

# Explore Chicago Handbook

## WINTER & SPRING 2023

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

## What's new in 2023?

The First-Year Program offices have moved to the fourth floor of Byrne Hall on the Lincoln Park Campus. For individual offices, please click [here](#).

## Important dates

<b>WINTER QUARTER 2023</b>	TBA	<b>Winter Quarter Faculty Chat(s)</b>
	Monday, Jan. 2	<b>First day of classes</b>
	Tuesday, March 21	<b>Reimbursement requests and documentation are due to FYP within 60 days of service/purchase, but no later than this date, the Tuesday of finals week. (See <a href="#">pp. 10-12.</a>)</b>
	Friday, March 24	<b>Winter Quarter grades due</b>
<b>SPRING QUARTER 2023</b>	TBA	<b>Spring Quarter Faculty Chat(s)</b>
	Monday, March 27	First day of classes
	Tuesday, June 6	<b>Reimbursement requests and documentation are due to FYP within 60 days of service/purchase, but no later than this date, the Tuesday of finals week. (See <a href="#">pp. 10-12.</a>)</b>
	Friday, June 16	Spring Quarter grades due

## ABOUT THE CHICAGO QUARTER

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

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

In all Explore Chicago courses:

- ◆ Explore Chicago acquaints first-year students at DePaul with the metropolitan community, its neighborhoods, cultures, people, institutions, organizations, and issues.
- ◆ Learning is accomplished through a variety of means, but particularly through first-hand observation, participation, personal discovery, and reflection.
- ◆ Each section features at least three field excursions during which students explore the city, virtually or in person, depending on class mode, in relation to the course topic.
- ◆ The enrollment cap is 28 students per course.
- ◆ The class budget is \$750.
- ◆ These courses are available only to first-year students, who may receive credit for only one Chicago Quarter course (either Discover or Explore).
- ◆ Individual course descriptions may be found at:  
[academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx](https://academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx)

## Chicago Quarter Learning Outcomes

(Liberal Studies Council, May 13, 2019; Faculty Council, 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 preceding learning outcomes should appear on all syllabi;** topic-specific goals, outcomes and objectives may, of course, be added.

## Chicago Quarter Writing Requirements

(Liberal Studies Council, May 13, 2019; Faculty Council, Oct. 2, 2019)

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

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

## COURSE PREPARATION

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### Excursions: Planning & safety

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

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

### Some recommendations

- ◆ Plan excursions that allow students to encounter Chicago’s neighborhoods and communities in their diversity – geographic, cultural, economic, racial, ethnic, etc.
- ◆ When preparing excursions, travel in advance to the various sites by the same means of transportation that the class will use; this will result in a realistic assessment of travel time and safety.
- ◆ Build “de-briefing” opportunities into your schedule following excursions; these could be discussions on-site or back on campus and/or written reflection pieces. This ensures that powerful experiences crystallize into long-lasting learning.
- ◆ Encourage your students when traveling to pay attention to the geography of the city, so they don’t wind up confusing Rogers Park with Hyde Park or thinking that the Pullman Historic District is just a short walk from Pilsen.
- ◆ 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

- ◆ **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, faculty **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.
- ◆ When choosing train lines, especially at night, there are fewer crimes on the elevated Brown and Purple Lines than on the mostly-underground Red Line.
- ◆ Be aware of your surroundings. You shouldn't be on your cell phone or iPod, etc., as this will make you a target.
- ◆ Make eye contact with people walking around you (which is part of being aware of your surroundings).
- ◆ Never cross the street while looking at an electronic device.
- ◆ If you go out in a group, make sure that everyone comes back with you. Don't allow anyone to stay behind, particularly on the early trips.
- ◆ When sitting in public places, don't put your bags behind your seat or on the seat next to you – anywhere out of your sight. Put them so they're touching your legs.
- ◆ Don't set your wallet or credit cards on a counter.
- ◆ Exchanging cell phone numbers or using an app like GroupMe or Whatsapp for communication is recommended.

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

## Shuttle and Vinnie Vans

To help keep DePaul students safe when leaving campus after night classes and events, Public Safety has initiated two transportation programs, which begin during the academic year (not during Immersion Week):

- [The DePaul Inter-Campus Shuttle Service](#), which runs 4-10 p.m. Monday-Thursday when school is in session. The Loop shuttle stop is in front of the DePaul Center on Jackson and the Lincoln Park stop is behind the Student Center.

- [The Vinnie Vans](#) provide free drop off transportation (8 a.m.-midnight, Sunday-Thursday) from DePaul's Lincoln Park Campus to a final residential destination within defined boundaries: Ashland (West), North Ave (South), Addison (North) and Sheridan (East).
- [Safety Escort Service](#) between 6 p.m. and 6 a.m. within a limited area around the Lincoln Park Campus for students, faculty and staff traveling alone.

## 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.
- 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.
- 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 a CSD staff member to discuss accommodations. The CSD Director is Gregory Moorehead, [gmoorehe@depaul.edu](mailto:gmoorehe@depaul.edu), 312-362-8002.

### 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

Center for Students with Disabilities: website: [go.depaul.edu/csd](http://go.depaul.edu/csd)

## 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:**

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

### **Community-based Service Learning (CbSL)**

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

For course consultation, please contact Helen Damon-Moore, Associate Director, at [hdamonmo@depaul.edu](mailto:hdamonmo@depaul.edu) or 312-576-3101 mobile.

For community partner consultation or OCE integration, please contact Rubén Álvarez Silva, Associate Director, at [rsilvaal@depaul.edu](mailto:rsilvaal@depaul.edu) or 312-451-1393 mobile.

Please note that it is essential to identify any service requirements in the syllabus.

### **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](#); click on the BLUESTAR STUDENT SUPPORT tile from the homepage. For more information, you can go to the [BlueStar page](#) on the Teaching Commons, or email [bluestar@depaul.edu](mailto:bluestar@depaul.edu).

## Online Teaching Evaluations

Instructions for completing online teaching evaluations are automatically sent to students via email during weeks 9 and 10. All evaluations are to be completed by students online, from a computer or a smartphone. The easiest way may be to use the iDePaul app.

## Sample Syllabi

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

## COURSE RESOURCES

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### Best Practices

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

### Art Institute of Chicago (Free Admission)

The university is in its eighth 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 Chicago Quarter class, you can contact the Art institute at [universitypartners@artic.edu](mailto: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 2023 include:

- [“A Natural Turn: María Berrío, Joiiri Minaya, Rosana Paolino, Kelly Sinnapah Mary”](#)  
(through Feb. 19, 2023)



- [“Solo\(s\): Krista Franklin”](#) (through Feb. 19, 2023)
- [“Art for the Future: Artists Call and Central American Solidarities”](#) (March 23-Aug. 6, 2023)

Anyone interested in connecting with the DePaul Art Museum regarding your Explore Chicago class should contact [artmuseum@depaul.edu](mailto:artmuseum@depaul.edu).

### **Chicago History Museum (Free membership)**

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 in its ninth year. To schedule a class visit, please go to: [chicagohistory.org/formdepaul](https://chicagohistory.org/formdepaul).

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

DePaul students, faculty, and staff 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/>.

### **Peggy Notebaert Nature Museum (Free Admission)**

You may schedule a free class visit to the Peggy Notebaert Nature Museum (2430 N. Cannon Drive, across Fullerton Avenue from the Lincoln Park Zoo). Information about the museum can be found at <https://naturemuseum.org/>. To discuss and schedule a visit, please contact Zack Ater, Senior Director of Guest Experience and Engagement at [zater@naturemuseum.org](mailto:zater@naturemuseum.org) or 773-755-5121.

### **Online Learning Tools**

- ◆ **D2L** provides the familiar array of online tools: information and file sharing, discussion forums, dropboxes (with optional plagiarism detection), chat, etc.: [d2l.depaul.edu](https://d2l.depaul.edu).
- ◆ **Zoom** is the primary platform for synchronous online communication: <https://offices.depaul.edu/information-services/services/av-design-consulting/Pages/Zoom.aspx>
- ◆ **Digication** provides tools for digital or e-portfolios: [depaul.digication.com](https://depaul.digication.com).
- ◆ **CTL** (Center for Teaching and Learning) provides one-on-one technology support, workshops, etc. for instructional technology. More information can be found [here](#).

### **Alumni Sharing Knowledge (ASK) network**

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

## Student Affairs Resources

The Division of Student Affairs website has extensive information for faculty and staff about the university resources, supports and co-curricular programs available to our students. It may be found [here](#) or by going to the Resources section of the Student Affairs website.

## COURSE LOGISTICS

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### Budget & reimbursements

#### How much money do I have in my budget?

- ◆ The total class budget for **Explore Chicago** is **\$750**.
- ◆ **You may *not* collect class fees.**
- ◆ Please note that theatre tickets, tour fees, etc., for the teaching team – instructors, student mentors and staff professionals – are to be paid for out of the class budget.
- ◆ 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](mailto:bspalding@depaul.edu) in Financial Services.
  - If you have questions/concerns about programmatic policy or approval, contact Brent Nunn ([bnunn@depaul.edu](mailto:bnunn@depaul.edu)) or Doug Long ([dlong@depaul.edu](mailto: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 submitted into BlueSky **within 60 days** of service/purchase or by the Tuesday of Finals Week: **Tuesday, 3/14/23 for winter or Tuesday, 6/6/23 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](mailto: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 the 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: LSP110-101; LSP111-101; HON110-101, etc.).
- ◆ Once reviewed, the First-Year Program will forward the invoice to Accounts Payable for payment.
- ◆ **If an invoice is unavailable** for a service (a tour, etc.), please send the information below to the First-Year Program ([firstyear@depaul.edu](mailto: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](mailto: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** found at this [link](#).
    - 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](mailto: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](mailto: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](mailto: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](mailto:accountspayable@depaul.edu) with a brief explanation of the purchase along with the company name, a contact person, phone number and fax number or company e-mail address. A tax exemption certificate will be sent out within two (2) business days directly to the company or organization.

## Food

### 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 in advance; moreover, ordering in advance saves time and money.

### Ordering food from Blue Demon Dining (Chartwell's) Using your Course Budget

If you wish to order food from Blue Demon Dining, powered by Chartwells, with your class budget (whether boxed lunches to eat off campus or meals to consume on campus), the First-Year Program

will place your order. Please email the following information to Jenn Tatum ([jtatum3@depaul.edu](mailto:jtatum3@depaul.edu)) **at least 96 hours** in advance (4 full business days). Orders placed after this timeframe are not guaranteed for processing.

- 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 [depaul.catertrax.com](http://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.)

## 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 most affordable preferred vendor is First Student Charter Bus Rental ([firstcharterbus.com](http://firstcharterbus.com)). To charter a school bus, contact First Student's agent, Shakeela Muhammad, at 630-637-7669 or [Shakeela.Muhammad@firstgroup.com](mailto:Shakeela.Muhammad@firstgroup.com).

The discount rate for DePaul groups is will be shared as soon as we can confirm it. The rate is **\$70.00 per hour** gate to gate with a **three-hour minimum** (tolls and parking not included) with an additional fee of \$75 for any trips that take place in the 6:00-9:00 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 on the 6<sup>th</sup> floor of the DePaul Center. Apply via 25Live. The link is <https://25live.collegenet.com/pro/depaul>.

## 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. To request a room change, contact [academicspace@depaul.edu](mailto:academicspace@depaul.edu).

### Special events

Room requests for one-time events are handled online via: [25live.collegenet.com/depaul](https://25live.collegenet.com/depaul). A tutorial for "how to request an event" may be found [here](#); login with your Campus Connect credentials. The contact person is Alex Colasuono at [academicspace@depaul.edu](mailto: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 at:

[offices.depaul.edu/academic-affairs/leadership-resources/space](https://offices.depaul.edu/academic-affairs/leadership-resources/space)

To reserve a space in the Richardson (Lincoln Park) or Loop Library, use the library's own scheduling system: [libcal.depaul.edu](http://libcal.depaul.edu).

## Enrollment

For several reasons, the First-Year Program maintains a policy of no over-enrollment in Spring Explore Chicago classes:

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

Any inquiries should be directed or re-directed to Doug Long ([dlong@depaul.edu](mailto:dlong@depaul.edu)).

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

## Automatic email forwarding

If you do not check your DePaul Outlook email account regularly, we recommend that you set it to automatically forward email to your preferred account. Information Services recommends that you follow the simple instructions on the following page: [www.technipages.com/automatically-forward-email-outlook](http://www.technipages.com/automatically-forward-email-outlook)

## APPENDICES

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### Appendix I: Liberal Studies Program Learning Goals (2018)

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

We list these learning goals here because the Chicago Quarter forms part of the common core of the Liberal Studies Program. For a complete articulation of the LSP Learning Goals, see:

[academics.depaul.edu/liberal-studies/Documents/LSP LOs 2018.pdf](http://academics.depaul.edu/liberal-studies/Documents/LSP LOs 2018.pdf)

**Appendix II: Important websites**

First-Year Program	<a href="http://go.depaul.edu/fyp">go.depaul.edu/fyp</a>
Course descriptions	<a href="http://academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx">academics.depaul.edu/liberal-studies/first-year-program/Pages/course-descriptions.aspx</a>
Financial Affairs forms	<a href="http://financialaffairs.depaul.edu/forms/forms-ap.html">financialaffairs.depaul.edu/forms/forms-ap.html</a>
Art Institute of Chicago	<a href="http://www.artic.edu">www.artic.edu</a>
BlueStar	<a href="http://teachingcommons.depaul.edu/technology/bluestar.html">teachingcommons.depaul.edu/technology/bluestar.html</a>
Center for Students with Disabilities	<a href="http://go.depaul.edu/csd">go.depaul.edu/csd</a>
Chartwell's	<a href="http://depaul.catertrax.com">depaul.catertrax.com</a>
Chicago History Museum	<a href="http://www.chicagohistory.org/formdepaul">www.chicagohistory.org/formdepaul</a>
Classroom & building space	<a href="http://offices.depaul.edu/oaa/academic-leadership-resources/space">offices.depaul.edu/oaa/academic-leadership-resources/space</a>
D2L	<a href="http://d2l.depaul.edu">d2l.depaul.edu</a>
DePaul Art Museum	<a href="http://museums.depaul.edu">museums.depaul.edu</a>
Digication/E-Portfolios	<a href="http://depaul.digication.com">depaul.digication.com</a>
Student Affairs' resources	<a href="http://offices.depaul.edu/student-affairs/resources/faculty-staff">offices.depaul.edu/student-affairs/resources/faculty-staff</a>
Writing Center	<a href="http://condor.depaul.edu/writing">condor.depaul.edu/writing</a>

**Appendix III: Contact information**

	<b>773.325.7573</b>	<a href="mailto:firstyear@depaul.edu">firstyear@depaul.edu</a>
Office of the First-Year Program	<b>Doug Long</b> , 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 <a href="mailto:dlong@depaul.edu">dlong@depaul.edu</a> 773-325-4569
	<b>Brent Nunn</b> , Asst. Director for Student Administration ♦ Class budget; logistical assistance; CQ student enrollment	2219 N. Kenmore, Byrne Hall 464 <a href="mailto:bnunn@depaul.edu">bnunn@depaul.edu</a> 773-325-7188
	<b>Jennifer Tatum</b> , Program Manager ♦ General information; excursion logistics; catering; syllabi; contingent faculty payroll; FYP website	2219 N. Kenmore, Byrne Hall 459 <a href="mailto:jtatum3@depaul.edu">jtatum3@depaul.edu</a> 773-325-7439
	<b>Corinne Bauer</b> , Program Assistant General information; FYP website	2219 N. Kenmore, Byrne Hall 463 <a href="mailto:corinne.bauer@depaul.edu">corinne.bauer@depaul.edu</a>
Liberal Studies Program <b>Mike Edwards</b> , Assoc. Director for Liberal Studies Initiatives ♦ Scheduling of Chicago Quarter courses and Focal Point Seminars; oversight of student registration		2219 N. Kenmore, Byrne Hall 462 <a href="mailto:medward4@depaul.edu">medward4@depaul.edu</a> 773-325-1187



Public Safety	773-325-7777 (LPC) 312-362-8400 (Loop)
Financial Affairs <b>Bryan Spalding</b> ◆ Reimbursements, honorarium payments, ProCard budget	55 E. Jackson, 19th floor <a href="mailto:LASFS@depaul.edu">LASFS@depaul.edu</a> <a href="mailto:Mandel137@depaul.edu">Mandel137@depaul.edu</a>
First-Year Writing Program <b>Erin Workman</b> , Director ◆ Administration of WRD 102/103/104	SAC 366 <a href="mailto:eworkma1@depaul.edu">eworkma1@depaul.edu</a> 773-325-2486
Quantitative Reasoning Program <b>David Jabon</b> , Director  <b>Ozlem Elgun Tillman</b> , Assoc. Director ◆ Administration of all QRTL courses (LSP 120/121)	SAC 286 <a href="mailto:djabon@depaul.edu">djabon@depaul.edu</a> 773-325-7248 <a href="mailto:oelgun@depaul.edu">oelgun@depaul.edu</a> 773-325-4663
Steans Center <b>Helen Damon-Moore</b> , Associate Director  <b>Rubén Álvarez Silva</b> , Asst. Director for Academic Service Learning ◆ Service learning: course development, planning, supervision; community partners	2233 N. Kenmore <a href="mailto:hdamonmo@depaul.edu">hdamonmo@depaul.edu</a> 773-325-8192 <a href="mailto:rsilvaal@depaul.edu">rsilvaal@depaul.edu</a> 773-325-8132 <a href="mailto:servicelearning@depaul.edu">servicelearning@depaul.edu</a>
Center for Students with Disabilities  <b>Gregory Moorehead</b> , Director ◆ Accommodations, support services	<a href="mailto:csd@depaul.edu">csd@depaul.edu</a> 773-325-1677, 312-362-8002 <a href="mailto:gmoorehe@depaul.edu">gmoorehe@depaul.edu</a> 312-362-8545
University Ministry <b>Katie Sullivan</b> , Coordinator for Service Days ◆ Planning for Vincentian Service Day (Spring Quarter)	Lincoln Park Student Center 311 <a href="mailto:serviceday@depaul.edu">serviceday@depaul.edu</a> 773-325-4490
Art Institute of Chicago <b>Madeline Shearer</b> ◆ Class visits	111 S. Michigan Avenue <a href="mailto:universitypartners@artic.edu">universitypartners@artic.edu</a> 312-443-3139
Chicago History Museum <b>Joshua Anderson</b> ◆ Class visits & guided tours	1601 N. Clark Street <a href="mailto:reception@chicagohistory.org">reception@chicagohistory.org</a> 312-642-4600
Peggy Notebaert Nature Museum <b>Alvaro Ramos</b> , Vice President & Curator of the Museum Experience ◆ Class visits	2430 N. Cannon Drive <a href="mailto:Alvaro.Ramos@naturemuseum.org">Alvaro.Ramos@naturemuseum.org</a> 773-755-5162
Alumni Sharing Knowledge (ASK) <b>Leslie Chamberlain</b> , Assoc. Director of ASK & Alumni Career Services ◆ Guest speakers, industry professionals, et al.	DePaul Center 9400 <a href="mailto:lchambe8@depaul.edu">lchambe8@depaul.edu</a> 312-362-8282

<p>Classroom &amp; Building Space <b>Alex Colasuono</b> ◆ PC classroom &amp; event scheduling</p>	<p><a href="mailto:academicspace@depaul.edu">academicspace@depaul.edu</a> <a href="mailto:aschne11@depaul.edu">aschne11@depaul.edu</a> 312-362-7533</p>
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