

Focal Point Handbook

WINTER & SPRING 2022

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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 broken links or other errors.

New this year

- ◆ During the first two weeks of Spring Quarter 2022 (March 28–April 10), masks will be required in classrooms and labs. Starting April 11, masks will no longer be required in the classrooms and labs. However, DePaul will remain a mask-friendly campus out of concern for fellow students and colleagues, and in the spirit of Take Care DePaul.
- ◆ Due to the COVID-19 pandemic, the first two weeks of Winter Quarter 2022 (Jan. 3–16) will be taught online. In-person classes will resume on Tuesday, Jan. 18, following the observance of Martin Luther King Jr. Day.
 - Courses scheduled as in-person should be taught as online synchronous for the first two weeks.
 - Courses scheduled as hybrid should be taught as online hybrid for the first two weeks.
 - Courses scheduled as online hybrid and online synchronous remain the same.
 - If faculty would like to utilize a technology-enabled classroom to support instruction during this period, please send a request to Academic Affairs in an email to provost@depaul.edu as soon as possible.
- ◆ **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. 12, 2021 11:00 AM – 2:00 PM	Place: Zoom
WINTER QUARTER 2022	Monday, January 3	First day of classes (online for first two weeks of Winter Quarter 2022)
	Thursday, April 14 1–2:30 PM Friday, May 20 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 optional</i>) Place: Zoom
	Tuesday, March 15	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 25	Winter Quarter grades due
SPRING	Monday, March 28	First day of classes

QUARTER 2022	Thursday, April 14 th 1-2:30pm	Faculty chat (<i>attendance optional</i>) Place: Zoom
	Friday, May 20 th 10:30am-noon	
	Tuesday, June 7	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 17	Spring Quarter grades due

... and looking ahead to 2023 & beyond

If you wish to teach a Focal Point Seminar again in 2023, or to propose a new course topic, here are further key dates to bear in mind:

Planning to teach again in 2023?	Mid-January 2022	Inform your chair, program director or supervisor that you wish to teach in the Chicago Quarter again
Deadlines for proposing new course topics	February 1, 2022 May 1, 2022 Oct. 1, 2022	<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, 2022	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, 2022
- ◆ FY@broad proposal submitted: Oct. 1, 2022
- ◆ Optional: LSP 112 first taught in Winter or Spring 2023
- ◆ LSP 112 taught as a FY@broad section in Winter or Spring 2024

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

- ◆ FY@broad proposal submitted: Oct. 1, 2023
- ◆ LSP 112 taught as a FY@broad section in Winter or Spring 2025

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:

- ◆ Whether a class is in person or online, the CSD continues to provide accommodations and services for students.
- ◆ During Winter and Spring 2022, the most efficient way to contact the CSD office is by email or by phone (contact information below).
- ◆ 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.

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 (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.

To schedule a visit, 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)

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.

Exhibitions during Winter and Spring 2022 include:

- [“Learned Objects: Studio Works by William Estrada, Regin Igloria, Nicole Marroquin, and Rochele Royster”](#) (through Feb. 13, 2022)
- [“Stockyard Institute: 25 Years of Art and Radical Pedagogy”](#) (through Feb. 13, 2022)
- [“Remaking the Exceptional: Tea, Torture, & Reparations/Chicago to Guantánamo”](#) (March 10-Aug. 7, 2022)

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 instructors are to be paid for out of the class budget.
- ◆ Class expenses paid with university ProCard and employee reimbursements will be processed through DePaul's new financial platform, BlueSky, which you access through Campus Connect.
 - If you have questions about BlueSky, contact your College's financial services representative or Brian Spalding bspaldin@depaul.edu in Financial Affairs.
 - If you have questions/concerns about programmatic policy or approval, contact Brent Nunn (bnunn@depaul.edu) or Doug Long (dlong@depaul.edu).

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 received **within 60 days** of service/purchase or by the **Tuesday of Finals Week: Tuesday, 3/5/22 for Winter or Tuesday, 6/7/22 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?

- ◆ You will need to request an invoice from the vendor. You or the vendor will send this invoice to the First-Year Program at firstyr@depaul.edu.

- ◆ When sending invoices to the First-Year Program, include a message with the course number and section number of the First-Year Program course for which reimbursement is being requested (Example: LSP112-101).
- ◆ 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 pay a guest speaker?

- ◆ Domestic guest speakers will need to complete the tax and bank account information found on the [Vendor Information Form \(VIF\)](#) and submit it via email directly to accountspayable@depaul.edu. Before completing the Honorarium Form.
- ◆ International guests with a foreign bank will need to complete the bank portion of the [wire transfer document](#) found at the end of the page. They will also need to complete the W8BEN and honorarium documentation.
- ◆ Guest speakers will need to complete the Honorarium Agreement or International Honorarium Agreement found at this [link](#).
- ◆ All guest speakers visiting campus are required to complete and sign one of the following forms certifying that they are vaccinated or have an exemption:
 - [Vendor and Entity Covid-19 Vaccine Compliance Certification](#) (for companies)
 - [Individual Service Provider/Volunteer COVID-19 Vaccine Compliance Certification](#) (for individuals)
- ◆ Send the [Vendor Information Form \(VIF\)](#) or [wire transfer/W8BEN](#) along with the Honorarium Agreement form and appropriate Vaccine Compliance 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.
- ◆ Send completed forms to Brent Nunn at bnunn@depaul.edu. Brent will obtain DePaul signatures and send the documentation to Accounts Payable.

How do I get reimbursed for a class expenditure or pay with my university ProCard?

If you need to be reimbursed or pay for a class expenditure with a university ProCard, you will need to submit through BlueSky.

To navigate expense submission for reimbursement and ProCard transactions through BlueSky, review this training:

https://rise.articulate.com/share/ZG1enVoW7lu8_6NC5rmNpCyP4xYjmeVG#

You can also utilize the Blue Sky Help Tool (make sure you click “Me” in the top left corner of the screen first).

- *For Reimbursement:* Once on the “Me” tab, click on the red Blue Sky tab on the right side of the screen and type “cash,” “expense,” or “reimbursement.”
- *For ProCard Transactions* (for faculty and staff with access to a ProCard): Once on the “Me” tab, click on the red Blue Sky tab on the right side of the screen and type “credit.”

- ◆ To complete the Expense Item and Expense Report for reimbursements and ProCard transactions, 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.

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.

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 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.

Food

If you wish to order food from Blue Demon Dining, powered by Chartwells, with your class budget, the First-Year Program will place your order. 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 delivery and/or clearing away
- Desired order (drinks, food, etc.)
- Number of people you're serving (students and instructor)

To see choices and cost, please consult Blue Demon Dining menus by going to depaul.catertrax.com and then scrolling down and clicking on a campus under “order option.” (While it appears that you need 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. Arts & Letters Hall has several seminar-style classrooms: 105, 106, 107, 206, 208, 301, 302, 303, 307, 309, 401, 402, 403 & 407. 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

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 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. Contact academicspace@depaul.edu with your office request.

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	firstyr@depaul.edu
	Doug Long , 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 dlong@depaul.edu 773-325-4569
	Brent Nunn , Asst. Director for Student Administration ♦ Class budget; logistical assistance; student enrollment; ProCard; honorarium payments	2312 N. Clifton, Munroe 121 bnunn@depaul.edu 773-325-7188
	Jennifer Tatum , Program Manager ♦ 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 ♦ Scheduling of Chicago Quarter courses and Focal Point Seminars; oversight of student registration	2312 N. Clifton, Munroe 120 medward4@depaul.edu 773-325-1187	
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