 E. Jackson Blvd., Suite 1600, 312-362-6728

## Community-based Service Learning (CbSL)

For those who wish to incorporate CbSL into their class, the Steans Center welcomes the opportunity to collaborate with you on course design, community partnerships and integration of the [Online Community Engagement \(OCE\) Resource Guide and Live Event series](#). The OCE supports remote opportunities for your course and for students to learn from, dialogue with and take action alongside community partners involved in the social justice issues of our times.

For course consultation, please contact Helen Damon-Moore, Associate Director, at [hdamonmo@depaul.edu](mailto: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](mailto:rsilvaal@depaul.edu) or 312-451-1393 mobile.

Please note that it is essential to identify any service requirements in the Welcome Email as well as the syllabus.

## 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 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](mailto: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.

## Sample Syllabi

To request a **sample syllabus** from a previous quarter, please email Doug Long ([dlong@depaul.edu](mailto:dlong@depaul.edu)).

## COURSE RESOURCES

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### Best Practices

In June of each year, documents shared by presenters at the Chicago Quarter Best Practices Conference held toward the end of Spring Quarter are posted on D2L. To access an archive of materials from this and recent years: log in to D2L; select Role = "All Roles"; click "No Quarters"; click "Chicago\_Quarter\_Instructors - LSP 110 and 111 - HON 110 and 111"; click "Content."

## Art Institute of Chicago (Free Admission)

The Art Institute of Chicago has re-opened with safety measures in place, outlined [here](#). In addition, the Art Institute has some virtual museum experiences available on their [website](#).

The university is entering its sixth 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.

## 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 the fall 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](https://museums.depaul.edu).

Anyone interested in connecting with DPAM regarding your Chicago Quarter class should contact Madeline Rosemurgy at [madeline.rosemurgy@depaul.edu](mailto:madeline.rosemurgy@depaul.edu).

## Chicago History Museum (Free membership)

The Chicago History Museum and the Research Center has re-opened. Due to COVID-19 regulations, the museum is limited to 275 people at a time. Visitors are required to wear masks at all times and maintain 6 feet of space between themselves and other visitors. The CHM has virtual museum experiences available on their [website](#).

DePaul's relationship with the Chicago History Museum (located at 1601 N. Clark), offering free entry and a 10% discount at the museum café and shop with a DePaul ID, is now entering its seventh year. To schedule a class visit, please go to: [chicagohistory.org/formdepaul](https://chicagohistory.org/formdepaul).

The CHM contact person for class visits is Joshua Anderson, who may be reached at 312-642-4600 or [reception@chicagohistory.org](mailto:reception@chicagohistory.org).

The museum's online Research Center is at: [libguides.chicagohistory.org/research](https://libguides.chicagohistory.org/research).

## Peggy Notebaert Nature Museum (Free Admission)

Due to the COVID-19 pandemic, the Peggy Notebaert Nature Museum is currently closed. We will keep you updated as to whether it will open for the fall and what the restrictions might be. In the meantime, DPAM has some virtual museum experiences available on their [website](#).

## 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](https://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](http://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](#).

## Alumni Sharing Knowledge (ASK) network

A useful source of guest speakers and industry professionals is provided by DePaul's network of alumni and friends who volunteer as career mentors for students. These mentors are also available to students & alumni to explore college and professional transitions; life challenges; and university and career questions. The contact person is Leslie Chamberlain, Associate Director ([lchambe8@depaul.edu](mailto:lchambe8@depaul.edu), 312-362-8282). The ASK website is [ask.depaul.edu](http://ask.depaul.edu).

## Student Affairs Resources

The Division of Student Affairs website has extensive information for faculty and staff about 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.

## COURSE LOGISTICS

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### Budget & reimbursements

How much money do I have in my budget?

- ◆ The total budget is a **maximum of \$500**.
- ◆ Please note that theatre tickets, tour fees, etc., for instructors are to be paid for out of the class budget.
- ◆ **You may not collect class fees.**

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](mailto: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](mailto: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](mailto: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 ([firstyr@depaul.edu](mailto:firstyr@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](mailto: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](mailto: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](mailto:helpdesk@depaul.edu).

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

- ◆ 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**. 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](mailto:bnunn@depaul.edu). Brent will submit the Honarium Agreement and a Voucher Check Requisition form to Accounts Payable.

## 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. **The only current options are for individual servings and disposable.** 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/or** 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.)

What information does the FYP need to **pre-pay** for a pre-arranged restaurant meal?

- ◆ An **itemized invoice** should be provided to Brent Nunn ([bnunn@depaul.edu](mailto:bnunn@depaul.edu)) **at least five (5) business days in advance.**
- ◆ Then, an **itemized receipt** should be provided after the fact.

If you choose to use the class budget to pay for a meal during an excursion, it is always advisable to negotiate a group discount with a restaurant, thereby saving time, money and, by avoiding waste, the planet.

## Chartering a bus

To reach sites or take tours for which public transportation is not an option, some instructors use funds from their class budget to rent a bus. The university's preferred vendors include First Student Charter Bus Rental ([firstcharterbus.com](http://firstcharterbus.com)). To charter a school bus, contact First Student's agent, Shakeela Muhammad, at 630-637-7669 or [Shakeela.Muhammad@firstgroup.com](mailto:Shakeela.Muhammad@firstgroup.com).

The discount rate for DePaul groups is: **\$49.50 per hour** gate to gate with a **three-hour minimum** (tolls and parking not included) with an additional fee of \$50 for any trips that take place in the 6:00-8:00 a.m. window or the 2:00-4:30 p.m. window. For further, more expensive options, consult the university's full list of [preferred vendors](#) on the Financial Affairs website.

## 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](mailto:LASLoopOffice@depaul.edu); 773-325-4928).

## 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](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](#); login with your Campus Connect credentials. 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)

(The DePaul Library rooms will remain closed during Spring 2021. When they re-open, 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 Spring Explore Chicago classes:

- ◆ We want to ensure that each class is of manageable size.
- ◆ Students may use the waitlist in Campus Connect.
- ◆ Most importantly, adding students to closed sections increases the risk that a section offered in a less desirable timeslot or location may be under-enrolled and therefore subject to cancellation, an outcome we naturally seek to avoid.

Any inquiries should be directed or re-directed to Doug Long ([dlong@depaul.edu](mailto:dlong@depaul.edu)). Finally, for a variety of reasons, in winter and spring the vast majority of students who register for Explore Chicago do so quite late in the process. One reason is that many are transfer students. So please do not be concerned if on December 1 or March 1, your enrollment numbers are low. (Moreover, we monitor enrollments assiduously and actively promote low-enrolled classes.) Any inquiries should be directed or re-directed to Mike Edwards ([medward4@depaul.edu](mailto:medward4@depaul.edu)).

## 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. Information Services 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 (2018)

1. Mastery of content
2. Intellectual and creative skills
3. Personal and social responsibility
4. Intercultural and global understanding
5. Integration of learning
6. Preparation for career and beyond

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/Documents/LSP LOs 2018.pdf](http://academics.depaul.edu/liberal-studies/Documents/LSP_LOs_2018.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>
Chicago History Museum	<a href="http://www.chicagohistory.org/formdepaul">www.chicagohistory.org/formdepaul</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>
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>	<a href="mailto:firstyr@depaul.edu">firstyr@depaul.edu</a>
	<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	
Public Safety	773-325-7777 (LPC) 312-362-8400 (Loop)	
Financial Affairs <b>Michelle Anderson</b> ◆ Reimbursements, honorarium payments, ProCard budget	55 E. Jackson, 19th floor <a href="mailto:LASF@depaul.edu">LASF@depaul.edu</a> <a href="mailto:Mandel137@depaul.edu">Mandel137@depaul.edu</a>	
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:oelgun@depaul.edu">oelgun@depaul.edu</a> 773-325-4663	
Steans Center <b>Helen Damon-Moore</b> , Associate Director  <b>Rubén Álvarez Silva</b> , Asst. Director for Academic Service Learning ◆ 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:rsilvaal@depaul.edu">rsilvaal@depaul.edu</a> 773-325-8132 <a href="mailto:servicelearning@depaul.edu">servicelearning@depaul.edu</a>	
Center for Students with Disabilities  <b>Gregory Moorehead</b> , Director ◆ Accommodations, support services	<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	

University Ministry <b>Katie Sullivan</b> , Coordinator for Service Days ♦ Planning for Vincentian Service Day (Spring Quarter)	Lincoln Park Student Center 311 <a href="mailto:serviceday@depaul.edu">serviceday@depaul.edu</a> 773-325-4490
Art Institute of Chicago <b>Madeline Shearer</b> ♦ Class visits	111 S. Michigan Avenue <a href="mailto:universitypartners@artic.edu">universitypartners@artic.edu</a> 312-443-3139
Chicago History Museum <b>Josh Anderson</b> ♦ Class visits & guided tours	1601 N. Clark Street <a href="mailto:reception@chicagohistory.org">reception@chicagohistory.org</a> 312-642-4600
Peggy Notebaert Nature Museum <b>Alvaro Ramos</b> , Vice President & Curator of the Museum Experience ♦ Class visits	2430 N. Cannon Drive <a href="mailto:Alvaro.Ramos@naturemuseum.org">Alvaro.Ramos@naturemuseum.org</a> 773-755-5162
Alumni Sharing Knowledge (ASK) <b>Leslie Chamberlain</b> , Assoc. Director of ASK & Alumni Career Services ♦ Guest speakers, industry professionals, et al.	DePaul Center 9400 <a href="mailto:lchambe8@depaul.edu">lchambe8@depaul.edu</a> 312-362-8282
Classroom & Building Space <b>Alex Schneider</b> ♦ PC classroom & event scheduling	<a href="mailto:academicspace@depaul.edu">academicspace@depaul.edu</a> <a href="mailto:aschne11@depaul.edu">aschne11@depaul.edu</a> 312-362-7533
LAS Office, Loop campus <b>Randy Honold</b> , Asst. Dean of Academic Services ♦ Loop office space	<a href="mailto:LASLoopOffice@depaul.edu">LASLoopOffice@depaul.edu</a> 773-325-4928