**Center for Teaching and Learning Resource Guide for Faculty Spring 2015**

Center for Teaching and Learning Forum: [http://campusguides.stjohns.edu/ctlforum](http://campusguides.stjohns.edu/ctlforum).

You'll find: teaching ideas, information on CTL events, and links to teaching and learning resources.

CTL website: [www.stjohns.edu/ctl](http://www.stjohns.edu/ctl)

Events for Faculty: [http://campusguides.stjohns.edu/ctlevents](http://campusguides.stjohns.edu/ctlevents)

**ACADEMIC CALENDAR**

<table>
<thead>
<tr>
<th>Spring 2015</th>
<th>Fall 2015</th>
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<tbody>
<tr>
<td>January 19 (M) Martin Luther King, Jr., Day</td>
<td>September 2 (W) First Day of Classes</td>
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<tr>
<td>University Holiday</td>
<td>September 5 (S) No Classes</td>
</tr>
<tr>
<td>January 21 (W) First Day of Classes</td>
<td>September 7 (M) Labor Day – No Classes</td>
</tr>
<tr>
<td>January 27 (T) Last Day to Drop/Add Classes</td>
<td>September 9 (W) Monday Classes Meet</td>
</tr>
<tr>
<td>February 10 (T) Last Day to Drop a Class</td>
<td>September 9 (W) Last Day to Add/Drop a Class</td>
</tr>
<tr>
<td>(without a transcript notation)</td>
<td>September 22 (T) Last Day to Drop a Class</td>
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<tr>
<td>February 11 (W) Withdrawal Period Begins</td>
<td>(without a transcript notation)</td>
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<tr>
<td>February 16 (M) Presidents’ Day - No Classes</td>
<td>September 23 (W) Withdrawal Period Begins</td>
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<tr>
<td>February 23-28 (M-S) Spring Break - No Classes</td>
<td>October 12 (M) Columbus Day – No Classes</td>
</tr>
<tr>
<td>March 14 (S) Mid-Term Grades Due</td>
<td>October 20 (T) Mid-Term Grades Due</td>
</tr>
<tr>
<td>April 2-6 (R-M) Easter Recess</td>
<td>November 9 (M) Last day to Withdraw from a Class</td>
</tr>
<tr>
<td>April 8 (W) Last day to Withdraw from a Class</td>
<td>or Apply for a Pass/Fail Option</td>
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<tr>
<td>or Apply for a Pass/Fail Option</td>
<td>November 25-28 (W-S) Thanksgiving Recess – No Classes</td>
</tr>
<tr>
<td>April 29 (W) Monday Classes Meet</td>
<td>December 8 (T) Feast of the Immaculate Conception -</td>
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<tr>
<td>May 4 (M) Last Day of Classes</td>
<td>No Classes</td>
</tr>
<tr>
<td>May 5 (T) Study Day</td>
<td>December 10 (R) Study Day</td>
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<tr>
<td>May 6-12 (W-T) Final Exam Week</td>
<td>December 11 (F) Study Day</td>
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<tr>
<td>May 16 (S) Commencement Staten Island Campus</td>
<td>December 12 (S) Saturday Classes Held</td>
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<tr>
<td>May 17 (U) Commencement Queens Campus</td>
<td>December 14-19 (M-S) Final Exam Week</td>
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**CLASS MEETING TIMES**

<table>
<thead>
<tr>
<th>Monday / Thursday</th>
<th>Tuesday / Friday</th>
<th>Wednesday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>7:30 AM - 8:55 AM</td>
<td>7:30 AM - 8:55 AM</td>
<td>7:30 AM - 10:20 AM</td>
<td>8:30 AM - 11:15 AM</td>
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<tr>
<td>9:05 AM - 10:30 AM</td>
<td>9:05 AM - 10:30 AM</td>
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<td></td>
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<tr>
<td>10:40 AM - 12:05 AM</td>
<td>10:40 AM -12:05 AM</td>
<td>10:40 AM - 1:30 PM</td>
<td>11:30 AM - 2:15 PM</td>
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<tr>
<td>12:15 PM - 1:40 PM</td>
<td>12:15 PM - 1:40 PM</td>
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<tr>
<td>*Common Hours</td>
<td>1:50 PM - 3:15 PM</td>
<td>1:50 PM - 4:40 PM</td>
<td>2:30 PM - 5:15 PM</td>
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<tr>
<td>3:25 PM - 4:50 PM</td>
<td>3:25 PM - 4:50 PM</td>
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<tr>
<td>5:00 PM - 6:25 PM</td>
<td>5:00 PM - 6:25 PM</td>
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<tr>
<td>7:10 PM - 8:35 PM</td>
<td>7:10 PM - 8:35 PM</td>
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<tr>
<td>8:45 PM - 10:10 PM</td>
<td>8:45 PM -10:10 PM</td>
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</table>

*Common Hour* is a regularly scheduled block of time during which no classes are held and members of the University community are, therefore, available to participate in other activities. The goal is to promote involvement in the community life of the University.

Campus Directions and Maps: [http://www.stjohns.edu/campuses-and-locations](http://www.stjohns.edu/campuses-and-locations)
EMPLOYMENT PAPERWORK
All of your employment paperwork (including your signed contract and I-9 Form) must be signed and delivered as soon as possible. Once your employment information has been entered into UIS, the University’s information system, you will be able to:

- Obtain your ID Card (StormCard)
- Apply for a parking permit
- Use your email and computer password that is automatically generated
- Access MySJU, the University’s web portal

Please check with your department secretary to ensure that paperwork has been sent to HR. If it has, then check with HR at ext. 2787 to see if your information has been entered into UIS.

ID CARDS
ID cards are issued in the Public Safety Office
- **Queens Campus**
  - ROTC building outside of Gate 6
  - ext. 6257
- **Staten Island Campus**
  - Spellman Hall room 116
  - ext. 4487

PARKING PERMIT
To apply for a "Faculty Parking Permit" online, click on [Login UIS]. "Handicapped" permits issued by a recognized authority will be honored on all SJU campuses. If you require additional information call the Public Safety Office.

COMPUTER PASSWORD AND EMAIL
Logging into your Network desktop/laptop account:
**User Name**: First seven letters of your last name and the first initial of your first name.
**Password**: Initially your 8-digit number on your StormCard preceded by S (Capital) j (lowercase), e.g. Sj12345678. You may change your password by typing CTRL, ALT, DEL at the desktop. Choose “change Password” and select at least six alphanumeric characters that you will remember.

  - User Name Example: (Jane Smith) smithj
  - Email address: login id@stjohns.edu (for example, smithj@stjohns.edu)

PHISHING E-MAIL
Please be extremely cautious and suspicious if you receive unsolicited requests for your username, password or other personal data. It is highly likely that these are ‘phishing’ requests. St. John’s will never ask for your email name or password via email correspondence. **WHEN IN DOUBT—JUST DELETE THE MESSAGE.** You can forward any suspicious messages to spam_notification@stjohns.edu. If you inadvertently shared your password, please change it immediately and please do not use your old password again. If you notice any suspicious activity, require assistance with suspected emails or need more information, please contact Information Technology at extension 5000.

MySJU
When you are given an email address, you will also have access to a personal web page on MySJU, the University’s web portal: [https://mysju.stjohns.edu](https://mysju.stjohns.edu) (MySJU was formerly St. John Central).

Logging into MySJU:
**User Name**: Your network username, which is the same as your email name
**Pin/Password**: Initially, your six-digit date of birth, which you can change to another 6-digit pin/password that you will remember.

Once you gain access, click on the “Academics” tab at the top of the page. You will see your course list. To go to a course, click on the icon (with a little house on it) to the left of a course title.

To access UIS from MySJU, click on the “Academics” tab at the top of the page. Then scroll down the page to the section “Faculty Registration Tools” and click on any of the links.

If you need information on using any IT services, call the e-Studio at ext. 6402. In addition, visit the St. John's University's Guide To Faculty Technology Resources for tech info:
**Tech Guide for Full-time Faculty**: [http://facpub.stjohns.edu/~estudio/WelcomeFaculty/FacultyTechGuide.pdf](http://facpub.stjohns.edu/~estudio/WelcomeFaculty/FacultyTechGuide.pdf)
**Tech Guide for Adjunct Faculty**: [http://facpub.stjohns.edu/~estudio/welcomefaculty/adjunctfacultytechguide.pdf](http://facpub.stjohns.edu/~estudio/welcomefaculty/adjunctfacultytechguide.pdf)
REPORTING GRADES
The timely reporting of mid-term and final grades is essential, so it is important to adhere to deadlines. Web grading is available and all faculty are required to use this convenience, which can be accessed through the faculty segment of UIS.

Mid-term grades are only sent to freshman.
Final grades are due within 72 hours of administration of the exam.

EMERGENCY SCHOOL NOTIFICATIONS AND UNIVERSITY CLOSING PROCEDURES
In the event it becomes necessary to close the University because of an emergency or hazardous weather conditions, notices of such a closing or a delayed opening will be available through:

- Calling 1-718-990-2000
- The STJ homepage: http://www.stjohns.edu/
- Radio and television stations, including WCBS 880 AM and WINS 1010 AM
- Emergency text and voice message alerts You must sign up for this service, to do so:
  - Log into UIS through MySJU (MySJU was formerly SJCentral)
  - Go to “Personal Information” and “Update Your Emergency Information for Instant Messaging System”
  - Enter the phone number (cell or off-campus wired phone) that you want to receive the emergency alert, starting with area code and leaving out the hyphens.

SECRETARIAL ASSISTANCE
In most cases, secretarial assistance for the photocopying of exams and other course materials is available in the office of the department which offers the course(s) you are teaching. It is important to hand in these materials well in advance of when you will need them, to give the staff ample time to prepare them.

Availability of Supplies
Chalk, whiteboard markers, and other supplies you might need for class are available from the departmental secretary.

MAILBOXES
Queens campus
- St. John’s College: provided for faculty in departmental offices
- School of Education: provided for faculty in departmental offices
- The Tobin College of Business: in the Chair’s office suite, Rm. 391 Bent Hall
- College of Professional Studies: full-time faculty and adjuncts teaching day courses, Rm. 268 Bent Hall and for adjuncts who teach in the evening and on weekends, Rm. 113 Bent Hall
- College of Pharmacy and Allied Health Professions: in the Dean’s office Rm. 171 St. Albert Hall

Staten Island campus
- St. John’s College: in DaSilva Hall on the 3rd floor
- School of Education (undergraduate): in DaSilva Hall on the 3rd floor
- School of Education (graduate): in DaSilva Hall on the 2nd floor
- The Tobin College of Business: in Spellman Hall
- College of Professional Studies: in Rosati Hall

ADJUNCT WORK SPACES
Adjunct faculty have the following rooms available to them for preparing classes and meeting with students:

- St. John’s College of Liberal Arts and Sciences: B3 in St. John Hall
- The Peter J. Tobin College of Business: 139 in Bent Hall
- College of Pharmacy and Allied Health Professions: B40 in St. Augustine Hall
- College of Professional Studies: 139 in Bent Hall

These rooms are equipped with computers. The room in Bent Hall requires access with an authorized StormCard; this can be handled through the office of the College of Professional Studies or Tobin College of Business. The other two rooms have open access.

FACULTY ABSENCES
If you become ill or must miss a class for any reason, contact your Chair as soon as possible. If it is a planned absence, contact your Chair ahead of time.
WAYS TO ORDER YOUR TEXTBOOKS AT THE CAMPUS BOOKSTORE

• Send your order quickly and easily by following this link: http://images.efollett.com/htmlroot/images/templates/library/065_adoption_form.pdf
• By phone at 718-969-6032 or if you are on campus dial x6247.
• You can fax your order to 718-969-1647.
• Online at www.stjohns bkstr.com
• Email the bookstore directly at: bookstore@stjohns.edu
• Send your order by interoffice mail or from home to the St. John’s Bookstore, Marillac Hall, 8000 Utopia Parkway, Jamaica, NY 11439.
• Place your textbook orders in person, just stop by anytime.

Consider adopting titles that are currently available for rental. This national rental list is available at www.rent-a-text.com. Text Rental saves your students 45% off the original list price of a textbook.

ACADEMIC EARLY ALERT SYSTEM

If you observe a student is experiencing academic difficulty or dealing with other problems, you can flag the student for early intervention. Access the Early Alert System through UIS and click the “Faculty Services” tab, then click the “Detailed roster with Photo” button. If you are on MySJU, use the “UIS” link. If you need immediate contact, call the University Freshman Center at 718-990-5858.

CONVERSATIONS ON TEACHING

This link explores some of the basic issues in teaching at the college level: http://campusguides.stjohns.edu/content.php?pid=71651&sid=590232

DIGICATION

St. John’s has partnered with the company Digication to make electronic portfolios available to all of our students over the next few years. All full-time faculty and administrators have accounts.

To create a portfolio (http://stjohns.digication.com)
Digication Quick Start Guide (http://campus.digication.com/quickstart.pdf)
For Digication Support (https://stjohns.digication.com/digication_support/support)

IMPORTANT UNIVERSITY LINKS:

• Campus Ministry: http://www.stjohns.edu/faith-service/campus-ministry
• E-Studio: http://www.stjohns.edu/about/administrative-offices/operations/information-technology/portable-professor-program
• Human Resources: http://www.stjohns.edu/about/administrative-offices/human-resources
• Intellectual Property: http://www.stjohns.edu/research/intellectual-property
• Faculty Policies: http://www.stjohns.edu/about/administrative-offices/provost/policies-procedures-and-reports
• Tech Guide for Full-time Faculty: http://facpub.stjohns.edu/~estudio/WelcomeFaculty/FacultyTechGuide.pdf
• Tech Guide for Adjunct Faculty: http://facpub.stjohns.edu/~estudio/welcomefaculty/adjunctfacultytechguide.pdf
• University Career Services: http://www.stjohns.edu/career-services
• University Learning Commons: http://www.stjohns.edu/academics/academic-resources/university-learning-commons
• University Libraries: http://www.stjohns.edu/libraries
• University Writing Center: http://www.stjohns.edu/about/administrative-offices/provost/institute-writing-studies/university-writing-center

FOR THE UNABRIDGED VERSION OF THE FACULTY RESOURCE GUIDE GO TO HTTP://CAMPUSGUIDES.STJOHNS.EDU/CTLFORUM.