

# Chicago Quarter Faculty Handbook 2024

We urge you **NOT** to print this handbook, since it is regularly updated. So, please **bookmark** it. This way, you will have access to the most current and accurate information in a *searchable* document with a *clickable* table of contents and *live* links.

To access, go to [go.depaul.edu/fyp](https://go.depaul.edu/fyp), then click: FOR FACULTY > HANDBOOKS & RESOURCES.

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Information specific to <b>Discover Chicago</b> highlighted in blue
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Information specific to <b>Explore Chicago</b> highlighted in rose
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<b>New topics and information</b> highlighted in light green
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## What's new?

- ◆ We are delighted to welcome our new program assistant, Heather Easley, whose friendly face should be familiar to a great many of you.
- ◆ This year the Honors sections, HON 110 & HON 111, will have “Honors Practicum” rather than Common Hour, still taught by a Staff Professional and Chicago Quarter Mentor.
- ◆ This year the First-Year Program will email an information letter to your students with information on the beginning of Immersion Week (for Discover students) and the beginning of the quarter (for Explore students). Instead of asking you to send us your welcome information to include in that mailing, this year we ask your teaching team to email the students separately, via your D2L page, with personalized welcomes and introductions to the classes. Please do a first emailing by mid-August.
- ◆ For the first time, we are taking a faculty orientation trip to The Newberry Library. Laura McEnaney, Vice President for Research and Education, met with us at Best Practices and looks forward to working with Chicago Quarter classes.

## Important dates

Friday, June 7 9:00 a.m.-2:30 p.m.	<b>Chicago Quarter Best Practices Conference</b>	Lincoln Park Campus Student Center
Monday, July 15 11:00 a.m.-noon	<b>Art Institute of Chicago Faculty Orientation</b>	111 S. Michigan Ave., Chicago, IL 60603
Thursday, July 18 1:00-2:00 p.m.	<b>Newberry Library Faculty Orientation</b>	60 W. Walton St.
Tuesday, Aug. 6 10:30 a.m.-12:30 p.m.	<b>Chicago History Museum Faculty Orientation</b>	1601 N. Clark Street Chicago, IL 60614
Mid-August	<b>Send Welcome Letter email</b> from your teaching team to your students.	Via your D2L page
Wednesday, Aug. 21 3:00-5:00 p.m.	<b>Pre-Immersion Week Meeting for Discover Chicago Teaching Teams</b>	Virtual Meeting (due to DNC)
Friday, Aug. 25	Deadline to email <b>Immersion Week schedule</b> (including teaching team contact info) and <b>Discover syllabus</b> to <a href="mailto:firstyear@depaul.edu">firstyear@depaul.edu</a> .	

Monday, Aug. 26	9:00 a.m.	<b>Immersion Week begins.</b> (Immersion Week rooms are posted on <a href="#">campusconnect</a> by mid-August.)	LPC
	11:30 a.m.- 1:00 p.m.	<b>Barbecue</b>	LPC Quad & St Vincent's Circle
Wednesday, Aug. 28, 9:30 a.m.-12:30 p.m.		<b>Chicago Quarter Service Day for Discover Chicago</b>	Individual service sites
Wednesday, Aug. 28 3:00-5:00 p.m.		<b>Great Starts Meeting for Explore Chicago Teaching Teams</b>	SAC 154 and on Zoom
Wednesday, Sept. 4		First day of <b>Autumn Quarter</b> classes	
Friday, Sep. 6, 10:10 a.m.-noon		<b>Chicago Quarter Faculty Chat #1</b> (a chance to share experiences, questions and concerns with the FYP team and other CQ faculty)	Zoom
Oct. 2-6		<b>Chicago Quarter Service Days for Explore Chicago</b>	In-person or virtual service sites
Tuesday, Oct. 15, 1- 2:30 p.m.		<b>Chicago Quarter Faculty Chat #2</b> (a chance to share experiences, questions and concerns with the FYP team and other CQ faculty)	Zoom
Tuesday, Oct. 22		End of seventh week of classes (end of regular classes for Discover Chicago)	
Wednesday-Tuesday, Oct. 23-29		"Finals Week" for Discover Chicago classes. This week may be used for exams, presentations, submission of papers.	
Tuesday, Nov. 26		All Autumn Quarter <b>reimbursements are due</b> to Financial Affairs <b>within 60 days</b> of service/purchase, <b>but no later than Nov. 24, the Tuesday before Thanksgiving.</b> (see <a href="#">pp. 20-23</a> )	
		<b>Last day to report grades</b>	

## ABOUT THE CHICAGO QUARTER

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### What is the Chicago Quarter?

Offered each fall, Chicago Quarter courses acquaint first-year students at DePaul with the metropolitan community, its neighborhoods, cultures, people, institutions, organizations, and issues. In Common Hour, students also learn about university life, resources, and how to be a successful student. Learning is accomplished through a variety of means, but particularly through first-hand observation, participation, personal discovery, and reflection. Incoming first-year students select a course, either Discover or Explore Chicago, focusing on a specific Chicago-related topic. The 100+ distinct topics on offer allow students to turn a personal interest into an academic and intellectual pursuit. An archive of course descriptions may be found [here](#) or by going to [go.depaul.edu/fyp](http://go.depaul.edu/fyp) and then clicking: COURSE DESCRIPTIONS.

Students will receive credit for only one Chicago Quarter course (either Discover or Explore). Courses are offered during the Autumn Quarter and are available only to first-year students, who are required to take a Chicago Quarter during their first quarter at DePaul. (Each year a handful of Explore sections are offered in Winter and Spring Quarters to accommodate transfer students, et al.; but Discover Chicago is offered only in the Autumn Quarter.)

**A word to faculty about the academic content of Chicago Quarter classes:** The Chicago Quarter is intended to smooth the transition from high school to college. While that is the obvious function of Common Hour, it is good to bear this in mind when shaping the academic component of your class. We do not suggest making the academic work easy to ease the students' transition. Instead, we advocate that students be presented with a true academic challenge, one that they are able to rise to meet *with the support* of their teaching team and the university's resources. What they will gain from this experience is: the sense that they are capable of doing college-level work provided they put in the effort; the knowledge of where to seek out assistance, during the professor's office hours, from their peers, by live-chatting with a reference librarian, making an appointment at the Writing Center, etc., and the understanding that in future it will be up to them to seek out that assistance.

### Who takes Chicago Quarter?

**New first-year students (i.e. traditional freshmen) must enroll** in Discover Chicago or Explore Chicago during Autumn Quarter of their first year.

1. Transfer students (aged 23 years or younger) who enter DePaul with fewer than 30 quarter hours of combined transfer credit, not including test credit, are required to enroll in Discover Chicago/Explore Chicago in their first quarter at DePaul.
2. Transfer students (aged 23 years or younger) who enter DePaul with **30 or more** quarter hours of combined transfer credit, not including test credit, do not need to enroll in Discover Chicago/Explore Chicago. Instead, they will complete a Learning Domain elective outside their area of specialization, using either existing transfer credit or future DePaul credit. With First-Year Program approval, the transfer student may elect to enroll in a Discover/Explore Chicago course in *winter or spring quarter*.
3. Adult students (aged 24 years or older) who enter DePaul, regardless of the number of combined transfer credit, do not need to enroll in Discover Chicago/Explore Chicago

outside their area of specialization, using either existing transfer credit or future DePaul credit. With First-Year Program approval, an adult transfer student may elect instead to enroll in a Discover Chicago/Explore Chicago course in winter or spring quarter.

### What distinguishes *Discover Chicago* from *Explore*?

Discover Chicago	Explore Chicago
<ul style="list-style-type: none"> <li>◆ Discover Chicago begins one week prior to the official start of the Autumn Quarter with Immersion Week – five days immersed in the city learning experientially about the course topic.</li> <li>◆ This is followed by seven weeks of traditional course work (2.5 hours per week), with some sections offering further field experiences.</li> <li>◆ Classes are limited to 22 students per course.</li> <li>◆ Classes may participate in Chicago Quarter Service Day on the Wednesday morning of Immersion Week.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Explore Chicago is a 10-week course built on the principle of experiential learning.</li> <li>◆ Each section features at least three field excursions during which students, led by the teaching team, explore the city in relation to the course topic.</li> <li>◆ Classes are limited to 28 students per course.</li> <li>◆ Class meets four hours per week, including Common Hour.</li> <li>◆ Classes may participate in Chicago Quarter Service Day during a week in October.</li> <li>◆ Some sections of Explore Chicago will be online.</li> </ul>

### Learning Outcomes and Writing Requirements

**Chicago Quarter Learning Outcomes** (Liberal Studies Council, 5/13/2019; Faculty Council, 10/2/2019).

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 every LSP 110 and LSP 111 syllabus;** topic-specific goals, outcomes, and objectives may, of course, be added.

**Chicago Quarter Writing Requirements** (Liberal Studies Council, 5/13/2019; Faculty Council, 10/2/2019)

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.

### **Common Hour (LSP 110 & LSP 111)**

*Notes:*

1. In LSP 110 & LSP 111, Common Hour grades must be factored into the final course grade and account for 20%.
2. Starting in Autumn 2024, in HON 110 & HON 111, Common Hour will become the Honors Practicum, which has its own curriculum and grading policy.

*Curriculum map*

<b>Big Ideas</b>	<b>Enduring Understandings</b> (Students will remember 2-3 years after the class.)	<b>Learning Outcomes</b> (Students will be able to...)
Understanding & believing in myself	My skills, abilities and interests will change and grow during my time at DePaul.	<ol style="list-style-type: none"> <li>1. Reflect on their current skills, abilities, and interests and recognize the ever-changing nature of each.</li> <li>2. Describe principles and strategies for developing skills that contribute to academic success.</li> <li>3. Describe principles and strategies for exploring their interests.</li> </ol>
	My identities matter and are an important aspect of both my experience and the DePaul community.	<ol style="list-style-type: none"> <li>4. Define and apply core concepts of diversity.</li> <li>5. Discuss and reflect on their social identities and related experiences.</li> </ol>
Connecting to DePaul	I am part of DePaul's Vincentian community.	<ol style="list-style-type: none"> <li>6. Connect the principles of the Vincentian mission to their lives today as a DePaul student.</li> </ol>
	In the DePaul community caring for myself and others is necessary.	<ol style="list-style-type: none"> <li>7. Associate self-care with academic success and personal wellness and describe self-care strategies.</li> <li>8. Associate the Vincentian mission with how they care for themselves and for others in the DePaul community.</li> </ol>
	Building a small community of support within the larger community at DePaul is critical to	<ol style="list-style-type: none"> <li>9. Discuss the value of community as a network of support and describe methods for building their own community at DePaul.</li> </ol>

	my success inside and outside of the classroom.	
Transitioning to college	My transition to college will present new and different challenges.	10. Compare their role as a student in high school to the role they have as a college student. 11. Understand the transition from high school to college is often challenging both academically and socially.
	I have resources available to assist me as I define, explore, and pursue my goals.	12. Recall resources on campus and describe resources they anticipate using during their time at DePaul.

### Staff Professional and Chicago Quarter Mentor (CQM) position descriptions

Each Chicago Quarter course is led and taught by a teaching team that includes a faculty member, a Staff Professional, and a Chicago Quarter Mentor. The teaching teams are an essential part of the Chicago Quarter program and allow new students to build critical relationships and connections with the university community as they transition to DePaul. Faculty instructors lead the academic component of the course focusing on a specific-Chicago related topic. Staff Professionals and Chicago Quarter Mentors in LSP 110 & LSP 111 plan and deliver the Common Hour component of the Chicago Quarter course. In HON 110 & HON 111 this fall, they will plan and deliver Honors Practicum. Additionally, Staff Professionals provide Chicago Quarter Mentors with ongoing guidance and feedback, and formally evaluate (in collaboration with faculty) mentor performance. All members of the team work collaboratively to coordinate and plan the overall course curriculum and lead new students through excursions in the city of Chicago.

### Principal duties, responsibilities & other job-related information

- Maintain regular and responsive communication with assigned Chicago Quarter teaching team.
- Work collaboratively with the CQ teaching team to plan and coordinate course content and develop syllabus.
- Give priority scheduling to planning meetings with the CQ teaching team, outside of and in addition to required dates outlined below.
- Attend and participate in all Chicago Quarter meetings, trainings, and other programs.
- Other related duties as outlined by the Office of New Student and Family Engagement.

Meanwhile, all inquiries about LSP 110 & 111 CQMs and Staff Professionals should be directed to Yasmeen Nanlawala, Assoc. Director of the Office of New Student & Family Engagement (Lincoln Park Student Center, Suite 304; [ynanlawala@depaul.edu](mailto:ynanlawala@depaul.edu); 773-325-2273). In addition to overseeing Common Hour, NSFE is responsible for recruiting, selecting, training, assigning and supervising CQMs and Staff Professionals.

## Honors Practicum

This year the Honors sections, HON 110 & HON 111, will be rolling out “Honors Practicum” in place of Common Hour, still taught by a Staff Professional and Chicago Quarter Mentor. Information about this new curriculum has been shared with instructors of Honors sections. Inquiries about the Honors Practicum and Honors teaching teams should be directed to the Honors Program, [HonorsProgram@groups.depaul.edu](mailto:HonorsProgram@groups.depaul.edu).

## COURSE PREPARATION

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### Teaching team timeline (from late Spring through Autumn Quarter)

- ◆ When, in late May or early June, teaching teams are announced, the instructor has responsibility to initiate the first team meeting as soon as possible. There will be time set aside for teaching team meetings at the Best Practices conference on June 7.
- ◆ By meeting in *late Spring Quarter*, team members can get to know each other’s strengths and potential contributions to the success of the course. They can also discuss Chicago Quarter Service Day.
- ◆ By mid-August, team members should email a welcome/information letter to students via Classlist in D2L.
- ◆ *Over the summer* teams should stay in contact, and ideally continue to meet, in order to coordinate curricular and co-curricular activities and either produce a unified syllabus or coordinate the academic and Common Hour syllabi.
- ◆ On *Wednesday, Aug. 21*, **Discover** teaching teams should plan to attend the Pre-Immersion Week Meeting, Discover Chicago’s final organizational meeting before Immersion Week. This is when important details regarding Immersion Week are discussed. **All teaching team members are expected to attend.** Time: 3-5 p.m. Place: Zoom (in order to avoid the DNC)
- ◆ On the first morning of Immersion Week, *Monday, Aug. 26*, students and teaching teams gather for their first class meeting at 9 a.m. on the Lincoln Park campus in their Immersion Week classrooms, which will be listed in [campusconnect](#) during the summer. A barbecue lunch will be provided on the Quad. Classes can come to the barbecue any time between 11:30 a.m. and 1:00 p.m. Food will be replenished throughout the event.
- ◆ On *Wednesday, Aug. 28*, **Explore** teaching teams should plan to attend the Great Starts meeting, Explore Chicago’s final organizational meeting before the start of Autumn Quarter. This is when important Explore Chicago details are discussed. **All teaching team members are expected to attend.** Time: 3-5 p.m. Place: SAC 154 and on Zoom
- ◆ During *Autumn Quarter*, faculty should be prepared to join the weekly meetings between CQM and Staff professional as needed.

## The Welcome Email (mid-August for Discover, late August for Explore)

Teaching team members should email their classes with introductions, welcomes, and information students will need about the class. For Discover classes, please emphasize that the student should meet you at 9:00 a.m. on Monday, Aug. 26, in your *Immersion Week* classroom on the Lincoln Park campus. The instructors should also provide a short description of the class, identifying any special requirements and excursions scheduled outside regular contact hours. Please email Discover students in mid-August and Explore students in late August, by which time most of your students should be enrolled; a follow-up close to the start of class will be helpful for those who enroll later.

The First-Year Program will also mail an informational letter to all Chicago Quarter students. The Discover version will direct them how to find their Immersion Week classroom in Campus Connection.

## Contact Hours & Finals Week

### Discover Chicago

#### Immersion Week (the week before the regular Autumn Quarter)

- ◆ Discover Chicago classes meet for a minimum of 28 hours during Immersion Week.
- ◆ For LSP 110, three of those hours during Immersion Week should be devoted to Common Hour.
- ◆ If the class is participating in Chicago Quarter Service Day on Wednesday morning, that is also included in those hours.
- ◆ A half-day of Immersion Week must be given over to students to conduct their university business (i.e., Financial Aid, Student Records, ID Services, etc.).
- ◆ A Lincoln Park classroom is assigned to each section for the duration of Immersion Week. Please note: Typically, this will **not** be the same as the classroom assigned for the duration of Quarter.

### Autumn Quarter

- ◆ Discover Chicago classes continue to meet for 2.5 hours per week for the first seven weeks, through Oct. 22. Of this time, 10.5 are academic hours and 7 are Common Hour. (Most Discover instructors schedule a 2 hour-40 minute session in order to build in a 10-minute break.)
- ◆ At the instructor's discretion, the eighth week of the quarter (Oct. 23-29) may serve as a "Finals Week" for Discover Chicago finals exams and/or presentations. As is the standard DePaul practice, if no exams or presentations are scheduled, then final assignments should be due this week.

### Explore Chicago

Explore Chicago meets for 4 hours per week, including Common Hour (or Honors Practicum), during the 10 weeks of Autumn Quarter for a total of 40 contact hours.

## Excursions: Planning & Safety

- ◆ Full teaching teams are expected to lead all class excursions. If an excursion is scheduled outside of regular contact hours:
  - this should be indicated in both the Welcome Email and 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 (both during Discover's Immersion Week and during or following Explore excursions). These could be discussions on-site or back on campus and/or written reflection pieces. This ensures that powerful experiences crystallize into long-lasting learning.
- ◆ Encourage your students when traveling to pay attention to the geography of the city, so they don't confuse Rogers Park with Hyde Park or think that the Pullman Historic District is just a short walk from Pilsen.
- ◆ CTA skills will be of practical use to your students for at least the next four years.
  - Introduce your students to the CTA's online navigation tools; have the students compare different ways to arrive at your destinations.
  - Consider using city buses on at least one excursion in order to acquaint students with this means of transportation for their own future travel.
  - For one of the later excursions, consider putting them in small travel teams and having each group navigate and travel to the destination, where they will meet you.
  - Promote basic public transit etiquette by sharing the webpage of the CTA courtesy campaign: [www.transitchicago.com/courtesy](http://www.transitchicago.com/courtesy). Those unused to an urban environment may not realize the small but cumulatively important difference 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, 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., facemasks, band-aids, 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 (whether during Discover's Immersion Week or the regular Autumn Quarter), teaching teams **MUST** file an Incident Report with the Public Safety Office (773-325-7777) **and** notify the First-Year Program (773-325-7573). This would include crimes, injuries, accidents, or anything you judge should be brought to someone's attention.

## Advice from Public Safety to share with students

- ◆ Always travel in pairs or preferably larger groups. The "buddy system" is a good one.
- ◆ When traveling at night (for those of you who will with your classes), use well-lit streets, preferably main streets where there are people. Avoid alleys and poorly-lit side streets.
- ◆ 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 as you walk or wait for a train 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 sight. Put them so they're touching your legs.
- ◆ Don't set your wallet or credit cards on a counter.
- ◆ It is important that the teaching team and students exchange cell phone numbers or use an app like GroupMe or WhatsApp.

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

## Shuttle and Vinnie Vans

To help keep DePaul students safe when leaving campus after night classes and events, [Public Safety](#) has two transportation programs, which begin during the academic year (not available 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 inter-campus shuttle will now drop off students at three locations in Lincoln Park: the Student Center lot and the south side of Fullerton at Clifton and Kenmore Avenues.
- [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 Avenue (South), Addison (North) and Sheridan (East).

## Online Explore Chicago Classes

If you are teaching an online section of Explore Chicago:

- ◆ Possible alternatives to in-person excursions:
  - Virtual excursion or guest speakers via videoconference with personnel at the site
  - Access asynchronous online content from the site/organization
  - Live synchronous events with the site/organization
  - Virtual service work (perhaps to be completed asynchronously)
  - Online scavenger hunt, or directed research related to site/organization
    - This could include navigating the CTA system online.
  - The Teaching Commons highlights many [apps](#) that allow for mobile learning.
    - GooseChase, in particular, guides students in individual in-person excursions to destinations.
  - The “Chicago Quarter Teaching Teams” D2L page includes links to several virtual excursions.
- ◆ We recommend that anyone teaching once-a-week classes with a Zoom component avoid single synchronous sessions longer than 3 hours. We also recommend building in time for breaks – for stretching, cameras off, etc.
  - Be sure to allow enough time for Common Hour.

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

## Chicago Quarter Service Days (CQSD)

Chicago Quarter Service Day introduces first-year students, via their Chicago Quarter classes, to the DePaul tradition and legacy of service. All participation in CQSD is voluntary for Chicago Quarter classes. Email [serviceday@depaul.edu](mailto:serviceday@depaul.edu) for more information.

### Discover Chicago: Wednesday morning, Aug. 28 (during Immersion Week)

- ◆ Mission and Ministry will provide in-Person service site assignment, preparation, service, reflection, and assessment.
- ◆ Faculty also have the option of finding their own site.
- ◆ Site Assignment: August 2023
- ◆ 3 hours at site (9:30-12:30)
  - 2½ hours service
  - ½ hour closing reflection (toolkit/guide provided)
  - Online Assessment Survey

### Explore Chicago: during the week of October 2-6 2024

- ◆ Having a designated week instead of a single specified day allows faculty to integrate CQSD into their class that week if they choose to participate.
- ◆ If an online opportunity is a good fit for your course, Mission and Ministry will provide materials for 1-2 hours online service, plus reflection and assessment components.
- ◆ Faculty also have the option of finding an in-person service site and incorporating the experience into their course with support from Mission & Ministry.

For more information, email [serviceday@depaul.edu](mailto:serviceday@depaul.edu).

### Center for Students with Disabilities

If you have a student in your class who 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 ([csd@depaul.edu](mailto:csd@depaul.edu)). Always feel free to come to the CSD campus office most convenient to you:
  - Lincoln Park Student Center 370
  - Lewis Center 1420 (Loop Campus)
- 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.

### Planning for accessibility

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

A sample syllabus statement for the Center for Students with Disabilities can be found [here](#), in the Teaching Commons section on syllabi.

### 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 Writing Center's writing group for creative writers.

Contact the Writing Center:

- [depaul.edu/writingcenter](https://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 Community-based Service Learning (CbSL) into their Discover or Explore classes, over and above participation in Chicago Quarter Service Day, 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: <https://www.flipsnack.com/FCFA5888B7A/2023-service-speaks-chapbook/full-view.html>

For more information, please contact Helen Damon-Moore, Associate Director, at [hdamonmo@depaul.edu](mailto: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.*

## Advising

Undeclared students in LAS, CSH and Communication are assigned for advising to the Office for Academic Advising Support. In addition to these formal advisor assignments, OAAS is always open to seeing undeclared and exploratory (declared, but considering additional/alternative academic options) students from any of the undergraduate colleges.

OAAS may be reached at: 773-325-7431 or [advisingsupport@depaul.edu](mailto:advisingsupport@depaul.edu) or by visiting their website at [oaas.depaul.edu](http://oaas.depaul.edu).

## OneDePaul (formerly known as BlueStar)

OneDePaul 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 OneDePaul (e.g., the Attendance/Participation survey sent out early in the quarter and the Academic Progress survey sent out mid-quarter), you are able to use OneDePaul to raise an alert, e.g., "behavioral concern," "missing/late work"; etc. In addition to keeping a record for your own use, OneDePaul allows advisors to detect patterns that may appear across a student's classes that a lone instructor may be unaware of.

It is recommended that faculty provide feedback on an assignment within the first three weeks of the quarter in order to have solid information on which to base responses to the mid-quarter Academic Progress survey.

In order to access OneDePaul: log in to [campusconnect](#); click on the BLUESTAR STUDENT SUPPORT tile from the homepage. For more information, you can go to the [faculty page of the OneDePaul site](#) or email [OneDePaulSupport@depaul.edu](mailto:OneDePaulSupport@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.

- ◆ Instructions are automatically emailed to Discover students during Week 6. The OTEs for Discover Chicago will be available online during the window of Oct. 9-22.
- ◆ Instructions are automatically emailed to Explore students during Weeks 9-10. The OTEs for Explore Chicago will be available online during the window Oct. 30-Nov. 12.

Although students may complete OTEs on their own, please set aside class time be set aside so that students can complete their OTEs on a smartphone or other mobile device. Instructors should not be present if the students complete the OTE in class.

## COURSE RESOURCES

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### D2L

#### Chicago Quarter Teaching Teams D2L site

The D2L Chicago Quarter Teaching Teams website is a primary means of communication about Chicago Quarter updates and resources. To find it, click on the Waffle (nine-square) menu (find a class) at the top of your D2L ([d2l.depaul.edu](https://d2l.depaul.edu)) page and search for Chicago Quarter Teaching Teams. Click the pin icon to save the course for easy reference later.

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.

#### D2L site for individual classes

Each Chicago Quarter class has a dedicated D2L page. The faculty instructor will be the designated “Instructor” for the course and the Staff Professional and Chicago Quarter Mentor will be listed as Teaching Assistants. As such, they will be able to upload materials, download student Common Hour assignments, etc.

During the summer, Common Hour materials will be loaded into D2L pages for LSP 110 & LSP 111 classes. If you wish material copied over from a previous year, instead of doing it yourself (as you would in another class), please click [here](#) and then click “Course Copy” to have it moved for you.

The faculty instructor must activate the page before the quarter starts so students can access it. To activate your class D2L page:

1. Log into your class D2L page.
2. Click the Edit Course tab.
3. Click Course Administration.
4. Click Course Offering Information.
5. Scroll down halfway to the heading Active.
6. Click Course is active.
7. Click Save at the bottom.

Discover Chicago instructors: A second D2L page is generated for Immersion Week. It is the First-Year Program’s strong recommendation that you do not activate it (no need to confuse students with two D2L sites for one class).

#### Social media initiative

Once again we are asking teaching teams to help showcase their activities on social media, with a particular focusing on Threads, X, Instagram & TikTok. Tag @depaulu in your social posts. Contacts for the social media initiative are: Maria Hench ([mhench@depaul.edu](mailto:mhench@depaul.edu); 312-362-8668) and Brady Johnson ([bjohns16@depaul.edu](mailto:bjohns16@depaul.edu)).

#### Hashtags

#DePaulDiscover

#DePaulImmersionWeek

#DePaulExplore

#DePaulUniversity

## Art Institute of Chicago (Free Admission)

Because DePaul is a participant in the Art Institute of Chicago's University Partner Program, all DePaul faculty, staff & students receive free admission upon presentation of a DePaul ID card.

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 \$250.

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.

On Monday, July 15, 11 a.m.-noon, the museum is hosting a **faculty orientation** tailored to use of the museum and its resources for Chicago Quarter classes.

In addition, here are some links to Art Institute educational resources. One new one is "My Museum Tour," through which you can essentially create your own AIC tour for your class.

- [The Collection](#)
- [Article - Introduction to Online Search Tools](#)
- [Research and Resources](#)
- [Gallery Activation for College and University Classes form](#)
- [My Museum Tour - Tourmaker](#)

## DePaul Art Museum (Free Admission)

The DePaul Art Museum will be closed from Aug. 15 to Sept. 7 for exhibition installation, but looks forward to hosting any Discover Chicago classes for an introduction to the museum and its programming during Immersion Week.

Starting Sept. 9, Discover and Explore instructors may bring classes (up to 40 attendees) for in-person tours or collection visits.

For online sections, a DPAM menu of virtual class and group visit options can be found [here](#). The entire permanent collection is online for viewing and research.

[DPAM's fall exhibitions](#) will run Sept. 12, 2024-Feb. 23, 2024:

- *Edgar Miller: Anti-Modern, 1917-1967*
- *The Spaces We Call Home*

Anyone interested in connecting with DPAM regarding your Chicago Quarter 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) allows for free entry and a 10% discount at the museum café and shop with a DePaul ID. To schedule a class visit, please go to: <https://www.chicagohistory.org/university-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](mailto:anderson@chicagohistory.org).

DePaul students, faculty, and staff do not need advance reservations for individual General Admission tickets. Through Aug. 30, the end of Immersion Week, the Abakanowicz Research Center is open Tuesday through Friday from 12:00 p.m.-3:30 p.m. For research questions in advance of your visit please email [research@chicagohistory.org](mailto:research@chicagohistory.org). <https://www.chicagohistory.org/visit/research-center/>.

On Tuesday, Aug. 6, 10:30 a.m.-12:30 p.m., the museum is hosting a **faculty orientation** tailored to use of the museum and its resources for Chicago Quarter classes.

### **Newberry Library (Free membership)**

The Newberry Library (located at 60 W. Walton St.) is another good excursion destination option. Because DePaul is part of several consortia, the Newberry waives the usual fees for in-person collection presentation or research orientation. In some cases, their researchers will be able to pull materials not on display for your class (you would need to [create a free account](#) to make such a request). Tours may be scheduled Wednesdays-Saturdays between 10: a.m. and 3:00 p.m. Tuesdays are possible with advanced notice.

To schedule a visit, apply at least four weeks in advance to one of the categories on this page: <https://www.newberry.org/visit/group-and-class-visits>.

Inquiries may be directed to Norah Epstein, Instruction and Outreach Librarian (and formerly of DePaul's Special Collections staff), reachable at: [epsteinn@newberry.org](mailto:epsteinn@newberry.org) or 312-255-3527.

### **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). Please allow at least two weeks' notice before a visit. 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.

### **Chicago Research Summit**

The [Chicago Research Summit](#) is a biannual conference for educators and community partners to learn from each other about the best practices and strategies for engaging undergraduate students in research about the city. The Summit is also a platform to share the successes and challenges of incorporating Chicago-based research assignments and projects into undergraduate courses and to learn about resources, collections, and opportunities that support Chicago-based research.

The next Summit will be in 2025. For more information, contact Jill King from the DePaul Library at [jking25@depaul.edu](mailto:jking25@depaul.edu).

## Online learning resources

- ◆ **D2L** provides the familiar array of online tools: information and file sharing, discussion forums, submission folders (with optional plagiarism detection), quizzes, etc.: [d2l.depaul.edu](https://d2l.depaul.edu). Information on using D2L can be found at: [resources.depaul.edu/teaching-commons/teaching-guides/technology/desire2learn/Pages/default.aspx](https://resources.depaul.edu/teaching-commons/teaching-guides/technology/desire2learn/Pages/default.aspx)
- ◆ **Zoom** is the primary platform for synchronous online communication. Information Services provides instructions for using Zoom [here](#).
- ◆ **Digication** is an electronic portfolio tool that is integrated into D2L: [resources.depaul.edu/teaching-commons/teaching-guides/technology/digication/Pages/default.aspx](https://resources.depaul.edu/teaching-commons/teaching-guides/technology/digication/Pages/default.aspx)
- ◆ **CTL** (Center for Teaching and Learning) provides one-on-one technology support, workshops, etc. for instructional technology. More information can be found [here](#).

## Alumni Sharing Knowledge (ASK) network

The DePaul Alumni Sharing Knowledge (ASK) Network helps connect DePaul students with alumni and other professionals for career insight, conversations and networking. DePaul ASK volunteers are here to offer their expertise and help students grow by exploring college and professional transitions, life challenges, and getting answers to university and career related questions. Alumni can also connect with fellow alumni professionals for networking. For more information and general questions please visit [depaulasknetwork.com](https://depaulasknetwork.com) or reach out to [ask@depaul.edu](mailto: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.

## Sample syllabi

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

## 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 at [resources.depaul.edu/teaching-commons/teaching-guides/course-design/Pages/course-materials.aspx](https://resources.depaul.edu/teaching-commons/teaching-guides/course-design/Pages/course-materials.aspx). You may also submit requests via email to [bookstores@depaul.edu](mailto:bookstores@depaul.edu).

## COURSE LOGISTICS

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### Budget & reimbursements

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

- The total class budget for **Discover Chicago** is **\$1,000**.
- The total class budget for **Explore Chicago** is **\$750**.
- **You may *not* collect class fees.**
- When class budgets are used to purchase theatre tickets, tour fees, etc., for students, funds should also be used to pay for the teaching team – instructor, Staff Professional, and CQM .
- 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 Autumn Quarter charges, reimbursements and payments, all information, forms, receipts and invoices must be received **within 60 days** of service/purchase or by **Tuesday, Nov. 26 — 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](#).
    - 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

### Immersion Week (Discover Chicago)

During Immersion Week, students living on campus will have their university meal plans activated and will therefore not rely on class funds to be fed. (Commuter students will likely not have a DePaul meal plan.) It is important, though, that you build in time for them to eat.

- If a lunch break is planned to be on the Lincoln Park or Loop Campus, students with a meal plan will be able to use it for food at the Student Center. Students without a meal plan may purchase food there or elsewhere.

- Some days, you may advise students that they are responsible for their own lunch. This may include bringing a lunch or making sure there are low-cost options in the part of town you'll be in.
- Note: On the Monday of Immersion Week, the First-Year Program provides a barbecue lunch on the Quad from 11:30 a.m. to 1 p.m.

Immersion Week 2024 Dining Hours (August 26-30)					
Lincoln Park: Blue Demon Dining Hall	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	8:00-10:30am	8:00-10:30am	8:00-10:30am	8:00-10:30am	8:00-10:30am
Lunch	10:30am-2:30pm	10:30am-2:30pm	10:30am-2:30pm	10:30am-2:30pm	10:30am-2:30pm
Lite Lunch	2:30-4:30pm	2:30-4:30pm	2:30-4:30pm	2:30-4:30pm	2:30-4:30pm
Dinner	4:30 -7:30pm	4:30pm -7:30pm	4:30 -7:30pm	4:30 -7:30pm	4:30 -7:30pm
Lincoln Park: Retail	Monday	Tuesday	Wednesday	Thursday	Friday
ETC	Noon -8:00pm	Noon -8:00pm	Noon -8:00pm	Noon -8:00pm	Noon -8:00pm
Brownstones	8:00am-8:30pm	8:00am-8:30pm	8:00am-8:30pm	8:00am-8:30pm	8:00am-8:30pm
LOOP: DePaul Center					
Blue Demon Dining	Closed	11:30am - 1:30pm	11:30am - 1:30pm	11:30am - 1:30pm	11:30am - 1:30pm
Brownstones	8:00am - 2:30pm	8:00am - 2:30pm	8:00am - 2:30pm	8:00am - 2:30pm	8:00am - 2:30pm

### 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](mailto: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](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.)

Note: Class budgets may *not* be used for meals *just* for teaching team members. When class budget is being used to feed all the students in the class, teaching team members may then be included.

## 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 form](#).

## 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 to use this office space [via 25Live](#).

## Room requests & reservations

### Classroom space

While the FYP specifies which campus a course will be taught in, classroom assignments are made by Academic Space ([academicspace@depaul.edu](mailto: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](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 through the [Academic Affairs website](#).

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

## Registration & enrollment

Incoming first-year students enroll themselves in Chicago Quarter classes in conjunction with their advising sessions throughout the summer, so the enrollment you see in Campus Connect matches who is in the class so far.

One of the ways we ensure that all sections receive sufficient enrollment is to maintain a policy of no over-enrollment. So, should students contact you about trying to get into your class when it is closed, please direct them to [firstyear@depaul.edu](mailto:firstyear@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:

<https://academics.depaul.edu/liberal-studies/Pages/default.aspx>

### Appendix II: **Important Websites**

Chicago Quarter	<a href="http://go.depaul.edu/chicagoquarter">go.depaul.edu/chicagoquarter</a>
First-Year Program	<a href="http://go.depaul.edu/fyp">go.depaul.edu/fyp</a>
Course descriptions	<a href="https://academics.depaul.edu/liberal-studies/first-year-program/course-descriptions/Pages/default.aspx">https://academics.depaul.edu/liberal-studies/first-year-program/course-descriptions/Pages/default.aspx</a>
Financial Affairs forms	<a href="http://financialaffairs.depaul.edu/forms/forms-ap.html">financialaffairs.depaul.edu/forms/forms-ap.html</a>
Academic Advising Support	<a href="http://oaas.depaul.edu">oaas.depaul.edu</a>
Alumni Sharing Knowledge	<a href="http://ask.depaul.edu">ask.depaul.edu</a>
Art Institute of Chicago	<a href="http://www.artic.edu">www.artic.edu</a>
BlueStar	<a href="https://resources.depaul.edu/teaching-commons/teaching-guides/technology/Pages/bluestar.aspx">https://resources.depaul.edu/teaching-commons/teaching-guides/technology/Pages/bluestar.aspx</a>
Blue Demon Dining	<a href="http://depaul.catertrax.com">depaul.catertrax.com</a>
Center for Students with Disabilities	<a href="http://go.depaul.edu/csd">go.depaul.edu/csd</a>
Center for Teaching and Learning	<a href="https://offices.depaul.edu/center-teaching-learning/Pages/default.aspx">https://offices.depaul.edu/center-teaching-learning/Pages/default.aspx</a>
Chicago History Museum (form for group visits)	<a href="https://www.chicagohistory.org/university-partner-group-form/">https://www.chicagohistory.org/university-partner-group-form/</a>
Classroom & Building Space	<a href="https://offices.depaul.edu/academic-affairs/leadership-resources/space/Pages/default.aspx">https://offices.depaul.edu/academic-affairs/leadership-resources/space/Pages/default.aspx</a>
D2L login page	<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>
Peggy Notebaert Nature Museum	<a href="http://naturemuseum.org/the-museum">naturemuseum.org/the-museum</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**

Office of the First-Year Program	<b>773-325-7573</b>	<a href="mailto:firstyear@depaul.edu">firstyear@depaul.edu</a>
	<b>Doug Long</b> , Director <ul style="list-style-type: none"> <li>◆ Recruiting; proposals for and oversight of Chicago Quarter courses and Focal Point Seminars; online teaching evaluations; contingent faculty payroll; OTEs</li> </ul>	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 <ul style="list-style-type: none"> <li>◆ Class budget; logistical assistance; CQ student enrollment; contingent faculty payroll</li> </ul>	2219 N. Kenmore, Byrne Hall 464 <a href="mailto:bnunn@depaul.edu">bnunn@depaul.edu</a> 773-325-7188
	<b>Heather Easley</b> , Program Assistant <ul style="list-style-type: none"> <li>◆ General information; excursion logistics; catering; syllabi; FYP website</li> </ul>	2219 N. Kenmore, Byrne Hall 463 <a href="mailto:heasley@depaul.edu">heasley@depaul.edu</a> 773-325-8785
Liberal Studies Program <b>Mike Edwards</b> , Assoc. Director for Liberal Studies Initiatives <ul style="list-style-type: none"> <li>◆ Scheduling of Chicago Quarter courses and Focal Point Seminars; oversight of student registration</li> </ul>	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> <ul style="list-style-type: none"> <li>◆ Reimbursements, honorarium payments, ProCard budget</li> </ul>		55 E. Jackson, 19th floor <a href="mailto:LASF@depaul.edu">LASF@depaul.edu</a> <a href="mailto:bspalding@depaul.edu">bspalding@depaul.edu</a>
First-Year Writing Program <b>Erin Workman</b> , Director <ul style="list-style-type: none"> <li>◆ Administration of WRD 102/103/104</li> </ul>		SAC 358 <a href="mailto:e.workman@depaul.edu">e.workman@depaul.edu</a> 773-325-2186
Quantitative Reasoning Program <b>David Jabon</b> , Director  <b>Ozlem Elgun Tillman</b> , Assoc. Director <ul style="list-style-type: none"> <li>◆ Administration of all QRTL courses</li> </ul>		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

<p>Steans Center  <b>Helen Damon-Moore</b>, Associate Director</p> <p><b>Miranda Sandberry-Wallace</b>, Associate Director</p> <ul style="list-style-type: none"> <li>◆ Service learning: course development, planning, supervision; community partners</li> </ul>	<p>2233 N. Kenmore  <a href="mailto:hdamonmo@depaul.edu">hdamonmo@depaul.edu</a>  773-325-8192</p> <p><a href="mailto:mstandbel@depaul.edu">mstandbel@depaul.edu</a>  773-325-8132</p> <p><a href="mailto:servicelearning@depaul.edu">servicelearning@depaul.edu</a></p>
<p>Center for Students with Disabilities</p> <p><b>Gregory Moorehead</b>, Director</p> <ul style="list-style-type: none"> <li>◆ Accommodations, support services</li> </ul>	<p><a href="mailto:csd@depaul.edu">csd@depaul.edu</a>  773-325-1677, 312-362-8002</p> <p><a href="mailto:gmoorehc@depaul.edu">gmoorehc@depaul.edu</a>  312-362-8545</p>
<p>Division of Mission and Ministry</p> <p><b>Katie Sullivan</b>, Program Manager, Service Days and Scholarships</p> <ul style="list-style-type: none"> <li>◆ Chicago Quarter Service Days</li> </ul>	<p>Lincoln Park Student Center 311  <a href="mailto:serviceday@depaul.edu">serviceday@depaul.edu</a>  773-325-4490</p>
<p>Art Institute of Chicago</p> <p><b>Madeline Shearer</b></p> <ul style="list-style-type: none"> <li>◆ Class visits</li> </ul>	<p>111 S. Michigan Avenue  <a href="mailto:universitypartners@artic.edu">universitypartners@artic.edu</a>  312-443-3139</p>
<p>Chicago History Museum</p> <p><b>Joshua Anderson</b></p> <ul style="list-style-type: none"> <li>◆ Class visits &amp; guided tours</li> </ul>	<p>1601 N. Clark Street  <a href="mailto:anderson@chicagohistory.org">anderson@chicagohistory.org</a>  312-642-4600</p>
<p>Newberry Library</p> <p><b>Norah Epstein</b>, Instruction and Outreach Librarian</p> <ul style="list-style-type: none"> <li>◆ Class visits</li> </ul>	<p>60 W. Walton Street  <a href="mailto:epsteinn@newberry.org">epsteinn@newberry.org</a>  312-255-3527</p>
<p>Peggy Notebaert Nature Museum</p> <p><b>Zack Ater</b>, Senior Director of Guest Experience and Engagement</p> <ul style="list-style-type: none"> <li>◆ Class visits</li> </ul>	<p>2430 N. Cannon Drive  <a href="mailto:zater@naturemuseum.org">zater@naturemuseum.org</a>  773-755-5121</p>
<p>Alumni Sharing Knowledge (ASK)</p> <p><b>Brenda Williams</b>, Managing Director, Career Center</p> <ul style="list-style-type: none"> <li>◆ Alumni guest speakers, industry professionals, et al.</li> </ul>	<p>DePaul Center 9400  <a href="mailto:bjames3@depaul.edu">bjames3@depaul.edu</a>  (312) 362-6481</p>
<p>Classroom &amp; Building Space</p> <p><b>Alex Colasuono</b></p> <ul style="list-style-type: none"> <li>◆ PC classroom &amp; event scheduling</li> </ul>	<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>

Appendix IV: **The Off-Season**

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