

2009 - 2010 UConn Women's Studies Program Instructor Resource Guide

This document is an effort to answer some frequently asked questions instructors often have for WS staff, lay out participatory practices for instructors, as well as advise instructors of administrative workflow procedures.

❖ Please consult this guide before you contact the office as many routine questions are addressed here.

Graduate Instructor Participation Guidelines – Involvement in Women's Studies Community*

To build community with graduate student instructors, participation in WS activities is expected

- If you teach in and are paid by WS, you must have either completed the WS Graduate Certificate or be actively pursuing it. Feminist pedagogy is the basic foundation of all WS classes, and WS must be sure that all instructors have formal, graduate level training in Women's Studies itself. When completed, you'll have a formal accreditation in WS on your transcript – Certificate in Women's Studies.
- Manisha is the Graduate Certificate Advisor, so please contact her with questions and to review your transcript because you may already have taken classes that can be counted. Please see Kate for information on applying to the certificate program. Pursuit of the WS Graduate Certificate is reviewed each semester.
- If your payroll is paid in part or in full by WS, at least 1 hour a week of office hours in WS is mandatory. This will ensure that students from WS classes can meet with you in the WS offices to encourage undergraduate community building and association.
- Each semester, WS hosts standard events – monthly Pedagogy and Faculty Spotlights – as well as a variety of other sponsored events, and the Annual Conference each spring. Each semester taught in WS, you will need to attend at least one spotlight & one pedagogy session.
- Attendance at and/or participation in the WS conference each spring is also strongly encouraged

*** The requirements in this section apply ONLY to graduate students who teach in & are paid by WS**

OFFICE FUNCTIONS

WS Program Office Hours:

- Generally office hours are 7:30am-4:30pm Mon-Fri
- Kate is out on Fridays – schedule is Monday – Thurs 8:00 – 3:30
- Specific faculty and staff hours are posted on each door

Who to contact with work requests:

- **IMPORTANT:** *If you are sending an email request, always email **BOTH** Col&Kate – if one is out, the other can help you.*
- Coleen - budget and administrative
- Kate – programmatic and tech related

Student Staff

- Please make your requests for student staff assistance to Coleen - do not go directly to the students. If possible, email your requests to Coleen
- Students assist with copies and scanning
- Students answer the phone as well as perform other general administrative office duties
- Students can assist with general questions only

Copy Request Procedures*

- WS staff make all copies in WS - instructors can request that copies be made for class, but cannot use the copier themselves
 - No copyrighted materials will be photocopied- depending on the type of item, we may be able to make one copy for the instructor, but we cannot photocopy chapters, articles or other published materials for classroom distribution – such items may be able to be scanned for you to post to your HuskyCT site
 - Items that can be copied: syllabi, exams, class assignments, and other non-copyrighted documents you have generated for the class
 - Be sure items are final & correct before submitting them for copying
 - A Copy/Scan request form is posted on the WS website (www.womens.studies.uconn.edu). Copy/Scan Request forms are also available in the workroom – please use this form when requesting such services
 - Please submit requests no less than **1 week** in advance of when they are needed for class
 - If requests are hand delivered, please leave in Coleen’s mailbox in Room 409
 - Please send all email requests to **BOTH** COLEEN AND KATE (Col&Kate) – attach the completed Copy/Scan request form, being sure to answer all the questions in the “Copy” section - 1 form per item to be copied
 - Please double check your copies before you leave the office – any errors contact Col&Kate immediately
- * **HuskyCT:** please consider posting course materials such as syllabi & assignments to your HuskyCT site. This can help save resources as operating budgets have been cut due to the ongoing fiscal crisis. If you choose to do this with your syllabi, we ask that you still email us a copy of it for our historical files. Thanks.

Scan Request Procedures

- WS staff do all the scanning in WS - instructors can request that scans be made for class, but cannot use the scanner themselves
- Please submit requests no less than **1 week** in advance of when you need them (more time if it’s a large amount of scanning)
- Leave items to be scanned with Coleen (Kate in her absence)
- Please use the Copy/Scan request form for all requests, being sure to answer all the questions in the “Scan” section - 1 form per item to be scanned
- Please check the scan for accuracy ASAP —any errors contact Col&Kate immediately

Copy Room (Room 409) and Copy Room Supplies

- ***IMPORTANT:*** Each WS instructor office has its own computer equipment; office space has been assigned based on requested office hours - no one’s office hours overlap. The copy room is not to be used for spillover occupancy if you or an officemate are here outside of assigned office hours.
- The copy room and its computers are for student staff only. If you are found using a copy room computer, you will be asked to stop doing what you are doing immediately and return to your own office
- Mailboxes are located at the back of the copy room. Your mail slot is ABOVE your name – please note, as employees join and leave WS, your mailbox may shift around a bit
- Pink Copy/Scan request forms, various envelopes and mailing labels are located in a bin on the work table to the right of the copy machine
- There are misc supplies available for your use (on the counter under the mailboxes) - feel free to use but please do not remove any equipment (staplers, staple pulls, tape dispensers, etc) from the copy room
- Used batteries can be safely disposed of in “used battery” container in copy room or hallway bucket

Computer and equipment usage

Computers –

- The computer in your office is for WS related work only.
- The Program’s PCs have been set up so that you cannot download software yourself. If you need something installed, please see Kate to discuss it.

- Be mindful of viruses when opening email attachments – please be mindful of viruses that may be spread when opening if it's not an attachment you'd trust to open on your own computer, please don't open it on ours.
- The logon is your NetID and email password.
- Sign out and Turn the computer OFF when you are done using it – don't just log off or walk away leaving it running.
 - ❖ Computers are vulnerable to hackers when they are in sleep/idle mode, and the University's network has been hacked previously been hacked into through an unattended computer - if the UConn network is violated, UITS can now trace the open port back to the computer and last user logged on which may result in future restriction of the user's access
- Be mindful of your assigned office hours – if you are here during time that has been allotted to someone else's office hours, do not undercut their office or computer time because you are off schedule.
- If PC isn't working correctly, let Kate know

Printers –

- The printers in your offices are for WS related work only.
- Please don't print copies for your class on your printer
- Please don't print non-work related items out on your printer
- If you need ink, please let Kate know
- Be respectful of the next user and do not walk away from a paper jam or ink outage – let Kate know so that she can remedy the situation.
- If printer is not working correctly, let Kate know

TV/VCR/DVD/Projector

- Kate is the primary contact for equipment needs; Col serves as backup - email equipment request to both Col&Kate – your request will be entered on the equipment calendar
- Equipment reservations will be made on a first come first serve basis
- This equipment is for WS Beach Hall use only – it will not be loaned for a class in another building

Video Requests & List

- All WS videos are in Coleen's office – she is primary contact for WS video requests, Kate is backup
- To request videos – please contact Col&Kate with specifics (title, dates needed) – requested videos will be reserved in the sign out log
- Requestors need to pick the video up personally as you will be asked to sign for the videos
- All borrowers will be asked to sign a Video Request Agreement form. Everyone borrowing a video has to sign the agreement which states:
 - There is a 48 hour limit on borrowing a video
 - Videos are for class or educational use only
 - If you wish to preview a video, that needs to be done in the WS offices – please make arrangements with Col & Kate for equipment use - videos cannot be brought home for viewing
 - Videos are to be returned directly to Coleen so that the video can be logged back in – if Coleen is not available, then see Kate
 - Videos must be returned to either Coleen or Kate (not student staff) - do not leave a video in the copy room, office, hallway, desk drawer, etc...
 - Videos lost or damaged while in your possession will be replaced by you at your expense
- If you do not have a copy of the current video list, contact Col&Kate and we'll email it to you
- Marita has a small personal collection in her office that she is willing to lend as well - to borrow one of Marita's videos, please contact her directly

Supplies

- Pens, dry markers, copy paper for printers etc are available in supply room next to the kitchen
- Plastic bins on shelves contain small quantities of frequently used items – please check there for something before you take it out of the storage drawers
- Please be frugal with supplies as our supply budget has been cut
- Please inform Col&Kate if you take the last of something
- If you need office supplies, the closet is generally open during the day for you to get what you need (please, be mindful of other's needs, and don't hoard supplies)

Kitchen use and food during classes in 425

- Kitchen is for everyone's use - clean up after yourself: throw away your trash, wipe counters, do your dishes
- If you have a class in 425 with food, clean up after class (wipe table, throw away trash) – please do not leave the conference room or kitchen a mess
- If you leave food in the kitchen or fridge, please label with your name and date
- Just a warning – food does disappear from the fridge, labeled or not, so store it there at your own risk

Expectations on Col & Kate's time

- Col&Kate have responsibilities in addition to instructor support, so please be reasonable and realistic in your request expectations for things to be done.
- Many tasks we oversee are actually completed by our student staff, so we need enough lead time so that we can't be sure they can get the work done
- Please email or call before you come to the office with a request. Pop-ins can be disruptive – many times, we can get something ready if you ask ahead of time, although we do understand that emergencies happen
- Lump your needs requests together so as to cut down on the number of interruptions to our workday
- Please understand that we love talking and enjoy visiting with all of you, but we are often backed up with work that needs to be completed by a deadline
- If our doors are shut, please respect that they're shut for a reason. One of us is just about always available for questions
- Please make use of the UConn and WS websites for general information
- Adherence to these procedures will maximize efficiency for both you and us

Program/Instructor Information and Resources

Class Coverage & Moves

- Instructors who need to miss a class will need to find someone to cover it themselves – another instructor (grad, faculty) is the ideal person to do it
- Col&Kate cannot cover a class if the instructor is out
- If you need to cancel class, please post it on your HuskyCT site, send an email to your students, and let Col&Kate know ASAP so that arrangements can be made to put signs on your classroom door and that any wayward students can be informed of the cancellation
- If you are moving your class for any reason (video library at Babbidge, lecture on campus) please advise Col&Kate so that any wayward students can be notified of the move
- If you move your class permanently, please advise Col&Kate so that we know

Make Up Exams

- Instructors who need to give a make-up exam need to be present while it is being administered
- Col&Kate cannot administer exams for you

- If you need to give a make-up exam, please advise Col&Kate of the day and time so that they can be sure there is an appropriate space available in WS to accommodate the student
- Be flexible - if there is not appropriate space available at that time you request, then the exam may need to be rescheduled to a time when there is appropriate space for the student

Student Evaluations

- Blank eval forms with detailed instructions will be placed in your mailbox prior to exams
- You will be contacted by email that they have been distributed
- Eval pencils (#2 golf pencils) will also be avail on the counter under the mailboxes—please return the pencils with the completed evals
- Please read and follow the eval instructions carefully as evaluations will be nullified if you or your student monitor make an error or miss a detail
- Return evals and pencils to WS office ASAP after administering (hand to Col&Kate or drop in Col's drop slot room 421 after hours). Pencils can be left on a table in the hallway.
- Most common errors when returning: envelope not sealed, seal not signed, evals submitted too early or too late or to the wrong location – results will be nullified by the University if all written instructions are not followed.

Special Payroll for grads over full GA – pay at adjunct stipend and not GA amount

- Starting with Spring 09, all new GA's who may teach a class on overload will be paid the adjunct rate for the extra class

Over enrollment requests

- WS tracks these requests – please notify Col&Kate of any requests whether or not you allow the student to over enroll – forward the emails from students or send us an email advising of verbal request so that we can note them
- Over-enrollment decisions are made by the individual instructors – WS will support you if you say yes or if you say no – please do not feel obligated in any way to over enroll students into your classes
- Col&Kate do not give out permission numbers to instructors or students

Library Resources

- WS Library Liaison, Kathy Labadorf – Kathy.labadorf@uconn.edu, 486-1235
- Kathy is our main source of WS information at the library – she maintains the library's collection of WS videos and often has a small budget to purchase videos
- She's big into tech learning & is happy to come into classes to give instruction to students on using the online resources at the library and other electronic resources
- She is happy to hear from WS instructors if there are any questions regarding resources

Textbook orders

- Order forms & instructional resources on counter under mail boxes
- If you have questions, you can contact Tami Lee, Coop Bookstore Textbook buyer (tami.lee@uconn.edu, 860-486-1131) or other members of the Textbook Team at 860-486-3727 (Steve Kochenbuger, Julie Laumark and Madeline Sparta)
- Obtaining desk copies are the responsibility of the instructor

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Here are a few websites/emails you may find handy

- WebCT training & questions – Kim Chambers, kim.chambers@uconn.edu
- NetID/Email access/questions – the Help Desk, 486-4357 or helpcenter@uconn.edu
- UCIMT – keys for hi-tech classrooms, 486-2272, <http://itl.uconn.edu/avtechnology/>
- Insurance Benefits/General Employment Information, www.hr.uconn.edu
- Payroll, www.payroll.uconn.edu
- Parking, www.park.uconn.edu
- Registrar – www.registrar.uconn.edu
- WS website – www.womens.studies.uconn.edu
- University Policies – www.policy.uconn.edu
- WS Library Liaison – Kathy Labadorf, kathy.labadorf@uconn.edu, 486-1235
- UITS Production Control (bubble sheet exam processing) - <http://ops.uconn.edu/exam.html>, 486-3732.