Resources for New DANM Faculty

Cruz ID and Faculty ID Number

- You will need a UCSC email account in order to access your class roster and input grades. Staff and Faculty employees are given a CruzID form during their on-boarding process to complete, sign, and email or fax to the ITS Support Center for processing. Please do this in advance of your first day of class as it typically takes at least 3-5 business days to process.

- You will need to be signed in with the personnel office in order to obtain a Faculty I.D. number. Contact Debbie Welch at 831.459.4946 (dawelch@ucsc.edu) or Teresa Locatelli at 831.459.3338 (tlocatel@ucsc.edu) in Arts Division Academic HR.

- Debbie or Teresa will give you an ID card, which you can then bring to McHenry Library. At the Library Information Desk they will put a bar code on the card and laminate it, giving you library privileges.

FOR YOUR CLASS

Textbooks and Class Reading Materials

- Order textbooks for the class several weeks in advance. This can be done through Bay Tree Bookstore (459-4216, books@bookstore.ucsc.edu, http://slugstore.ucsc.edu, use the Faculty Requisition link).

- You are responsible for requesting free copies of textbooks for your teaching/course assistants or reader (if applicable). Desk copies are usually provided free of charge to instructors and their teaching support. They should be requested from the publisher as soon as coursebook adoptions have been made for the upcoming quarter. It usually takes four to eight weeks to receive desk copies. Be sure to request clean desk copies - not stamped "Desk Copy" or "Review Copy".

- If you would like to order a photocopied Course Reader for your class, please contact the Professor Publishing Service: 9-3888, profpub@ucsc.edu. Once completed, Course Readers will be available for students to purchase along with their textbooks at the Bay Tree Bookstore. They now offer digital Course Readers as well. When you are placing your order, you can request additional (free) copies for yourself, your Teaching Assistants, Readers, and the library's reserve desk.

- Many publishers now have websites that include information about ordering desk copies. At the Faculty Center on the Bay Tree Bookstore website, you will find a directory of links to publisher websites.

Publishers will usually ask for the following in your request:

Your name, current appointment title, course you are teaching
Author, Title, ISBN
Course start date
Estimated enrollment
Number of desk copies requested
Where to send, if you are having the books sent to DANM:

(Your Name)
Digital Arts Research Center, Room 206
1156 High Street
Santa Cruz, CA 95064

- You are expected to put required Textbooks and Course Readers on reserve at McHenry Library or Science & Engineering Library. You are able to submit your reserve list via email, fax, or online. If you chose to email or fax your reserve lists, please refer to the online form for required information. Include your course readers on your reserve lists. More information can be found at Reserves Services.

McHenry Reserves, Victoria Nobles:
rbm@library.ucsc.edu, 459-5344 / 459-5060, fax: 459-5103

Science & Engineering Reserves, Molly Ostrander:
rbs@library.ucsc.edu, 459-3587, fax: 459-2797

- The Media Center has a collection of films, videos, laser disks and DVDs. It can be searched by using the Film & Video Search. The Media Center is located in room 0350 on the ground floor of the McHenry Library addition (downstairs from the checkout counter).

Course Pages and Course Websites (eCommons)

- DANM strongly encourages you to put your course materials, assignments, etc. online. This keeps copying costs down and is the most efficient way for your students to access information and assignments.

- eCommons is UCSC's Education Commons and Collaborative Learning Environment. It is an integrated set of web course tools that can be used to supplement a class. In addition to creating a web space for your course where your syllabus, course readings and other materials can be posted, eCommons has these and many other tools available:

  - Forums
  - Chat Room
  - Calendar
  - Gradebook
  - Lessons
  - Announcements

  - News
  - Resources
  - Tests and Quizzes
  - Messages
  - Polls
  - Assignments

  eCommons is the primary web-based course management system supported by Faculty Instructional Technology Center. The staff will assist faculty who wish to use eCommons and the pedagogy of online learning through activities coordinated by FITC.

- Information Technology Services will help you develop your own course web site and personal pages. You and your students are given a people.ucsc.edu webpage once a CruzID has been established.

Syllabus

- If you require blue books for your exams, please note in your syllabus that students are required to buy them in advance.
• Please consider our holidays during the quarter in your syllabus. Check the academic calendar at http://reg.ucsc.edu/calendar/index.html for dates.

• The syllabus must include the online faculty evaluation requirement. Students fill out confidential faculty evaluations online at the end of the quarter. They will receive an electronic notification from the department in advance. Please make announcements in class encouraging students to respond to evaluation requests. Evaluation results will be emailed to you at the end of the quarter, after your grades have been posted.

• The DRC asks that all instructors include the following on their syllabi:

  ACCOMMODATION
  If you qualify for classroom accommodations because of a disability, please submit your “Accommodation Authorization Letter” from the Disability Resource Center (DRC) to the instructor during office hours or by appointment, preferably within the first two weeks of the quarter. Contact DRC by phone at 831-459-2089, or by email at drc@ucsc.edu for more information.

• Once your syllabus is prepared email the DANM Program Assistant at danm@ucsc.edu, about getting copies made well in advance of the day instruction begins.

• Please submit an electronic copy of your syllabus to the DANM Program Assistant at the beginning of the quarter.

Course Fees

• Check with your SRA (Staff Research Associate/Technician) for guidelines regarding what can and cannot be purchased with course fees. Let your SRA know in advance of any materials or supplies that you will need for your course. Only some courses have course fees. The amount and the name of your SRA are included in the letter you will receive from the department. If you do not anticipate needing any supplies please let your SRA know in advance so we can reverse the charges to students. (Note: Food is NOT an acceptable expenditure of course fees.)

Student Evaluations, Grading, and Rosters

  NES – Narrative Evaluation System
  AIS – Academic Information System (to access class rosters, etc.)

• Narrative evaluations of students are optional. Information may be found in the Office of the Registrar's web pages by following this link: http://reg.ucsc.edu/fac_staff.html

• For information and FAQs regarding NESweb and AIS, please see http://registrar.ucsc.edu/faqs/faculty/myucsc/index.html

• If you have any questions regarding AIS, contact the AIS help Desk at 459-4357 or email them at help@ucsc.edu.

• To see your Class Rosters:
  Go to: https://my.ucsc.edu
  Click Main Menu
  Click the Faculty Center folder
  Choose Search All Class Rosters
• If a student enrolls in a class, doesn’t show up, and doesn’t drop the course, the instructor should fail the student. If at all possible, it is better to take roll, see which students don’t show up, and drop them (email registrar@ucsc.edu and tell them to drop the student).

• Information on grading is available on the Registrar website, http://registrar.ucsc.edu/grading/index.html.

Teaching and Course Assistants

• For information on supervising academic student employees (i.e. teaching assistants) please see http://shr.ucsc.edu/elr/ase_essentials.html. Generally only large enrollment classes will have teaching assistants.

Field Trips

• If you want to go on a field trip with your class, students will generally carpool and make their own arrangements. If, however, you would like to take a larger group to a location further from Santa Cruz, it can be costly. Course fees may be available. Please see the Staff Research Associate for your course. **You MUST have all students fill out a Liability Waiver PRIOR to leaving campus.** Waivers are available in the department office. It is best to have all students sign one at the beginning of the quarter. They only need to do it once per class, per quarter. Guidelines for when waivers are required can be found at http://risk.ucsc.edu/manage-risk/waivers/index.html Contact the Program Assistant for waiver forms.

Other Notes

• Lecturers may not sponsor independent study, internships, or field studies without prior approval from the program.

**FOR YOU**

Parking

• Go to Transportation and Parking Services (TAPS) to purchase a permit to park on campus. The TAPS web page is: http://taps.ucsc.edu/
  Expect delays at the TAPS office at the beginning of the quarter. If possible, get your permit prior to the first week of class.

• All vehicles using campus parking lots between 7am and 8pm must display a parking permit appropriate to that lot, or park in a metered space and pay the meter. Some lots operate from 7am until 8:30pm, including weekends (like the lot in front of the DARC). You may purchase parking permits, which are good for an entire quarter, or daily, monthly, or annual permits. In addition, all UCSC faculty are eligible to purchase a discounted Santa Cruz County bus pass for the duration of their stay on campus. **Pay attention to parking signs or you will likely get a ticket!** When you go to the TAPS office be sure to bring your I.D. and letter of appointment.

Paychecks

• Paychecks are normally issued on the first day of each month. Direct deposit is available. If you haven’t received any forms from the Arts Division Payroll Office, stop in and see Teresa Locatelli who is the Payroll Supervisor. Her office is located at Porter College in D265.
DANM Office and Facilities

- Keys for DANM Offices and Facilities may checked out by visiting the office and signing out a key from the Program Assistant in room 204.

- When you arrive for the quarter, check in with the department chair, Noah Wardrip-Fruin. He is located in DARC 204A and can be reached at nwardrip@ucsc.edu.

- Regularly check your mailbox in the DANM Office, Room 204, for any new mail. If you get packages delivered, they will be kept inside the administrative office.

- You will need to contact Kristin Erickson, 831-459-5215, to get a code for the omnilocks in the DARC Building. The locks are programmed to allow the rooms to be open during regularly scheduled classes, and your code will allow you to access rooms at other times. Some rooms, like the Electronics Lab where the Laser Cutter is located, require special equipment training by Kristin in order to gain access.

- The DANM Office Hours are M-TH 8:00 AM – 5:00 PM and F 10:00 AM – 3:00 PM

Felicia Rice, Program Manager, fsrice@ucsc.edu, 831-459-1554
M-TH 8:00 AM – 5:00 PM

Natalie McKeever, Program Assistant, nmckeeve@ucsc.edu, 831-459-5628
T-F 10:00 AM – 3:00 PM

CAMPUS POLICIES

FERPA (Family Educational Rights and Privacy Act)

- Please review the UCSC Policy on Privacy of Student Records: A Quick Reference for more information about complying with FERPA.

- Any materials that have evaluative information must be returned directly to the individual student. The department office does not hold or return materials to students. Faculty are expected to make appropriate arrangements with students to return students’ work, such as holding papers at faculty offices, returning papers by TAs during sections, or offering students the option of submitting a self-addressed, stamped envelope to have end-of-quarter materials returned to them. Student materials cannot be left in a public area.

- There is a bin located in the office that allows for the responsible disposal of confidential information and compliance with FERPA regulations.

Academic Integrity

http://www.ucsc.edu/academics/academic_integrity

- All members of the UCSC academic community have an explicit responsibility to present as their original work only that which is truly their own. Cheating, plagiarism, and other forms of academic dishonesty are contrary to the ideals and purposes of a university and will not be tolerated.

- Faculty members have several obligations in the area of Academic Integrity:
  * Clearly inform students of the objectives and requirements of their courses.
  * Set the standards of scholarship.
* Clarify those forms of collaboration that are acceptable and those that are not.

* Set up your course to deter dishonest practices.

* Act promptly on any instance of suspected or acknowledged acts of dishonesty. See website above for timelines.

- **NetTrail** is a UCSC resource that provides students with specific tutorials for finding, evaluating, and using information effectively and ethically. The department recommends that faculty inform their students about NetTrail and other resources that provide information about avoiding plagiarism/cyber-plagiarism and include information and links on course syllabi.

- Sources of information on preventing and detecting plagiarism and cyber-plagiarism for faculty and students:
  
  CBB Plagiarism Resource Site URL: [https://www.bates.edu/directory/](https://www.bates.edu/directory/)


- If you suspect cheating in a course, it is your responsibility to try to establish the facts. If you become convinced that cheating has occurred, you have the responsibility to impose consequences. The work on which cheating has occurred will be treated as if it has not been submitted. In every case where you have established reasonable evidence of cheating, this information will be communicated to the College Provost. The Provost, in conjunction with the Academic Preceptor, will, based on the facts you have established, continue the disciplinary action with attention to due process.

**Disability Resource Center (DRC) Students**

- In any given class, there may be students who have been granted academic accommodations by UCSC’s DRC for a medically documented disability. Students must notify the instructor in advance of the exam or paper due date if they are requesting accommodation. In some circumstances, it may not be possible for faculty to provide an authorized academic accommodation(s). The final decision to grant or deny a DRC student’s request for accommodation is given to the instructor.

- Information is available at the [DRC website](https://www.ucsc.edu). Contact drc@ucsc.edu, 459-2089 with questions about specific disabilities, accommodations, and more.

- [Instructor Responsibilities PDF](https://www.ucsc.edu)  

**Accommodation Authorization Forms**

- Copies of the DRC accommodation forms will be left in your box in an envelope as they come to the department. These forms identify 1) the manifestations of the disability 2) authorized academic accommodations that the student may request from DRC and from the faculty.

**Confidentiality**

- You are encouraged to talk with your faculty mentor prior to the quarter to discuss a workable procedure for dealing with DRC students. Direct email, phone, or visits during office hours are all appropriate ways to communicate with your DRC students. It is standard to make an
announcement early in the quarter that directs students who need accommodations to contact you. Please advise your TAs/CAs to deal with DRC students in a way that protects their privacy.

Separate Room, Extra Time and Proctors

- Usually, accommodation involves a separate room and extra time for an exam. Please contact the Program Assistant at least a week in advance about reserving a room for a scheduled exam for these students. DRC exams must be proctored, and that duty is usually given to a TA. The Arts Division also maintains a list of available proctors. Contact Teresa Locatelli in Arts Payroll for information on available proctors: 459-3338.

Laptop Accommodations

- If you agree to accommodate a student’s authorized request to use a laptop computer for an essay exam, please contact the other DRC students who will be sharing the testing space to determine if the noise will create a distraction for those needing a quite testing area. You are able to request an additional room but your request must be made at least a week in advance.

- Students who have been authorized to request use of a computer for essay exams should check one out from DRC. Please contact the DRC office for student computer options. Students must purchase their own storage media device (i.e. USB flash drive, CD/DVD, portable hard drive, etc.).

- The student must provide the external media or drive to the proctor for printing. Students using “jump drives” must agree to let the proctor have the drive until the exam has been printed, even if that means getting it returned later in the week. After the student completes the exam, they are to give their proctor the disc, zip, or jump drive. The exam is to be printed by the proctor or instructor.

Difficult Teaching Situations

- The Center for Teaching and Learning offers a page of links and resources addressing a number of difficult teaching situations you may encounter. Topics there include Academic Integrity and Plagiarism, Distressed Students, UC Sex Offense Policy, UCSC Ombudsman, and Student Judicial Affairs.

Emotionally Distressed Students

- Counseling and Psychological Services has an online guide Working with Emotionally Distressed Students - A Faculty/Staff Guide.

Disruptive Students

- Student Judiciary Affairs - Instructor's Guidelines for Addressing Disruptive Students in the Classroom
CAMPUS REFERENCE MATERIALS

Publications & Scheduling

Important UCSC reference materials include:

The Academic and Administrative Calendar

The General Catalog

The Campus Directory

The Schedule of Classes

The Navigator

Advisory Guidelines on Writing Undergraduate Performance (Narrative) Evaluations

DANM Website