



Center for Teaching and Learning Resource Guide for Faculty Fall 2015

Find teaching ideas, information on CTL events, and links to teaching and learning resources at the CTL Forum: <http://campusguides.stjohns.edu/ctlforum>.

CTL website: www.stjohns.edu/ctl

Events for Faculty: <http://campusguides.stjohns.edu/ctlevents>

ACADEMIC CALENDAR

Fall 2015		Spring 2016	
September 2 (W)	First Day of Classes	January 18 (M)	Martin Luther King, Jr., Day University Holiday
September 5 (S)	No Classes	January 20 (W)	First Day of Classes
September 7 (M)	Labor Day – No Classes	January 26 (T)	Last Day to Drop/Add Classes
September 9 (W)	Monday Classes Meet	February 9 (T)	Last Day to Drop a Class
September 9 (W)	Last Day to Add/Drop a Classes		(without a transcript notation)
September 22 (T)	Last Day to Drop a Class	February 10 (W)	Monday Classes Meet
	(without a transcript notation)	February 10 (W)	Withdrawal Period Begins
September 23 (W)	Withdrawal Period Begins	February 15 (M)	Presidents' Day – No Classes
October 12 (M)	Columbus Day – No Classes	February 22-27 (M-S)	Spring Break – No Classes
October 20 (T)	Mid-Term Grades Due	March 12 (S)	Mid-Term Grades Due
November 9 (M)	Last Day to Withdraw from a Class	March 24-28 (R-M)	Easter Recess
	or Apply for a Pass/Fail Option	April 6 (W)	Last Day to Withdraw from a Class
November 25-28 (W-S)	Thanksgiving Recess – No Classes		or Apply for a Pass/Fail Option
December 8 (T)	Feast of the Immaculate Conception - No Classes	May 2 (M)	Last Day of Classes
December 10 (R)	Study/Snow Day	May 3 (T)	Study/Snow Day
December 11 (F)	Study/Snow Day	May 4 (W)	Study/Snow Day
December 12 (S)	Saturday Classes Held	May 5 (R)	Ascension Thursday – University Holiday
December 14-19 (M-S)	Final Exam Week	May 6-12 (F-R)	Final Exam Week

CLASS MEETING TIMES

Monday / Thursday	Tuesday / Friday	Wednesday	Saturday
7:30 AM - 8:55 AM	7:30 AM - 8:55 AM	7:30 AM - 10:20 AM	8:30 AM - 11:15 AM
9:05 AM - 10:30 AM	9:05 AM - 10:30 AM		
10:40 AM - 12:05 PM	10:40 AM - 12:05 PM	10:40 AM - 1:30 PM	11:30 AM - 2:15 PM
12:15 PM - 1:40 PM	12:15 PM - 1:40 PM		
* 1:50 – 3:15 PM	1:50 PM - 3:15 PM	1:50 PM - 4:40 PM	2:30 PM - 5:15 PM
3:25 PM - 4:50 PM	3:25 PM - 4:50 PM		
5:00 PM - 6:25 PM	5:00 PM - 6:25 PM		
7:10 PM - 8:35 PM	7:10 PM - 8:35 PM		
8:45 PM - 10:10 PM	8:45 PM - 10:10 PM		

***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>

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 StormCard (ID Card)
- 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](#) (see *login to UIS below*). "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: username@stjohns.edu (for example, smithj@stjohns.edu)

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> (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.

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.

LOGIN TO UIS

UIS is the University's administrative computing system and is the system you use to record grades. You can access UIS from MySJU through the link on the right-hand side of the page.

EMAILING YOUR STUDENTS

Login to MySJU and click on "Access UIS" on the right-hand side of the page. Click on "Faculty and Advisors," then on "Summary Class List." Choose a semester and course. At the bottom of the list that will appear, there is an "Email Class" button. If you click on it, you will be brought to your email. All the students are listed under Bcc. Just add your email as the recipient, type your message, and send it.

IT SERVICES

If you need information on using any IT services, call the e-Studio at ext. 6402, or consult:

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>

Loaner laptops: Laptops are available for adjuncts on a semester basis. For information, send an email to estudio@stjohns.edu.

PHISHING E-MAIL

Please be extremely cautious if you receive unsolicited requests for your username, password or other personal data. It is 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.** If you inadvertently shared your password, change it immediately and do not use your old password again.

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:

- **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.
- Calling **1-718-990-2000**
- The SJU homepage: <http://www.stjohns.edu/>.
- Radio and television stations, including WCBS 880 AM and WINS 1010 AM

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.sjucampusstore.com
- Email the bookstore directly at: <mailto: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 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 full-time undergraduate students. All 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>
- **Center for Counseling and Consultation:** <http://www.stjohns.edu/student-life/health-and-wellness/center-counseling-consultation>
- **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>
- **Faculty Policies:** <http://www.stjohns.edu/about/administrative-offices/provost/policies-procedures-and-reports>
- **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](http://campusguides.stjohns.edu/ctlforum).