

Explore Chicago Handbook

WINTER & SPRING 2024

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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, [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

WINTER QUARTER 2024	TBA	Winter Quarter Faculty Chat(s)
	Monday, Jan. 8	First day of classes
	Tuesday, March 19	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. 10-12.)
	Saturday, March 30	Winter Quarter grades due
SPRING QUARTER 2024	TBA	Spring Quarter Faculty Chat(s)
	Monday, April 1	First day of classes
	Tuesday, June 11	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. 10-12.)
	Friday, June 21	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 can be found [on the FYP website](#).

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

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 to pay attention to the geography of the city when traveling, 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](#). 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.

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 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 two transportation programs:

- [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).

Center for Students with Disabilities

If you have a student in your Explore Chicago class that has shared that they have a disability, the Center for Students with Disabilities will serve as partner in accommodating their needs:

- 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

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 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.

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.

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.

Sample Syllabi

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

COURSE RESOURCES

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 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 Chicago Quarter 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 \$250. 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.

In addition, here are some links to Art Institute educational resources:

- [College and University Faculty and Students Resource page](#)
- This one is good for [a deep dive into the collection](#)
- [Guidelines for searching the collection](#) through filters
- The museum’s [Ryerson and Burnham Libraries](#) are accessible both in person and online.

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.

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 entering its tenth year. To schedule a class visit, please fill out the [Partner Group Form](#).

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

DePaul students, faculty, and staff do not need advance reservations for individual General Admission tickets. The [Abakanowicz Research Center](#) is currently open Tuesday through Friday from 12:00 p.m.-3:30 p.m. and Saturday (starting Sept. 9) from 10:00 a.m.-4:30 p.m. For research questions in advance of your visit please email research@chicagohistory.org.

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 on [the Nature Museum website](#). To discuss and schedule a visit, please contact Zack Ater, Senior Director of Guest Experience and Engagement at 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.
- ◆ [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.

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 the [DePaul ASK network website](#) or reach out to ask@depaul.edu.

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.

Bookstore

DePaul's Lincoln Park & Loop Campus Bookstores are both currently open for in-store or online book purchases and rentals. Faculty can submit Course Material requests via the link on the [Teaching Commons Website](#). You may also submit requests via email to bookstores@depaul.edu.

COURSE LOGISTICS

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.**
- ◆ 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 submitted into BlueSky **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 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):
 - 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 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

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 (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 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 has two preferred vendors: Aries Charter Transportation and Chicago Classic Coach.

To get a quote from Chicago Classic Coach, use [this form](#).

For Aries Charter Transportation, use this link: [this form](#).

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](#).

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](#).

Enrollment

For several reasons, the First-Year Program maintains a policy of no over-enrollment in Winter and 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. 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

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)	https://www.chicagohistory.org/university-partner-group-form/
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
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 bnumm@depaul.edu 773-325-7188

	<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>
Public Safety		<p>773-325-7777 (LPC) 312-362-8400 (Loop)</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>
University Ministry	<p>Katie Sullivan, Coordinator for Service Days</p> <ul style="list-style-type: none"> ◆ Planning for Vincentian Service Day (Spring Quarter) 	<p>Lincoln Park Student Center 311 serviceday@depaul.edu 773-325-4490</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>
Chicago History Museum	<p>Joshua Anderson</p> <ul style="list-style-type: none"> ◆ Class visits & guided tours 	<p>1601 N. Clark Street reception@chicagohistory.org 312-642-4600</p>

<p>Peggy Notebaert Nature Museum Zack Ater, Senior Director of Guest Experience and Engagement ♦ Class visits</p>	<p>2430 N. Cannon Drive zater@naturemuseum.org 773-755-5121</p>
<p>Alumni Sharing Knowledge (ASK) Brenda Williams, Managing Director, Career Center ♦ Alumni guest speakers, industry professionals, et al.</p>	<p>DePaul Center 9400 bjames3@depaul.edu (312) 362-6481</p>
<p>Classroom & Building Space Alex Colasuono ♦ PC classroom & event scheduling</p>	<p>academicspace@depaul.edu aschne11@depaul.edu 312-362-7533</p>