

Focal Point Handbook

WINTER & SPRING 2024

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- ◆ [This handbook, along with related information](#), is available online. It can be found through [the FYP page](#) by clicking: 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 [visit our website](#).

What's new in 2024?

- The First-Year Program has a new email address: firstyear@depaul.edu.
- The Teaching Commons has updated their [page on artificial intelligence \(AI\)](#), including a sample syllabus statement and teaching strategies.

Important dates

| | | |
|-----------------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FOCAL POINT BEST PRACTICES | Friday, Nov. 10, 2023 11am-2pm | Place: Levan Center 401, Zoom |
| WINTER QUARTER 2024 | Monday, January 8 | First day of classes |
| | TBA | 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 19 | 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 .) |
| | Saturday, March 30 | Winter Quarter grades due |
| SPRING QUARTER 2024 | Monday, April 1 | First day of classes |
| | TBA | Faculty chat (<i>attendance optional</i>) Place: Zoom |
| | Tuesday, June 11 | 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 21 | Spring Quarter grades due |

... and looking ahead to 2025 & beyond

If you wish to teach a Focal Point Seminar again in 2025, or to propose a new course topic, here are further key dates to bear in mind:

| | | |
|-----------------------------------------|------------------|-----------------------------------------------------------------------------------------------------|
| Planning to teach again in 2025? | Mid-January 2024 | Inform your chair, program director or supervisor that you wish to teach Focal Point Seminar again. |
|-----------------------------------------|------------------|-----------------------------------------------------------------------------------------------------|

| | | |
|--------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deadlines for proposing new course topics | February 1, 2024 May 1, 2024 Oct. 1, 2024 | <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, 2024 | 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 in the Chicago Quarter, students may choose from a wide array of topics taught by faculty from throughout the university. 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.

Course descriptions of individual sections offered each quarter may be found [on the FYP site](#).

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 visiting [the Study Abroad Faculty page](#). 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 *brand new* FY@broad course is approximately two years, e.g.:

- ◆ LSP 112 proposal submitted: Feb. 1, 2024
- ◆ FY@broad proposal submitted: Oct. 1, 2024
- ◆ Optional: LSP 112 first taught in Winter or Spring 2025
- ◆ LSP 112 taught as a FY@broad section in Winter or Spring 2026

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

- ◆ FY@broad proposal submitted: Oct. 1, 2024
- ◆ LSP 112 taught as a FY@broad section in Winter or Spring 2026

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 Ozarowski](#) 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 visiting the [First-Year Abroad Page](#) or by going to the [Study Abroad homepage](#) 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 stream-able using the Course Reserves system or put on reserve in the library.

Community-based Service Learning (CbSL)

For those who wish to incorporate Community-based Service Learning (CbSL) into their Focal Point classes, the Steans Center welcomes the opportunity to collaborate on course design and in-person and remote community partnerships. **Service-Learning** is a teaching method that may be integrated into any DePaul course. At DePaul, we conceptualize Academic Service Learning (ASL) as a pedagogical tool intentionally integrating relevant and meaningful service with the community, academic learning, and civic learning. The Steans Center offers many pathways to community engagement for faculty members, students, and community partners, including:

- Community-based Service Learning Workshops
- Course Consultation
- Community Partner Connections
- Certificate Program
- Faculty Learning Circles
- Faculty Community Immersion Institutes
- Community-based Research Funding
- The Community Service Studies Minor
- Student Internship and Scholarship Programs

Get inspired by perusing stories of community engagement in the 2023 [Service Speaks Chapbook](#).

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

Please note that it is essential to identify any service requirements in the Welcome Letter as well as the syllabus. The Steans Center can assist with this as well.

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 a partner in accommodating their needs:

- Whether a class is in person or online, the CSD continues to provide accommodations and services for students.
- The most effective way of reaching CSD staff is by phone or by email. Always feel free to come to the CSD campus office most convenient to you.
- You can find directions on how to access the accommodations requested for the students currently enrolled in your class on the [CSD Faculty Instructions page](#). 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 a CSD staff member to discuss accommodations. The CSD Director is Gregory Moorehead, gmoorehe@depaul.edu, 312-362-8002.

Planning for accessibility

- Plan excursions to places that are accessible.
- Remember that accessibility includes restrooms and any areas students/patrons would normally access.

Take a look at a sample syllabus statement for the Center for Students with Disabilities in the [Teaching Commons section on syllabi](#).

The Writing Center

The Writing Center supports DePaul University's writers and instructors using writing in teaching and learning.

We invite you to use the Writing Center services in several ways:

- Encourage your students to make an appointment with the Writing Center. They provide free-of-charge services to any DePaul University student to help them plan, draft, revise, or polish their writing. Their over 80+ Writing Center tutors are talented, extensively trained, & supportive graduate & undergraduate students from a variety of disciplines. A Writing Center tutor can help your students get started writing, revise their writing, & refine their writing. The Writing Center 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 in-class writing workshop or online 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 Writing Center:

- [The Writing Center Website](#)– (you or a student can Chat with a Tutor from the bottom right corner of the website during open hours.)
- writingcenter@depaul.edu
- Lincoln Park: 2320 N. Kenmore Ave., SAC 212, 773-325-4272
- Loop: 1 E. Jackson | DePaul Center 10001, 312-362-6728

Art Institute of Chicago: Free admission

The university is in its ninth year as a participant in the Art Institute of Chicago's University Partner Program, which, upon presentation of a DePaul ID card, provides **free admission** to all DePaul students, faculty and staff.

If you are taking your Focal Point Seminar class, you can contact the Art institute at universitypartners@artic.edu at least two weeks in advance to request tickets be printed ahead of time. A lecturer for a tour is \$150. In addition, the Art Institute has some virtual museum experiences available on their website.

If students go to the museum independently, they should present their DePaul IDs at the ticket counter; tickets will be printed for same-day admission.

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.

Exhibitions during Winter and Spring 2024 include:

- [“Learning Studio”](#) (through Aug. 4, 2024)
- [“Life Cycles”](#) (through Feb. 11, 2024)

Anyone interested in connecting with the DePaul Art Museum regarding your Explore Chicago class should contact artmuseum@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.
- ◆ [Zoom](#) is the primary platform for synchronous online communication.
- ◆ [Digication](#) provides tools for digital or e-portfolios.
- ◆ [CTL](#) (Center for Teaching and Learning) provides one-on-one technology support, workshops, etc. for instructional technology.

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.

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

All evaluations are to be completed by students online. They can do so from a computer or a smartphone. If the student has an open evaluation, D2L will notify them with a pop-up reminder every time they log in.

The university asks that class time be set aside so that students can complete their OTEs on a smartphone or other mobile device. Instructors should not be present when students complete the OTE in class.

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 by going to the [Resources section](#) of the Student Affairs website.

Sample syllabi

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

COURSE LOGISTICS

Budget & reimbursements

How much money do I have in my budget?

- ◆ The total class budget for **Focal Point Seminars** is **\$200**.
- ◆ **You may *not* collect class fees.**
- ◆ When the class budget is used to purchase theatre tickets, tour fees, etc., for students, funds should also be used to pay for the instructor.

- ◆ Employee reimbursements and class expenses paid with university ProCard will be processed through DePaul's financial platform, BlueSky, which you access through Campus Connect.
 - If you have questions about BlueSky, contact your College's financial services representative or Bryan Spalding bspalding@depaul.edu in Financial Services.
 - 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, 3/19/24 for Winter or Tuesday, 6/11/24 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 firstyear@depaul.edu.
- ◆ Invoices should be submitted at least 10 days prior to the invoice due date to allow time for processing. Please note that payments can take up to 6 weeks to process during high processing periods.
- ◆ 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 (firstyear@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?

- First, determine whether an invoice or an Honorarium is required using [this guide](#). If an invoice is needed, see the previous section. If an Honorarium is needed follow instructions on the guide or below.

- Send **two forms** directly to the guest speaker to let them know this is required to receive payment from the University.
 - **Vendor Information Form**
 - Domestic guest speakers will need to complete the tax and bank account information found on the [Vendor Information Form \(VIF\)](#). They may submit it via email directly to accountspayable@depaul.edu before completing the Honorarium Agreement or send it to you with the Honorarium Agreement to forward to the First-Year Program.
 - 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.
 - [Honorarium Agreement or International Honorarium Agreement](#).
 - Complete section 1 and 2 of the Honorarium form *before* sending it to the guest speaker.
- Send the completed Honorarium Agreement and Vendor Information Form (unless they opted to send this directly to Accounts Payable) 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 the [Reimbursement and ProCard instructions](#), a step-by-step guide with screenshots. 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.
 - In order to process the expense through the First-Year Program budget, faculty will need expense code and Cost Center information, which is included in the linked step-by-step guide above. If you experience technical issue entering the First-Year Program Cost Center, contact firstyear@depaul.edu.

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 make a budget transfer?

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

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 (for meals to consume on campus), the First-Year Program will place your order. Please email the following information to firstyear@depaul.edu **at least 5 business days** in advance.

- Date of desired food pick-up or catering delivery
- Time for food pick-up or delivery and/or clearing away
- Place of pick-up (Lincoln Park or Loop campus Brownstone's) or delivery (classroom location)
- Desired order (drinks, food, etc.)
- Number of people you're serving (students and teaching team)

To see choices and cost, please consult Blue Demon Dining menus by going to [the catering website](#) 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. You can request a specific classroom or building or a room with special equipment (above and beyond the standard technical array) via Faculty Profile in 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 Colasuono directly at academicspace@depaul.edu.

Special events

Room requests for one-time events are handled online via [25 live](#). A tutorial for “how to request an event” may be found [here](#); login with your Campus Connect credentials. The contact person is Alex Colasuono at academicspace@depaul.edu. You may also request a Zoom plus, trimodal, or PC classroom for ad-hoc dates (when it is not needed for the entire term) on 25live.

This information and more may be found through the [Academic Affairs website](#).

To reserve a space in the Richardson (Lincoln Park) or Loop Library, use the library’s own [scheduling system](#).

Loop office space

If you are based in Lincoln Park but will be teaching in the Loop, office space is available on the 6th floor of the DePaul Center. Apply to use this office space [via 25Live](#).

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 use the waitlist in Campus Connect .
- ◆ Because each Winter and Spring students have close to 50 sections to choose from, they have plenty of choice.
- ◆ 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, 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.) 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. IS recommends that you follow [these simple instructions](#).

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. Find a complete articulation of the [LSP Learning Goals here](#).

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 login page | 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 |
| Writing Center | condor.depaul.edu/writing |

Appendix III: Contact information

| | | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Office of the First-Year | 773-325-7573 firstyear@depaul.edu | |
| | Doug Long , Director ♦ Recruiting; proposals for and oversight of Chicago Quarter courses and Focal Point Seminars; online teaching evaluations; contingent faculty payroll | 2219 N. Kenmore, Byrne Hall 465 dlong@depaul.edu 773-325-4569 |
| | Brent Nunn , Asst. Director for Student Administration ♦ Class budget; logistical assistance; CQ student enrollment; contingent faculty payroll | 2219 N. Kenmore, Byrne Hall 464 bnunn@depaul.edu 773-325-7188 |

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|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Corinne Bauer, Program Assistant</p> <ul style="list-style-type: none"> ◆ General information; FYP website; syllabi; catering | <p>2219 N. Kenmore, Byrne Hall 463 corinne.bauer@depaul.edu</p> |
| Liberal Studies Program | <p>Mike Edwards, Assoc. Director for Liberal Studies Initiatives</p> <ul style="list-style-type: none"> ◆ Scheduling of Chicago Quarter courses and Focal Point Seminars; oversight of student registration | <p>2219 N. Kenmore, Byrne Hall 462 medward4@depaul.edu 773-325-1187</p> |
| Study Abroad | <p>Scott Ozaroski, Assoc. Director of Program Management</p> <ul style="list-style-type: none"> ◆ FY@broad | <p>14 E. Jackson, suite 411 s.ozaroski@depaul.edu 312-362-6347</p> |
| Financial Affairs | <p>Bryan Spalding</p> <ul style="list-style-type: none"> ◆ Reimbursements, honorarium payments, ProCard budget | <p>55 E. Jackson, 19th floor LASF@depaul.edu Mandel137@depaul.edu</p> |
| First-Year Writing Program | <p>Erin Workman, Director</p> <ul style="list-style-type: none"> ◆ Administration of WRD 102/103/104 | <p>SAC 366 eworkma1@depaul.edu 773-325-2486</p> |
| Quantitative Reasoning Program | <p>David Jabon, Director</p> <p>Ozlem Elgun Tillman, Assoc. Director</p> <ul style="list-style-type: none"> ◆ Administration of all QRTL courses (LSP 120/121) | <p>SAC 286 djabon@depaul.edu 773-325-7248 uelgun@depaul.edu 773-325-4663</p> |
| Steans Center | <p>Helen Damon-Moore, Associate Director</p> <p>Rubén Álvarez Silva, Asst. Director for Academic Service Learning</p> <ul style="list-style-type: none"> ◆ Service learning: course development, planning, supervision; community partners | <p>2233 N. Kenmore hdamonmo@depaul.edu 773-325-8192 rsilvaal@depaul.edu 773-325-8132 servicelearning@depaul.edu</p> |
| Center for Students with Disabilities | <p>Gregory Moorehead, Director</p> <ul style="list-style-type: none"> ◆ Accommodations, support services | <p>csd@depaul.edu 773-325-1677, 312-362-8002 gmoorehe@depaul.edu 312-362-8545</p> |
| Art Institute of Chicago | <p>Madeline Shearer</p> <ul style="list-style-type: none"> ◆ Class visits | <p>111 S. Michigan Avenue universitypartners@artic.edu 312-443-3139</p> |
| Classroom & Building Space | <p>Alex Colasuono</p> <ul style="list-style-type: none"> ◆ PC classroom & event scheduling | <p>academicspace@depaul.edu aschne11@depaul.edu 312-362-7533</p> |
| Public Safety | | <p>773-325-7777 (LPC) 312-362-8400 (Loop)</p> |