

New Faculty Orientation: Things You Need to Know to Teach at Queens

Wednesdays, January 23 4:00 - 5:30PM & January 30 12:30 - 2:00PM ◦ Patio Room ◦ Queens College

College Accounts ◦ Liza Torres (Office of Converging Technologies)

Where to go to set up QC email and QC Username accounts, and how to claim CUNYfirst accounts.

① <http://www.qc.cuny.edu/Computing/Training/>

Attendance and Grading ◦ Adrienne Bricker (Office of the Registrar)

An overview of what is required by the Registrar. To be discussed are why attendance information is collected, how to submit information, how to correct any errors that occur, and what happens when a deadline is missed. ① <http://www.qc.cuny.edu/cunyfirst/faculty>

Library Services ◦ Simone Yearwood (Rosenthal Library)

The Library provides services involving lending traditional materials (like books) from QC libraries, other CUNY libraries, or from libraries around the country through Interlibrary Loan (ILLiad). The Rosenthal Library's Reserve Collection consists of required readings and materials assigned by Queens College faculty.

① <http://qcpages.qc.cuny.edu/library/>

Academic Integrity ◦ Emanuel Avila (Division of Student Affairs)

Explanation of the Academic Integrity Policy and the procedures taken, in order to adjudicate a student who may have potentially violated this policy.

① <http://www.qc.cuny.edu/studentlife/services/studev>

Student Affairs ◦ Jennifer Jarvis (Office of Vice President for Student Affairs)

The Office of Vice President for Student Affairs addresses any non-academic concerns faculty may come across with students.

① <http://www.qc.cuny.edu/studentlife/>

Resources for Teaching ◦ Jean Kelly & Rob Garfield (Center for Teaching and Learning)

We offer faculty support with educational uses of technology, including help with available systems: Course Management (Blackboard et al.), Blogging (QWriting et al.), ePortfolio (Epsilen et al.), Video Conferencing (Adobe Connect, Blackboard Collaborate). ① <http://www.qc.cuny.edu/ctl>

Hybrid Teaching and Learning ◦ Rowena Li (Center for Teaching and Learning)

Hybrid Teaching and Learning in 5 Minutes - A brief introduction to hybrid teaching and learning, its features and tools available.

<http://www.youtube.com/watch?v=IOiRIQ6pOqY> ① rowena.li@qc.cuny.edu

Talking with Students ◦ Thomas Szlezak (Center for Teaching and Learning)

An overview of who are the new students on Campus and important resources to consider when talking with students. ① thomas.szlezak@qc.cuny.edu

Union and Benefits ◦ Jonathan Buchsbaum & Abraham Walker (Professional Staff Congress)

A short introduction to the union and benefits. ① <http://www.qc.cuny.edu/psc/Pages/default.aspx>

Adjunct Matters ◦ Fei-Wen Pirovolikos (Center for Teaching and Learning)

Faculty space, Adjunct Colloquium, and quality of life for adjuncts on campus. ① <http://www.qc.cuny.edu/adjuncts> ① <http://groups.google.com/group/qc-adjuncts>

More Resources

Adjunct Faculty Handbook: <http://qc.cuny.edu/?id=16OY>

Faculty Resource Center: This space is available for faculty, for meeting and relaxing. The main lounge has a refrigerator, microwave, and toaster oven. There are also private meeting rooms, a computer lab, and lockers. The Faculty Resource Center is located in CEP Hall 2, located on the perimeter of Parking Lot 7, behind the Student Union.

QC Adjuncts Google Group: Stay connected with the QC adjunct community by joining this discussion group, where you can ask questions and share your thoughts. This group is open to everyone. <http://groups.google.com/group/qc-adjuncts>

Professional Development: Subscribe to the Socrates listserv to get information about events and programs offered by the Center for Teaching & Learning, Writing at Queens, and other units around campus. <http://lists.qc.cuny.edu/mailman/listinfo/socrates>
Also look for announcements in the weekly QC Mailer.

PSC-CUNY Adjunct-CET Professional Development grant, 2012-2013: Adjunct faculty teaching six or more classroom contact hours in the semester, and who have taught two or more courses in the two most recent consecutive semesters (not including summer session), and who have been notified of reappointment for the next consecutive semester, are qualified to apply. Deadlines to apply are the first of every month for activities happening the following month, except July and August. Webpage: <http://www.psc-cuny.org/our-benefits/adjunct-cet>
Guidelines: <http://www.psc-cuny.org/sites/default/files/ADJCETGuidelines0411.pdf>

Speedy Q Printshop: order printing online. <https://printshop.qc.cuny.edu>

Security Office: Located in Jefferson 201 (718-997-4443, fax 718-997-4454) handles parking and key requests. Hours: Monday-Friday, 9am to 5pm.

Parking: Purchase decals at Security Office; personal checks are accepted, but not credit cards. Annual: \$250 full-time; \$150 adjunct; spring/summer only: \$150 full-time; \$75 adjunct; Motorcycles: \$160 fall/spring/summer; \$80 summer only.

Key Requests: To request a key, fill out a Key Request form and forward it to the Security Office for processing; you will receive a card by interoffice mail when the key is ready. There is a fee to replace lost keys. Lock Shop contacts: Husni Darwish: 718-997-4451; Reuben Borrero: 718-997-4452.

Extracurricular: Go to an athletics event or join the gym, <http://www.queensknights.com>; see a performance at the Kupferberg Center for the Arts, <http://kupferbergcenter.org/>; attend a Year of India event <http://www.qc.cuny.edu/yoi>; visit the Louis Armstrong House Museum, <http://www.louisarmstronghouse.org/> or the Godwin-Ternbach Museum, http://qcpages.qc.cuny.edu/godwin_ternbach/; join the Queens College Choral Society or go to one of their concerts, <http://www.qcchoralsociety.org>

For Your Syllabi

CUNY Policy on Academic Integrity. The CUNY Policy on Academic Integrity, as adopted by the CUNY Board of Trustees, is available to all students. Academic dishonesty is prohibited in the City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion.
<http://www.cuny.edu/about/info/policies/academic-integrity.pdf>

Use of Student Work. All programs in New York State undergo periodic reviews by accreditation agencies. For these purposes, samples of student work are occasionally made available to those professionals conducting the review. Anonymity is assured under these circumstances. If you do not wish to have your work made available for these purposes, please let the professor know before the start of the second class. Thanks for your cooperation.

Accommodations for Students with Disabilities. Students with disabilities needing academic accommodation should register with and provide documentation to the Office of Special Services, Frese Hall, room 111. The Office of Special Services will provide a letter for you to bring to your instructor indicating the need for accommodation and the nature of it. This should be done during the first week of class. For more information about services available to Queens College students, contact the Office of Special Services (718-997-5870, <http://sl.qc.cuny.edu/oss/>).

Course Evaluations. During the final four weeks of the semester, you will be asked to complete an evaluation for this course by filling out an online questionnaire. Please remember to participate in these course evaluations. Your comments are highly valued, and these evaluations are an important service to fellow students and to the institution, since your responses will be pooled with those of other students and made available online, in the Queens College Course Information System (<http://courses.qc.cuny.edu>). Please also note that all responses are completely anonymous; identifying information is erased once the evaluation has been submitted.

CUNY Grading Glossary and Guidelines. A complete guide to the University's grading conventions is available here:

http://www.cuny.edu/about/administration/offices/ur/resources/registrars-staff/CUNY_Uniform_Grade_glossary_070108.pdf