

Explore Chicago Handbook

WINTER & SPRING 2022

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- ◆ This handbook, along with related information, is available online. Click [here](#); or go to 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 if you encounter any dead links or other errors.
- ◆ For all things to do with the First-Year Program, click: go.depaul.edu/fyp

What's new in 2022?

- ◆ Due to the COVID-19 pandemic, the first two weeks of Winter Quarter (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.
- ◆ The City of Chicago currently has an indoor mask mandate. You should check with all of your excursion contacts to see whether they will accept groups and, if so, what their mask, social distancing, and vaccination policies are. We recommend you check in frequently with them to see if anything has changed.
- ◆ NEW BUDGET PROCESSES THROUGH BLUESKY: All of DePaul's financial services have been moved to the BlueSky system. Updated processes for requesting reimbursement, paying guest speakers, and submitting invoices for payment are located in the Budget section below.
- ◆ Click [here](#) for COVID-19 updates and guidance.
- ◆ COVID-19-Related Guidelines
 - If a student or instructor 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.

Important dates	Friday, Jan. 21, 10:30 a.m.-noon	Winter Quarter Faculty chats –informal gathering to share ideas and questions with colleagues who are also teaching Explore Chicago or Focal Point Seminars <i>(attendance optional)</i>
	Tuesday, Feb. 22 1-2:30 p.m.	Place: Zoom
	TBA	Spring Quarter Faculty Chat(s)
	Monday, Jan. 3	First day of Winter Quarter classes

WINTER QUARTER 2020	Tuesday, March 15	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. (See pp. 11-13.)
	Friday, March 25	Winter Quarter grades due
SPRING QUARTER 2020	Monday, March 28	First day of Spring Quarter classes
	Tuesday, June 7	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. (See pp. 11-13.)
	Friday, June 17	Spring Quarter grades due

ABOUT THE CHICAGO QUARTER

What distinguishes the Winter and Spring 2022 sections of Explore Chicago from the standard Autumn version?

- ◆ There is no Common Hour; so the 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

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

Excursions: Planning & safety

Because the first two weeks of Winter Quarter 2022 are online, those instructors will need to consider virtual excursions.

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

- ◆ During Winter and Spring 2022, we recommend bookmarking the [Health and Safety Practices page](#) of DePaul’s COVID-19 Updates and Guidance website. It includes guidelines for vaccinations, masks, etc.
- ◆ 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 confuse Rogers Park with Hyde Park or think that the Pullman Historic District is just a short walk from Pilsen.
- ◆ CTA skills will be of practical use to your students for at least the next four years.
 - Introduce your students to the CTA’s online navigation tools; have the students compare different ways to arrive at your destinations.
 - Consider using city buses on at least one excursion in order to acquaint students with this means of transportation for their own future travel.
 - For one of the later excursions, consider putting them in small travel teams and having each group navigate and travel to the destination, where they will meet you.
 - Promote basic public transit etiquette by sharing the webpage of the CTA courtesy campaign: <https://www.transitchicago.com/courtesy/>. Those unused to an urban environment may not realize the small but cumulatively important different it makes to give up one’s seat to the elderly, the disabled, a pregnant woman or parents with children; allow others to exit a train or bus before boarding oneself; not block the doors; etc.
- ◆ 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.
- ◆ Pack a minimal safety kit, e.g., bandages, antibiotic ointment, Advil or Tylenol, hand sanitizer, single-use ice pack, etc.

Travel tips

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.

- ◆ **Want to receive a phone call from a statue?** Thanks to [Statue Stories Chicago](#), some 30 Chicago statues – from Abe Lincoln to Jean-Baptiste Point DeSable to the Art Institute’s lions and many more – will give you a call. Each of the statues has a tag nearby with a QR code (one of those pixelated barcodes); swipe your smartphone on the tag; and you will receive a “call back” from the statue.

Emergency protocol

- ◆ **In an emergency situation, call 911 first.** If anything out of the ordinary occurs on an excursion (whether during Discover’s Immersion Week or the regular Autumn Quarter), teaching teams **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, 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.
- ◆ It is important that the teaching team and students exchange cell phone numbers or use an app like GroupMe or WhatsApp.

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 Chicago Quarter class that has shared that they have a disability, here are some recommendations from the Center for Students with Disabilities:

- ◆ Plan excursions to places that are accessible whenever possible. If you're choosing between two restaurants and one is more accessible to patrons in wheelchairs, etc., choose that restaurant. Accessibility and inclusivity is preferable to needing to make accommodations later.
- ◆ Remember that accessibility includes restrooms.
- ◆ If the student has self-identified and registered with CSD, you will be notified about student accommodations several weeks before classes start, but if the student has not, it could be later. If the student never connected with CSD, you may not find out about the need to accommodate until the class begins. The best practice here is to talk with Gregory Moorehead or someone else from CSD (before the quarter begins, if possible) to discuss accommodations.
- ◆ Include the student in the discussion of accommodations. Accommodations for excursions into the city may include:
 - Separate means of transportation if the CTA train stations are inaccessible (calling the CTA is more reliable than a website because they will have the most updated information on elevator closings, etc.). The First-Year Program would cover the cost of an Uber, cab, etc., if needed.
 - Similarly, FYP will cover cab or ride-sharing costs if any student needs to return to campus for emergency reasons. Students who do this should be accompanied by a member of the teaching team.
 - Sign Language Interpreters and Closed Captioning Services for students with auditory disorders can be hired for in-class or on excursions.
 - Students with cognitive or other disabilities often prefer using Smartpens, which can record audio and play back the recording.
 - A member of the teaching team should be assigned to provide any needed help to blind students during excursions.
 - Closed captioning can be ordered, during which a lecture can be broadcast to a typist who can provide real-time captioning to a student with an auditory disability.
- ◆ If you have a student who has self-identified as having an emotional disability, you can talk with both the student and the CSD about accommodations. For students with panic anxieties, for example, sometimes a separate excursion at a less busy time can be the solution.

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 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.

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

Community-based Service Learning (CbSL)

For those who wish to incorporate Community-based Service Learning (CbSL) into their Explore classes, the Steans Center welcomes the opportunity to collaborate on course design, remote and in-person community partnerships, and integration of the [Online Community Engagement \(OCE\) Resource Guide and Live Events](#), which support remote opportunities for your course to learn from and take action with community partners involved in [contemporary](#) social justice issues.

Resource: “Introduction to Community-based Service Learning” Online Workshop, available on our Youtube Channel, DePaul University Steans Center. In-Person workshops as well.

The Steans Center offers three-year Community Service Scholarships to students beginning in their second year.

For more info, please contact Helen Damon-Moore, Associate Director, at hdamonmo@depaul.edu or 312-576-3101 mobile.

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.

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).

COURSE RESOURCES

Best Practices

Documents shared by presenters at the annual Chicago Quarter Best Practices Conference are posted to D2L in June of each year.

Art Institute of Chicago (Free Admission)

The Art Institute of Chicago is beginning to accept requests for group tours. Contact universitypartners@artic.edu at least two weeks in advance. A lecturer for a tour is \$150. Masks are required. 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)

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 Explore Chicago class should contact artmuseum@depaul.edu.

Chicago History Museum (Free membership)

The Chicago History Museum and the Research Center are open. Relative to Phase 5 guidelines from the State of Illinois and the City of Chicago, the Museum is operating at full capacity for General Admission visits. The Museum continues to require masks for all staff and visitors. Here is the link to the website with updated information: <https://www.chicagohistory.org/covid19safety/>. DePaul students and faculty do not need advance reservations for individual General Admission tickets. The Research Center is open, with limited capacity and advance reservations are required: <https://www.chicagohistory.org/visit/research-center/>.

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.

The CHM contact person for class visits is Joshua Anderson, who may be reached at 312-642-4600 or Anderson@chicagohistory.org.

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. Information Services provides instructions for using Zoom [here](#).
- ◆ **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](#).

Alumni Sharing Knowledge (ASK) network

The DePaul Alumni Sharing Knowledge (ASK) Network helps connect DePaul students with alumni and other professionals for career insight, conversations and networking. DePaul ASK volunteers are here to offer their expertise and help students grow by exploring college and professional transitions, life challenges, and getting answers to university and career related questions. Alumni can also connect with fellow alumni professionals for networking. For more

information and general questions please visit depaulasknetwork.com or reach out to 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

Budget & reimbursements

How much money do I have in my class budget?

- ◆ The total class budget is **\$500**.
- ◆ **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 Michelle Anderson MANDE137@depaul.edu in Financial Affairs.
 - If you have questions/concerns about programmatic policy or approval, contact Brent Nunn (bnnun@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 firsttyr@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: LSP111-101).
- ◆ 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 (firsttyr@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 pay with my university ProCard or get reimbursed for a class expenditure?

If you pay for a class expenditure with a university ProCard or you need to be reimbursed, this [guide](#) explains the required steps for designating Brent Nunn as a delegate and submitting reimbursement and ProCard transactions through BlueSky. Once delegate access is complete and receipts are uploaded, the First-Year Program will complete the approving steps on our end and notify you when you are able to submit. After completing this process, you will then use the guide instructions to remove delegate access.

- ◆ 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.)

Meals in the City During Excursions

You may use class budget for meals in the city. It is advisable to negotiate a group discount with a restaurant and pay a sales-tax exemption in advance; moreover, ordering in advance saves time and money.

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). To charter a school bus, contact First Student's agent, Shakeela Muhammad, at 630-637-7669 or 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; 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 classroom or building or a room with special equipment (above and beyond the standard technical array) are handled via campusconnect. You can also submit classroom preferences on your Faculty Profile in Campus Connect. 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. You may also request a Zoom plus, trimodal, or PC classroom for ad-hod dates (when it is not needed for the entire term) on 25live.

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 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). 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).

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

APPENDICES

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

Appendix II: Important websites

Chicago Quarter	go.depaul.edu/chicagoquarter
First-Year Program	go.depaul.edu/fyp
Course descriptions	https://academics.depaul.edu/liberal-studies/first-year-program/course-descriptions/Pages/default.aspx
Financial Affairs forms	financialaffairs.depaul.edu/forms/forms-ap.html
Academic Advising Support	oaas.depaul.edu
Alumni Sharing Knowledge	ask.depaul.edu
Art Institute of Chicago	www.artic.edu
BlueStar	https://resources.depaul.edu/teaching-commons/teaching-guides/technology/Pages/bluestar.aspx
Blue Demon Dining	depaul.catertrax.com
Center for Students with Disabilities	go.depaul.edu/csd
Center for Teaching and Learning	https://offices.depaul.edu/center-teaching-learning/Pages/default.aspx

Chicago History Museum (form for group visits)	www.chicagohistory.org/formdepaul
Classroom & Building Space	https://offices.depaul.edu/academic-affairs/leadership-resources/space/Pages/default.aspx
D2L login page	d2l.depaul.edu
DePaul Art Museum	museums.depaul.edu
Digication/E-Portfolios	depaul.digication.com
Peggy Notebaert Nature Museum	naturemuseum.org/the-museum
Student Affairs resources	offices.depaul.edu/student-affairs/resources/faculty-staff
University Center for Writing-based Learning	condor.depaul.edu/writing
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; CQ student enrollment	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	
Public Safety	773-325-7777 (LPC) 312-362-8400 (Loop)	
Financial Affairs Michelle Anderson ♦ Reimbursements, honorarium payments, ProCard budget	55 E. Jackson, 19th floor LASFS@depaul.edu Mandel137@depaul.edu	
First-Year Writing Program Erin Workman , Director ♦ Administration of WRD 102/103/104	SAC 366 eworkma1@depaul.edu 773-325-2486	

<p>Quantitative Reasoning Program David Jabon, Director</p> <p>Ozlem Elgun Tillman, Assoc. Director ◆ Administration of all QRTL courses (LSP 120/121)</p>	<p>SAC 286 djabon@depaul.edu 773-325-7248 oelgun@depaul.edu 773-325-4663</p>
<p>Steans Center Helen Damon-Moore, Associate Director</p> <p>Rubén Álvarez Silva, Asst. Director for Academic Service Learning ◆ Service learning: course development, planning, supervision; community partners</p>	<p>2233 N. Kenmore hdamonmo@depaul.edu 773-325-8192 rsilvaal@depaul.edu 773-325-8132 servicelearning@depaul.edu</p>
<p>Center for Students with Disabilities Gregory Moorehead, Director ◆ Accommodations, support services</p>	<p>csd@depaul.edu 773-325-1677, 312-362-8002 gmoorehe@depaul.edu 312-362-8545</p>
<p>University Ministry Katie Sullivan, Coordinator for Service Days ◆ Planning for Vincentian Service Day (Spring Quarter)</p>	<p>Lincoln Park Student Center 311 serviceday@depaul.edu 773-325-4490</p>
<p>Art Institute of Chicago Madeline Shearer ◆ Class visits</p>	<p>111 S. Michigan Avenue universitypartners@artic.edu 312-443-3139</p>
<p>Chicago History Museum Josh Anderson ◆ Class visits & guided tours</p>	<p>1601 N. Clark Street reception@chicagohistory.org 312-642-4600</p>
<p>Peggy Notebaert Nature Museum Alvaro Ramos, Vice President & Curator of the Museum Experience ◆ Class visits</p>	<p>2430 N. Cannon Drive Alvaro.Ramos@naturemuseum.org 773-755-5162</p>
<p>Alumni Sharing Knowledge (ASK) Leslie Chamberlain, Assoc. Director of ASK & Alumni Career Services ◆ Guest speakers, industry professionals, et al.</p>	<p>DePaul Center 9400 lchambe8@depaul.edu 312-362-8282</p>
<p>Classroom & Building Space Alex Schneider ◆ PC classroom & event scheduling</p>	<p>academicspace@depaul.edu aschne11@depaul.edu 312-362-7533</p>
<p>LAS Office, Loop campus Randy Honold, Asst. Dean of Academic Services ◆ Loop office space</p>	<p>LASLoopOffice@depaul.edu 773-325-4928</p>

Appendix V: **The Off-Season**

November	Identify potential future CQMs. Nominations for <i>new</i> CQMs will be solicited this month.
December	<p>Deadline for proposing <u>new</u> course topics = December 15</p> <ul style="list-style-type: none"> ◆ Click for information on the FYP website ◆ Click for the LSP online proposal form
January	Nominations for new CQMs due.
	Inform your chair, program director or supervisor that you wish to teach in the Chicago Quarter again.
	<i>Returning</i> Staff Professional and CQM processes begin for next Fall. If you want to continue working with members of your team, follow up to ensure they've communicated their intent to return.
February	<i>New</i> Staff Professional recruitment takes place. If you have a staff member in mind for your course in the Fall, encourage them to contact NSFE to apply.
March	Email any revised course titles and updated course descriptions to Mike Edwards .
End of March	Course descriptions are posted online.
Early April	Expect final confirmation of your teaching schedule either from your department or from the FYP.
	Admitted first-year students can start to select Chicago Quarter classes at the same time as they sign up for a summer orientation session. (However, they will <u>not</u> appear on your Campus Connect class roster until they actually attend orientation sometime between June and September.)
Mid- to late April	In phase I of the process of forming teaching teams, you have the opportunity to request your own teaching team.
Late May	Teaching teams are finalized.
Early June	Chicago Quarter Best Practices Conference takes place.