Universities at Shady Grove Faculty Guidebook

This guidebook pertains to faculty who teach at the Universities at Shady Grove only.

ACADEMIC ADVISING

Refer students seeking academic advising to Justin Edgar (jedgar@ubalt.edu, 301.738.6352) on the USG campus, or to their assigned adviser:

Simulation and Digital Entertainment
- Vanessa Bennett (vbennett@ubalt.edu), academic program coordinator
- Kathleen Austin (kaustin@ubalt.edu), program director

Health Systems Management
- Justin Edgar (jedgar@ubalt.edu), academic program coordinator
- John Callahan (jcallahan@ubalt.edu), program director

Publications Design
- Daniel Page (dpage@ubalt.edu), academic program coordinator
- Stephanie Gibson (sgibson@ubalt.edu), program director

M.P.A.
- Tylis Cooper (tcooper@ubalt.edu), academic program coordinator
- Heather Wyatt-Nichol (hwyatt-nichol@ubalt.edu), program director

D.P.A.
- Tylis Cooper (tcooper@ubalt.edu), academic program coordinator
- Patria Julnes (pjulnes@ubalt.edu), program director

ACADEMIC SUPPORT SERVICES

Isabel Cserno, senior coordinator
cserno@umd.edu
301.738.6328

The Center for Academic Success (CAS) offers onsite academic assistance for students attending classes at the Universities at Shady Grove.

Here's what CAS does for students:
- runs papers by a professional writing consultant (in person or over the phone)
- finds an individual tutor for a course in which they could use some help

- provides weekly reviews, called Guided Study Sessions, led by peer tutors who aced the class last year and who know the ropes
- offers workshops in speed reading, memory strategies and textbook reading strategies that can save hours of time and reduce stress levels
- provides sessions with personal academic trainers to teach students to do more work with less time
- helps conquer writing snags with grammar assistance, online exercises (with answers) and software programs on its computers
- offers general assistance with financial aid.

Career & Internship Services Center

usgcareerservices@umd.edu
301.738.6338
Building I-1130

The Career & Internship Services Center offers career advising to USG students as they prepare for an internship or job search. Working in partnership with UB, the center provides an additional layer of support to students on the Universities at Shady Grove campus. Through individual advising sessions, group workshops and events, and virtual resources such as the USG Career Connector, students can receive assistance with career-related topics, including:

- resume and cover letter writing
- job search strategies
- interview preparation
- networking
- internship opportunities.

In addition, the center offers employers several opportunities to recruit USG students for internships and employment.

Class Meeting Schedule

Simulation and Digital Entertainment classes meet weekdays for 15 weeks.
Health Systems Management classes meet Saturdays for 10 weeks.
Publications Design classes meet Saturdays and Sundays for 15 weeks.
M.P.A. and **D.P.A.** classes meet on Saturdays and Sundays six times during the semester.

Consult MyUB, www.ubalt.edu/myub, for exact class meeting dates and consult the academic calendar at www.ubalt.edu/records. Also consult USG's holiday schedule at http://www.shadygrove.umd.edu/calendar/holidays.

Classroom locations are available on the USG Web site and **not** via MyUB. Visit www.shadygrove.umd.edu/academics/schedule-classes to search for classroom location information.

Classrooms

Each classroom comes equipped with the following:

- teacher lectern with computer/projector
- CD/DVD/VHS player
- overhead projector
- access to floppy disk drives and USB Ports (for flash drives)
- Internet access
- "play by play" on anything projected through the system
- dry erase boards
- complete wireless capabilities for personal computers.

Technology training is available; contact the IT Help Desk at usg-helpdesk@umd.edu or the IT Helpline at 301.738.6363 for additional assistance.

Computer Log In

You have been given access to the USG computer system. Initial login information for the classroom computers will be e-mailed directly to you.

You can change your password after your initial login by following the onscreen instructions.

If you have taught courses at the Universities at Shady Grove in the past but have not used your USG login information for more than 30 days, contact the Office of Information Technology (usg-helpdesk@umd.edu, 301.738.6363) to have your password reset.

To access your UB computer account from a Baltimore campus computer or remotely through MyUB, use your UB user ID (UBXXXXX) and password.

Contact Information

Universities at Shady Grove
9630 Gudelsky Drive
Rockville, MD 20850

UB Office of Advising and Admissions at USG
Justin Edgar, academic program coordinator
301.738.6352
jedgar@ubalt.edu

Course Evaluations

UB course evaluations are administered during the last two weeks of classes (except for classes meeting on a compressed schedule; evaluations are administered the last week only) at the Universities at Shady Grove campus. You will be advised of the process, which is similar to that at the Baltimore campus, as the semester draws to a close. The Universities at Shady Grove may request that you gather information through surveys or make announcements to the students; please accommodate these requests as well as you can.

Directions/Parking

Directions to USG are available at www.shadygrove.umd.edu/about/visit/directions. Parking is open to all; neither faculty nor students need permits. Please be aware that USG holds events even during weekends, so parking lots may be crowded.

Disability Services

Students in need of disability services, including additional testing time, physical assistance or other services, should contact UB Disability Support Services at 410.837.4775.

E-mail Policy

UB policy requires all official business be conducted through assigned UB e-mail addresses for students *and* faculty. You will receive your UB e-mail address (@ubalt.edu) at the time of employment. If you need assistance with e-mail, visit www.ubalt.edu/ots or contact the UB Office of Technology Services at callcenter@ubalt.edu or 410.837.6262.

Faculty Office

The Camille Kendall Academic Center (SG III), Room 3147, is the UB faculty office; it is equipped with two desks/computers, a phone line, printing capabilities, storage and supplies. This office is unlocked for your use during the following hours:
- **weekdays:** 8 a.m.-8 p.m.
- **weekends:** 8 a.m.-6 p.m.

The phone number for this office is 301.738.6143.

Food

The Green Grove Café is on the first floor of the Camille Kendall Academic Center (SG III); view the hours of operation at http://www.shadygrove.umd.edu/calendar/hours-operation. In addition, there are a variety of restaurants (sit down and fast food) in the immediate area. There is also a Giant Food supermarket within walking distance.

Vending machines and microwaves are available in each Shady Grove building, and some food items and sodas are sold in the bookstore.

Shady Grove Library

For reference materials and the instruction librarian, call 301.738.6120 or 6020 or e-mail shadylib@umd.edu.

View information for USG faculty at http://www.lib.umd.edu/shadygrove/facultyinfo.html, and view the hours of operation at http://www.lib.umd.edu/shadygrove/hours.html.

The 22,500-square-foot library provides the following resources:
- comfortable study carrels and reading rooms
- four different areas for quiet and group study:
    - eight glassed-in group study rooms for four to eight people
    - a main reading room
    - individual study carrels
    - a study lounge with 36 lounge chairs
- a dedicated copy room with a black-and-white and a color copier, black-and-white and color printers and a pay-for-print (debited) card dispenser
- handouts of library services and resources at the circulation desk
- daily newspapers with back issues available up to three months
- 18 computer stations with Internet access and hookups for laptop computers
- an ADA-compliant work station with several adaptive-technology software programs Canon Microfiche reader and scanner
- three DVD and VCR viewing stations.

Training for use of the library and its services is also available.

MYUB

MyUB, accessible at www.ubalt.edu/myub, is the University of Baltimore's portal. Students and faculty can access their personalized information through the portal by logging in with their UB user ID (UBXXXXX) and password. Students use the portal to register for classes, check grades, apply for graduation and more. Faculty use the portal to view class rosters and schedules and to post grades.

If you or your students need assistance in accessing MyUB, please contact the UB Office of Technology Services at callcenter@ubalt.edu or 410.837.6262.

ONLINE INSTRUCTION

Access UB's online course management tool, UBOnline (powered by Sakai), from the Tools menu in MyUB. To access UBOnline, use your UB username and password. Contact Terry Ross (tross@ubalt.edu , 410.837.5078) or J. Haulsee (jhaulsee@ubalt.edu, 410.837.6541) in the e-Learning Center for more information; note that WebTycho accounts are not automatically issued.

POSTING GRADES

See the online catalog at www.ubalt.edu/records for grading explanations.

For faculty members teaching in the **B.S. in Health Systems Management, M.P.A. or D.P.A. programs,** contact College of Public Affairs Associate Dean Irv Brown (ibrown@ubalt.edu, 410.837.5350) or College of Public Affairs Director of Academic Advising Megan Manley (mmanley@ubalt.edu, 410.837.5128) with questions about grading.

For faculty members teaching in the **B.S. in Simulation and Digital Entertainment or M.A. in Publications Design programs,** contact College of Arts and Sciences Associate Dean Jeffrey Sawyer (jsawyer@ubalt.edu, 410.837.5358) or the College of Arts and Sciences Office of Advising (410.837.5351) with questions about grading

Grades are posted through MyUB; directions will be sent to you when grade rosters become available. If you need assistance, please contact your program director, the College of Public Affairs Office of the Dean at 410.837.5359 or the College of Arts and Sciences Office of the Dean at 410.837.5358, or the Office of Records and Registration at 410.837.4825.

Printing and Photocopying

Faculty who also work at the Baltimore campus should plan to do printing and photocopying there. See the *CLA Faculty Guidebook* at www.ubalt.edu/clafacultyguide for more information.

Students who wish to print on the USG campus from a campus computer or wirelessly from their laptops will need to purchase a Pay-4-Print card though Office of Information Technology. Cards can be purchased for 80 cents and loaded with money in the library or in the Camille Kendall Academic Center (SG III), Room 2139. Black-and-white printing costs 10 cents per page, while color printing costs 50 cents per page.

Public Safety

To contact a security guard 24 hours a day, seven days a week, call:
- from any **campus** phone: 6065
- from an **off-campus** phone: 301.738.6065.

Reserving Course Materials

You can place course materials on reserve at the Shady Grove Library by submitting your request through http://otal.umd.edu/shadygrove/. The library staff will put the materials on a reserve shelf; students can use the materials in the library or can check them out for a two-hour period. You can authorize overnight borrowing of reserve materials in exceptional cases.

You are responsible for removing any of your own materials that you have placed on reserve with the library no later than two weeks after the end of each semester. If you're interested in keeping materials on reserve for the following semester, you are responsible for obtaining copyright permissions. Contact the library staff (*see Shady Grove Library*) for more information.

Supplies

UB has stocked the USG faculty office with various supplies, including basic desk items, dry erase markers, easels, paper, etc.

Technology

USG Office of Information Technology   301.738.6363, usg-helpdesk@umd.edu
UB Office of Technology Services   410.837.6262, callcenter@ubalt.edu

USG Technical Support is available to assist you with any computer-related issues, including access to the computer labs, hardware/software issues, IVN and printing issues.

View Office of Information Technology support hours and open lab hours at www.shadygrove.umd.edu/campus-services/oit/computer-labs.

UB's OTS office is available for assistance with MyUB, e-mail and other UB-specific technology issues.

TEXTBOOKS

Students can purchase their books at the Shady Grove Bookstore or at the UB Bookstore on the Baltimore campus.

Faculty should order textbooks as early as possible via the Web site for the UB Bookstore (operated by Barnes & Noble) on the Baltimore campus, http://ubalt.bncollege.com. If you are not using any text materials, you *must* indicate this on the bookstore Web site.

Both the Shady Grove and UB bookstores will be stocking some textbooks for USG courses. The UB Bookstore will transmit information about your book orders to their colleagues at the Shady Grove Bookstore; you do *not* have to place the order twice.

To order through the Web site, click on the "Faculty" link in the menu at the top of the UB Bookstore home page. Register to submit course and book information to bookstore, review what books were used for courses in previous terms, select new titles and provide the bookstore with additional information about courses and book needs. This page also includes frequently asked questions regarding textbook requests.

WEATHER POLICY

USG has its own inclement weather policy; please comply with USG weather announcements and *not* UB weather announcements. You can sign up to receive weather and emergency alerts via e-mail or text message; visit www.shadygrove.umd.edu/campus-services/public-safety/campus-alerts for more information.