Drexel Teaching and University Resources Guide for Faculty

2015-2016 Academic Year

Drexel Center for Academic Excellence

www.drexel.edu/dcae

Part 1: Drexel Teaching and Academic Policies Guide for Faculty

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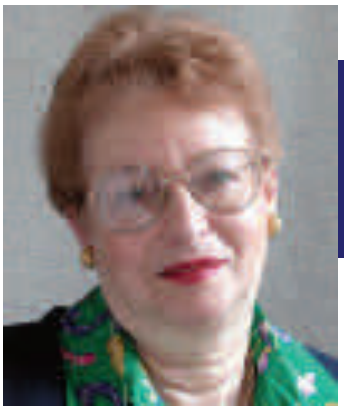
WELCOME FROM THE SENIOR VICE PROVOST FOR ACADEMIC AFFAIRS

Drexel's mission speaks of Anthony Drexel's vision of "preparing each new generation of students for productive professional and civic lives while also focusing our collective expertise on solving society's greatest problems." As faculty, our research, teaching, and service provide the foundation of fulfilling Drexel's mission. The faculty form a community of scholars that is remarkable in its interdisciplinary and collegiality. Research, scholarship, and creative work at Drexel are groundbreaking and impactful, with faculty and students working collaboratively to create new knowledge and to apply their scholarly activity to advance progress in the region, the nation, and the world. Our faculty's commitment to teaching with an experiential focus provides each member of Drexel's diverse student body opportunities to rise to challenges in the classroom and the workplace, enabling them to formulate professional and personal goals as each student develops as an engaged global citizen and professional practitioner.

We continually celebrate the contributions of all Drexel's faculty and strive to provide them with the resources and interactions to make their careers flourish as they achieve their own personal and professional ambitions. The Office of the Provost- through the Drexel Center for Academic Excellence (DCAE)- provides many resources for Drexel faculty to develop their talents, interests, and values. Faculty participate in a variety of professional activities within a supportive and collaborative environment. The Center's mission stresses a commitment to "collaborate with faculty in attaining excellence in teaching through reflection and the acquisition of skills that enable them to assist diverse students in the development of deep and effective learning for the global world, and to work with students to develop strategic learning for the 21st Century." I trust that you will always find Drexel to be collaborative and engaging across all constituencies as we pursue a common vision in higher education.

As you continue to grow in your career at Drexel, we look forward to new opportunities - for you and for us collectively - as we come together professionally and develop new friendships in the process. I want to wish you a warm welcome; know that I stand ready to assist you in any way I can. I encourage you to participate in DCAE activities and other development activities across the Colleges and Schools. Please share your thoughts and suggestions which we truly value. I thank the DCAE professional staff and fellows for their commitment to creating an intellectual and social environment that will benefit all Drexel faculty and the Drexel Community in the years to come.

N. John DiNardo
Senior Vice Provost for Academic Affairs
Office of the Provost
215-895-2510; dinardo@drexel.edu



A NOTE FROM THE DREXEL CENTER FOR ACADEMIC EXCELLENCE

Barbara Hornum

The Drexel Center for Academic Excellence (DCAE) is beginning its 10th Anniversary year. This New Faculty Orientation is the kick off to our typical events and some new initiatives that you will find posted and updated on our website www.drexel.edu/dcae. We want to welcome you and invite you to participate in those activities that most meet your current needs and to contact us with additional issues that interest you. Although we are a small staff, we are joined by a dedicated group of Center Fellows many of whom you will meet today. They serve as our Ambassadors to their own units, as participants in focus groups for planning and some Fellows are on our newly reconstituted Advisory Board. Depending on topics, many Fellows also present and/or facilitate at our workshops. They are your colleagues and can be very helpful in many ways.

All faculty who attend at least three of our events receive certificates of attendance that can become part of their resumes and annual reviews. You are also welcome to become more actively involved when your schedules permit and particularly in terms of our Annual Spring Showcase of Teaching and Learning. This year as well, the DCAE has joined the Magna Commons and the link on our website allows you to access particular topics related to a variety of topics relevant to an academic career.
In addition to more formal and prescheduled activities, we have a small meeting room and a library of books available for informal conversations when you find colleagues with similar interests. The website will indicate days and times the room is available and can be reserved. Next door to it is a mini-kitchen where we offer coffee, tea and water as well as cookies. So either on your own or with colleagues, feel free to come by and browse books and have conversations. Finally, our website is updated with conferences that might encourage you to attend. Our policy on support is again on the website with links and dates.

We are available to answer questions so again, Welcome to Drexel.

Dana D'Angelo

Barbara Hornum
Director, Drexel Center for Academic Excellence
Associate Professor, Department of Anthropology

Dana D'Angelo
Associate Director, Drexel Center for Academic Excellence
Clinical Professor, Department of General Business

UNIVERSITY RESOURCES

Academic Calendars

You may access the university's academic calendar online: http://www.drexel.edu/provost/calendars. Due to the papal visit during the Fall Quarter, the academic calendar has been altered. Please visit the link above for full details.

Academic Integrity/Plagiarism Policy

Faculty should include the university's plagiarism and cheating statement in their syllabus. Failure to include one could rebound on the instructor. Faculty can find complete information about all student conduct policies and related procedures, including electronic versions of the Academic Integrity and Classroom Disruption policies, within the Student Conduct and Community Standards section of the Drexel University Student Handbook: http://www.drexel.edu/sccs. Questions about academic integrity violations and reporting should be directed to the Office of Student Conduct and Community Standards at 215-895-6074 or SCCS@drexel.edu.

Please place all of the preceding information word-for-word on your syllabus, as copied from the Student Handbook.

"Drexel University Policy on Plagiarism

Violations of the Academic Integrity Policy include, but are not limited to:

1. Plagiarism
2. Fabrication
3. Cheating
4. Academic Misconduct

1. Plagiarism— the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

Academic Integrity/Plagiarism Policy (continued)

Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source.
- Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words without acknowledgment of the source.
- Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
- Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.

Students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field if in doubt regarding issues of plagiarism.

2. Fabrication **-** Fabrication is the use of invented information or the falsification of research or other findings. Examples include, but are not limited to:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography not used in the academic exercise.
- Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or information, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information.
- Submitting as your own written work, printing, sculpture, etc. prepared totally or in part by another."

3. Cheating **-** Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he/she has not mastered. Examples include, but are not limited to:

- Copying from another student's test, exam, quiz, and/or paper.
- Allowing another student to copy from a test, exam, quiz, and/or paper.

Academic Integrity/Plagiarism Policy (continued)

- Unauthorized use of course textbook or other materials, such as a notebook to complete a test or other assignment.
- Collaborating on a test/exam/quiz or other project with another person(s) without authorization.
- Using or processing specifically prepared materials during a test such as notes, formula lists, notes written on the students clothing, etc. that are not authorized.
- Taking a test for someone else or permitting someone else to take a test for you."

4. Academic Misconduct - Academic misconduct includes other dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an administered or unadministered test/assignment. Examples include, but are not limited to:

- Stealing, buying, or otherwise obtaining all or part of an administered or unadministered test.
- Selling or giving away all or part of an administered or unadministered test including questions and/or answers.
- Bribing any other person to obtain an administered or unadministered test or any information about the test.
- Any unauthorized action taken for the purpose of changing a grade in a grade book, on a test, or on other works for which a grade is given.
- Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University that relate to grades.
- Continuing to work on an examination or project after the specified allotted time has elapsed.
- Any buying or otherwise acquiring any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work, and handing it in as your own to fulfill academic requirements.
- Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements, any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work.
- Scientific Misconduct—See http://www.drexel.edu/provost/policies/conduct_of_research/"

Academic Integrity/Plagiarism Policy (continued)

A step-by-step guide for reporting a case of academic dishonesty can be found on the Student Life Website: http://drexel.edu/studentlife/community_standards/facultyStaff/integrity/. Should you have any questions or need further assistance regarding academic dishonesty, please call 215-895-6074 and ask for Stephen Rupprecht or email sccs@drexel.edu.

Academic Policies Directory

Within the Office of the Provost's website is an alphabetical listing of all of the University's academic policies. While this guide contains a number of these policies- as copied from the Provost's website- it is recommended that you take some time prior to the start of the quarter to familiarize yourself with all of the information on that site: http://www.drexel.edu/provost/policies/overview/

Accessibility (Disabilities) Statement

Instructors need to place the following statement regarding accommodations for disabilities verbatim on the syllabus:

Students requesting accommodations due to a disability at Drexel University need to present a current Accommodation Verification Letter (AVL) to faculty before accommodations can be made. AVLs are issued by the Office of Disability Resources (ODR). For additional information, visit the ODR website at http://www.drexel.edu/odr, or contact the Office for more information: 215-895-1401 or disability@drexel.edu.

The statement should be the same format as other information provided on the syllabus, i.e. font, size.

For more information on the Office of Disability Resources, please see page 31.

Attendance Policy

Drexel encourages students to attend all class meetings and activities to contribute to a healthy teaching/learning experience. You are discouraged from allowing "strategic cuts." Your policy regarding attendance needs to be clearly stated on the syllabus with a note on how lack of participation and absences affect the final course grade.

Book Orders

Please check with your department to find out the due dates for book orders. You will need to provide the title, author, publisher, edition and ISBN of the book. Although a deadline may be set, it is highly recommended that you submit your book orders as soon as possible. Please check with your department to find out the preferred method of book order submissions.

Course Evaluations

It is University policy that course evaluations be completed by students in all courses each quarter. Please check with your department to find out the delivery method for your particular course evaluations. Please note that in the case of evaluations being distributed in class, the professor must not be present during the completion of the forms.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act- also known by the acronym FERPA- is a federal law that protects the privacy of student education records. Please read the policy in its entirety on the Provost's Website: http://www.drexel.edu/provost/policies/ferpa.asp

Final Exams

The final exam schedule for many courses is posted each term at http://drexel.edu/drexelcentral/courses/exams/final_exam_policies/. Except for laboratory classes, a final exam during exam week is required in all courses. Take-home exams, approved in advance by the department head, may be used and are due at the officially scheduled examination time. No final examination may be given in the tenth week of the quarter. Courses with four or more sections may be grouped for a common exam if the department wishes. There are several common exam periods during the week, and one will be assigned for each course.

Students may occasionally have three or more exams in one day. If this is the case, students may request relief by having special examinations assigned according to the following policy. This request is made to the Office of the Provost at least three days before the examination date.

- In the Fall and Spring terms, the courses with higher course numbers will be asked to give a special exam (MKTG 346 is higher than ACCT 111)
- In the Winter and Summer terms, the courses with lower course numbers will be asked to give the special exam (ACCT 111 is lower than MKTG346)

Students can complete a request for a special final examination due to the circumstances mentioned above by downloading the Final Examination Conflict Form http://drexel.edu/provost/aard/policies-forms/overview/ (see the last section of this webpage) and turning in a completed copy to the Provost's Office in the Main Building.

Final Exams for Seniors in Spring Quarter

In the Spring Quarter only, senior undergraduate students in their last quarter of academic work who have applied for a degree may petition to be exempted from a final examination in courses that require one. Students may not petition to be exempted from term projects or papers that should be due by the end of Week 10. The course instructor may grant a final examination exemption if the instructor is willing to assess a course grade without such an exam, and must take into account the student's performance through the end of Week 9. Ultimately, the instructor must deem it appropriate to have a final exam.

For more information please reference to Provost's academic policies: Examinations and Grading Options: http://www.drexel.edu/provost/policies/overview/

Grading

Making an assessment of a student's academic performance is an integral part of academic integrity in the teaching/learning process. For undergraduate courses, Drexel uses letter grades (A, B, C, D, E, F) with pluses and minuses (+, -) to designate student performance. Individual colleges and programs set their numerical grade ranges. Contact your department for the official numerical grade ranges and place them on your syllabus, showing letter grades and numerical grade equivalencies.

A+	4.00	**B+**	3.33	**C+**	2.33	**D+**	1.33
A	4.0	**B**	3.00	**C**	2.00	**D**	1.00
A-	3.67	**B-**	2.67	**C-**	1.67	**F**	0.00

Grading (continued)

Other grades without quality points may be given for special situations; consult the Provost's website on academic policies for these grades: http://www.drexel.edu/provost/policies/overview/

If a student never attended, please check with your department.

Final grades are submitted through DrexelOne, via the internet, at https://one.drexel.edu.

- For instructions on submitting final grades, please visit http://www.drexel.edu/~/media/Files/registrar/grading/Faculty_Guide_to_Grade_Submission_Main.ashx
- Class Lists may be viewed through DrexelOne
- For instructions on submitting a change of grade online, please visit: http://www.drexel.edu/~/media/Files/registrar/grading FacultyGuidetoSubmittingaGradeChangeOnline.ashx

At the end of the term, your department may request copies of your grade sheets along with a copy of your grade worksheet to file in the office. Please check with your department to find out if this is required as well as what method of delivery (electronic or hard copy) is preferred.

Incompletes

At the discretion of an instructor, the grade of "INC" (Incomplete) may be reported in place of a letter grade for any course in which the instructor deems that the work has not been completed. With this designation, a student can complete the work within an agreed upon time, which must be in accordance with University policy and the statute of limitations governing grade changes.

Incompletes (continued)

The conditions and terms for the completion of the course are at the discretion of the instructor and are to be mutually agreed up on by the instructor of the course and the student.

If a final grade is not submitted within one year, the "INC" will turn into an "F" on the student's record and will be reflected in the students GPA. The grade of "F" will be considered a permanent grade unless there are extenuating circumstances.

Office Hours

Please provide your department with information concerning your office hours before the beginning of the term. Be sure to include your office hours and office location on your syllabus.

School Closing

In the event of the need to close or delay the daily opening of a campus, the University will provide notice via Web, telephone, and the DrexelALERT system.

Web—www.drexel.edu

Telephone—215-895-MELT(6358)

Students in clinical settings should always contact their clinical supervisors/clinical instructors to determine if they should report.

Drexel University Physicians remain open and maintain normal business hours regardless of weather.

Senior Privilege

Senior Privilege does not exempt students from attending class and/or taking final exams. Senior Privilege affords seniors a one-time opportunity to take an additional final exam to make up a failing grade in a course required for graduation. The following criteria apply:

1. Senior Privilege may be invoked only once during an undergraduate career; the student must have been in college during the term the course was taken (i.e, not on co-op)
2. The failing grade must have been received during the period where the student is classified is a senior, and must not have been the result of any academic dishonesty
3. The make-up exam used for Senior Privilege must be taken during the second day of exam week.
4. The grade for the exam must be reported to the Office of the University Registrar by the fourth day of the exam period.
5. The student's permanent record will record the fact that the student took the course two different times; the grade earned in each will appear on the record and both grades will be included in the GPA calculation.

Interpretation: Senior Privilege does not exempt students from attending class and/or taking final exams in courses for which they are enrolled in the last term of senior year.

If the student meets the requirements indicated above:

- The student obtains a Senior Privilege application form at the Drexel Central website under "registration forms" http://drexel.edu/drexelcentral/about/forms/
- The student has his/her appropriate academic advisor verify their eligibility and signs on the approval line; then it must be signed by the Office of the University Registrar.
- The student takes the completed form to the Student Financial Services Office (SFS) where she will pay the required special examination fee; the Comptroller's office must stamp the form to verify payment.
- The student schedules an appointment with the instructor to schedule a time for the exam

Senior Privilege (continued)

- After the exam is administered, the student will submit the Senior Privilege form to the instructor so that the instructor may record the grade received and sign the form to indicate that the student completed the exam. The instructor shall make certain that the academic unit's seal, or the Dean or Director's signature, appears on the form.
- By the fourth day of exam week, the instructor submits the form to Office of the University Registrar for recording of the grade.

Students Adding Courses

The last day for students to add a course that has not reached capacity, with the help of their advisor, is the Friday of the second week of the term. The last day for students to add a course that has reached enrollment capacity (also known as a "closed course"), is Thursday of the first week of the term. The department offering the course and the College Advisor/ Dean's Office must authorize adding a student to a section that has reached maximum enrollment. (Such authorization presupposes the room occupancy limit.)

If a student wants to add your class, DO NOT sign the course Add/Drop slip. Instead, tell the student to go to an advisor in their major with the request. If the advisor supports the request, the advisor then needs to contact your department.

A student who has not registered for a course by the deadline will not be permitted to attend any classes after the end of the second week. You should check attendance against an updated class list and inform students who are not on your class list that they will not get a grade for the class. Accordingly, students must resolve all "holds" on their accounts by the deadline; this includes financial, immunological, insurance and academic holds.

For more information on the Course add policy, please visit the Office of the Provost's Academic Policy Directory: http://drexel.edu/provost/policies/course_add/

Student Dropping/Withdrawing from Courses

Once a student registers for a course, it is their responsibility to attend the course, drop the course, or withdraw from the course. Dropping and withdrawing are distinct actions that affect their course enrollment status. In either case, a form from Drexel Central under "registration forms" (http://drexel.edu/drexelcentral/about/forms/)with signatures is required to change course enrollment status. As billing, financial aid, and a student's academic record can be impacted, changes to enrollment status must adhere to the university's procedures for dropping or withdrawing from a course. Please refer students to the University's drop/add/ withdrawal policies and timelines on the Provost's website http://www.drexel.edu/provost/policies/default.asp#C or have the student contact their academic advisor.

Undergraduate students may withdraw from a course up to the last day of the seventh week of the term in which the course is taken. In light of this timeline, it is important that every instructor make certain that all of his or her students know where they stand in the course by the end of the sixth week. Please structure your courses accordingly; graded quizzes, exams, lab work, essays, etc. should be returned to students by the end of the fifth week and should provide a sufficient basis from which they can usefully gauge their standing in the course.

Should a student wish to withdraw from a course during the allotted time period, he or she must obtain the professor's signature on the course withdrawal slip.

Syllabi

A syllabus is one of the most important tools you will need to manage your course. Check with your department for guidelines and format for your syllabus. You may also find information on syllabus guidelines on the DCAE website at: http://drexel.edu/dcae/teaching/syllabus-guidelines/. Please check with your department for policies on submitting copies of your syllabus and exams for the department files. (Please make sure your name, course number/section, term/ year, department and college/ school appear on all documents.) (continued on next page)

Syllabi (continued)

Your department may request an electronic copy of your syllabus before the beginning of the term, and certain departments may choose to post your syllabus on their website. All syllabi should indicate that undergraduate students may withdraw from a course up to the last day of the seventh week of the term. Please note that there are several sections of the syllabus where you need to use policy language verbatim, e.g. disability statement, plagiarism statement. Please take the time to construct a high quality syllabus which should help manage your course.

University Libraries and Copyright Laws

It is also important that you keep in mind Copyright Laws when using the copy machine or posting materials on your Blackboard Courses. Faculty should limit photocopying/scanning to meet the standards of the 1976 Copyright Law for photocopying (and scanning) materials.

According to the Chicago Manual of Style (13th ed. [Chicago: Univ. of Chicago Press, 1982]):

> The 1976 law does not include [specific] guidelines pertaining to machine copying by teachers for classroom use. But it is clear from congressional reports published at the time the law was being written that a certain very limited amount of copying was thought to constitute fair use of copyrighted material. Selections were to be brief and include a notice of copyright. Multiple copies were not to exceed the number of pupils in the class. They were not to substitute for anthologies or regular school purchases. The same items were not to be copied from year to year or semester to semester. Workbooks and other consumable materials were not to be copied, and the pupils could not be charged more than the actual copying cost. Furthermore, in every case copying was to be "spontaneous"--that is, at the instance of a particular teacher for immediate use in the classroom. (pp. 115-16)

Our ability to teach students to use copyrighted materials in an ethical manner can only be as good as the ex- ample we set. Consequently, we should be attentive to the propriety of our use of copy-righted materials in class handouts. Reach out to the University Libraries with any questions.

UNIVERSITY RESOURCES

Weblinks

Campus Maps - http://www.drexel.edu/about/directions/university-city-map/

Dragon Card Office (University Identification) - www.drexel.edu/dbs/dragonCard/overview/

Drexel Catalog – http://catalog.drexel.edu/

Drexel Executive Council—http://www.drexel.edu/president/leadership/council/

Drexel Online Directory – http://www.drexel.edu/search

Drexel Policy Directory — http://www.drexel.edu/policies/

Information covered in this booklet does not substitute for any official policy statements by Departments, Colleges, or the University as a whole., and may be subject to change without notice.

Part 2: University Resources for Faculty

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A.J. Drexel Autism Institute

Address: 3020 Market Street
Suite 560

Contact: Jennifer Plumb, Director of Outreach
215-571-3438
jcp94@drexel.edu

Website: http://www.drexel.edu/autisminstitute/

The Autism Institute is the first research organization dedicated to bringing a public health approach to the challenges presented by Autism Spectrum Disorders (ASD). We have assembled an interdisciplinary team of world class researchers who employ the various disciplines of public health science to generate and translate knowledge about autism's character, causes, and consequences into community-based action that improves the lives of individuals affected by ASD and their families. We are well on our way to becoming the nation's leading academic authority on autism public health issues.

Our team includes epidemiologists, community psychologists, environmental health scientists, and health and education policy research specialists. We strive to make sure that our research is rooted in the community and involves diverse populations rather than being based in controlled laboratory settings and focused on select groups. To achieve this we actively involve the various constituencies concerned with autism (individuals with ASD, their families, clinicians, educators, policymakers, etc.) in our research. Although conducting public health science is our priority, our faculty will also engage with these communities around other activities that support their missions.

Drexel Center for Academic Excellence

Address: Korman Center (15 S. 33rd St)
Room 291

Contact: Barbara Hornum, Director
hornumbg@drexel.edu
Dana D'Angelo, Associate Director
danad@drexel.edu
Allison Keene, Associate Director of Operations and Outreach
ah849@drexel.edu

Website: http://www.drexel.edu/dcae/

Launched in 2005, the DCAE is committed to providing a variety of services to all Drexel University faculty to enhance, augment and improve their academic and professional experiences. We are committed to the premise that student learning is inextricably linked to effective teaching.

We offer a wide variety of programs that meet the needs of faculty at various stages in their careers and on a wide range of topics related to meeting those needs. Among the services we offer are topical workshops, portfolio development sessions, faculty learning communities, an annual showcase of teaching, confidential individual consultations on teaching, customized workshops for departments and colleges, and other opportunities to meet and interact with colleagues across the University in formal and informal settings. In addition, we offer opportunities to meet and learn from nationally known experts. For more information, please visit the DCAE website.

Drexel Fellowships Office

Address: 109 Disque Hall (32nd and Chestnut Streets)

Contact: Meredith Wooten, Director
meredith@drexel.edu
215-571-3818
fellowships@drexel.edu

Website: www.drexel.edu/fellowships

The Drexel Fellowships Office supports students across the University in their applications for competitive national and international fellowships. We raise campus-wide awareness of opportunities and help students create strong applications through intensive individual advising and support.

Drexel faculty and staff members play a critical role in students' development as merit-based scholarship and fellowships candidates. You can assist the Fellowships Office by identifying and referring exceptional students to us, writing letters of recommendation for students, reviewing completed applications and essays, participating as mock interviewers, and supporting our students' efforts to be a competitive applicant.

Expressive and Creative Interaction Technologies (ExCITe) Center

Address: 3401Market Street

Contact: Youngmoo Kim, Director
215-895-6635
excite@drexel.edu

Website: http://www.drexel.edu/excite/
Twitter: @excitecenter
Instagram: @drexelexcite

The ExCITe Center is a University-wide strategic initiative to enable multidisciplinary collaboration for research and learning. We focus our efforts at the intersection of design, technology, and entrepreneurship, a 21st century reframing of Drexel's foundations as an Institute of Art, Science, and Industry, in pursuit of the constructive disruption of education, research, and engagement with community and industry. The Center incubates novel faculty-driven research, academic programs, student activities, and civic engagement initiatives to continually explore, create, and innovate within the Drexel community. The non-traditional approach of ExCITe employs a diversity of perspectives to foster creativity, personal expression, curiosity, and group collaboration. Our belief that institutions and disciplines must continually seek to improve practices to best serve society drives many Center activities, benefiting the Philadelphia region and beyond.

How can you get involved?

- Please join us for our community convening of 5-minute lightning talks every month on the Third Thursday at Three PM (we call it T3)
- Submit to the annual seed funding competition to launch novel, collaborative, multidisciplinary projects
- Check out our student produced podcast, ExCITeCast
- Follow us on social media

Information Resources and Technology (IRT)

Address: Korman Center (15 S. 33rd St)
First Floor

Contacts:

Adele Varenas, Assistant VP – Client Services adele@drexel.edu; 215-895-6282	**Accounts Assistance** accounts@drexel.edu ; 215-895-2020
Chris Shields, Assistant VP – Collaboration and Partnerships cds28@drexel.edu; 215-895-1766	**Instructional Technology Group** itg@drexel.edu; 215-895-1224
Help Desk Support consult@drexel.edu ; 215-895-2020	**Telephone Requests** Telephone-request@drexel.edu; 215-895-6666

Website: http://drexel.edu/irt/

Information Resources and Technology (IRT) is the central IT group for the University. Students, faculty, and professional staff can get assistance, information, and/or training from IRT in a number of areas: accounts management, help desk, desktop support, instructional technology, video services, networking, phone & cable, E-Mail services, room reservations (in the Korman Computing Center), security services, and business applications. IRT offers a wide array of trainings and workshops that are regularly scheduled and publicized – as well as special request (i.e., ad hoc) trainings. Most services are offered in a multi-dimensional manner: phone in, E-Mail, walk in, or by appointment/schedule. For more information, please visit the main IRT website listed above.

Information Technology Group

Address: Korman Center (15 S. 33rd St)
Room 109

Contact: itg@drexel.edu
215-895-1224

Website: http://www.drexel.edu/irt/help/a-z/learn/

Drexel University offers a variety of resources to support online learning. For information on available resources, contact the Information Technology Group (ITG) at 215-895-1224 or send an email to itg@drexel.edu. You can also stop by the office, Room 109, in the Korman Center (15 S. 33rd Street) from 8:00 AM to 6:00 PM, Monday through Friday. You can also visit http://www.drexel.edu/irt/help/a-z/learn/ for more information about the Learning Management System where you can post course materials, communicate with students and more.

Instructional Media Services (IMS)

Address: MacAlister Hall (3250-60 Chestnut St.)
Room 4007

Contact: ims@drexel.edu
215-895-2926

Website: http://www.drexel.edu/ims

The Instructional Media Services (IMS) team maintains media equipment in classrooms, trains faculty in the use of media-equipped classrooms, and creates instructional materials. Most classrooms have computer projectors and overhead projectors (for transparencies) installed. To see a description of the A/V equipment in your classroom, visit http://www.drexel.edu/ims.

For assistance in a University City campus classroom, call 215-895-2925 or email ims@drexel.edu. For assistance in a Center City campus classroom, call 215-762-8687 or email imscc@drexel.edu. For Graphics services, such as poster printing and design work, call the IMS Graphics lab at 215-895-2926.

Lindy Center for Civic Engagement

Address: 3210 Cherry Street, 2nd Floor
2nd Floor

Contact: Jennifer Johnson Kebea, Executive Director
jpj38@drexel.edu
215-895-2097
Lindycenter@drexel.edu

Website: www.drexel.edu/lindycenter

The Lindy Center facilitates opportunities that allow Drexel students, faculty, and staff to explore and further develop their individual civic identities. In collaboration with the community, we focus our collective expertise on public problem solving, and aim to inspire the Drexel community to develop the knowledge, skills, values, and motivations to make a difference. To accomplish this, we focus on four key areas: community-based learning (CBL), civic leadership, public service, and community partnerships & programs.

The Lindy Center for Civic Engagement offers faculty members the support necessary to develop strong connections between the classroom and the community. Resources available for faculty include community-based learning course development and support, as well as faculty trainings and workshops focused on community-based learning and engaged scholarship.

Office of Disability Resources (ODR)

Address: 3201 Arch Street
Suite 210

Contact: Ann Knettler-Smith, Director
Susan Harmon, Assistant Director
Grace Conte, Accommodation Coordinator
disability@drexel.edu
215-895-1401

Website for students to register: http://drexel.edu/oed/disabilityResources/students/
Website for employees to register: http://drexel.edu/oed/disabilityResources/employees/
Website for Faculty working with students: http://drexel.edu/oed/disabilityResources/faculty/

The mission of the Office of Disability Resources is to provide equal opportunities and equal access to education, employment, programs and activities for individuals with disabilities at Drexel University. In achieving this, ODR collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable and appropriate accommodative measures. In efforts to ensure compliance with current legislation and eliminate attitudinal barriers against people with disabilities, ODR also provides guidance and education to the campus community.

All members and guests of Drexel University who have a disability need to register with the Office of Disability Resources if requesting auxiliary aids, accommodations and services in order to fully participate in Drexel University's programs and activities. All requests are considered on a case-by-case basis and in a timely fashion.

Office of Faculty Development and Equity (FDE)

Address: Randell Hall (3141 Chestnut Street)
Room 234

Contact: Ellonda Green, Senior Academic Coordinator
elg68@drexel.edu
fde@drexel.edu
215-895-1401

Website: http://www.drexel.edu/fde/

The Office of Faculty Development & Equity is committed to creating a supportive and diverse environment for over 1,500 scholars who comprise Drexel's faculty. Drexel's programs are designed to incorporate best practices for faculty recruitment, retention, and faculty advancement, with special attention to faculty equity and diversity. The Office of Faculty Development & Equity, and the faculty and staff that support it, play a leading role in fostering a more supportive environment for faculty, in broadening our approaches to recruiting excellent new faculty, and in revising our academic policies to provide for flexibility and equity in career development. We strive to create an academic climate that fosters excellence in teaching, research, and professional activity, and that supports diverse faculty members at every stage of their careers.

Office of Research (OR)

Address: 3201 Arch Street
Suite 100

Contact: Aleister Saunders, Interim Senior Vice Provost for Research
215.895.5849
DUResearch@drexel.edu

Website: www.drexel.edu/research

The mission of Drexel's Office of Research (OR) is to grow, strengthen, promote, and safeguard the university's research enterprise through expert proposal development, the responsible stewardship of awards, the highest levels of compliance, and cutting edge electronic research administration (eRA). Pre-Award provides comprehensive support for proposal development and reviews/negotiates award notices and contracts. Research Accounting Services ensures financial compliance through support for post-award activity on externally funded projects. Other OR units that support compliance include:

- Human Research Protection (HRP) for projects involving human subjects
- Financial Compliance for conflicts of interest and export control
- Regulatory Compliance for overseeing animal subjects, radiation, and biosafety
- Quality Assurance/Quality Improvement to promote a culture of compliance with the highest legal and ethical standards for the conduct of research

To learn more about our services, visit our website and register for one of our many educational workshops. We look forward to supporting your research endeavors.

Office of Spiritual and Religious Life

Contact: Rebecca Weidensaul, Associate Dean of Students
215-895-2501
rebecca@drexel.edu

Website: http://www.drexel.edu/studentlife/diversity/interfaith_council/

Spiritual and/or religious exploration and expression is integral to the ongoing process of establishing identity, making meaning and clarifying purpose in our lives. Understanding this, the Spiritual and Religious Life Campus Network at Drexel offers a collaborative, thoughtful and diverse presence throughout campus in support of the spiritual and religious identity development of students.

The Associate Dean of Students serves as the Coordinator of the Campus Ministers and works with campus partners to encourage and support the spiritual and religious development of students, providing advocacy for spiritual life in the context of higher education and serving as a liaison for students, faculty, professional staff and administration. The Office of Spiritual and Religious Life also provides support to the Campus Ministers and responds to inquiries about spiritual/religious life, requests for campus ministers and orchestrates vigils, memorials, ceremonies and the religious/spiritual component for traditional campus events such as Convocation, Interfaith Baccalaureate and Commencement. Working closely with the Office of Campus Activities, the office ensures opportunities for spiritual and religious student organizations on campus are available to learn about their respective missions, goals and needs. Finally, this office can serve as a resource for students who are seeking information about spiritual and religious resources in the greater Philadelphia region.

Office of Veteran Student Services (VSS)

Contact: Rebecca Weidensaul, Associate Dean of Students
215-895-2501
rebecca@drexel.edu

Website: http://www.drexel.edu/studentlife/student_family_resources/veterans/

The Office of Veteran Student Services is a campus-wide effort that unifies services and support, and provides mentorship for veterans. Veteran Student Services offers a number of services and opportunities, including:

- Planning all networking and social activities for veteran students
- Organizing service and philanthropic events supporting veterans and their families
- Organizing campus-wide events to celebrate military veterans and remember those lost in combat, such as Memorial Day and Veterans Day primer events
- Hosting orientation for veterans
- Creating and maintaining the Veteran Students' Lounge
- Providing information relating to admissions, academics, financing, Yellow Ribbon benefits, Counseling Center resources and campus resources specifically for veterans

Online Learning Council Fellows

Contacts:

Fran Cornelius, College of Nursing and Health Professions fc28@drexel.edu	**Ray Lum,** School of Public Health rl27@drexel.edu
Allen Grant, School of Education acg48@drexel.edu	**Linda Marion,** College of Computing and Informatics sg95etcm@drexel.edu
Marlin Killen, College of Arts and Sciences mk75@drexel.edu	**Sara Perkel,** College of Medicine Sara.Perkel@DrexelMed.edu

Drexel University's Online Learning Fellows are a group of faculty from various academic units who serve as ambassadors and champions of the Online Learning Council. We work with faculty who teach online and hybrid courses with the following objectives:

- Professional development through faculty consultation
    - Individual
    - Program or Departmental groups
- Review of Online/Hybrid course for design quality
- Mentorship

Parking and Transportation

Address: General Services Building & Parking Garage
34th and Market Streets

Contact: 215-895-2813
parking@drexel.edu

Website: http://www.drexel.edu/dbs/parkingServices/Overview/

Parking Lot Map: http://www.drexel.edu/dbs/parkingServices/locations/

Parking Rates: http://www.drexel.edu/dbs/parkingServices/permits/rates/

The Department of Drexel Parking Services is located at 34th and Market Streets in the lobby of the General Services and Parking Garage Facility. Parking Office business hours are from 8:00 AM to 5:00 PM Monday through Friday. During the first week of class each term, additional evening hours are provided from 5:00 PM to 7:00 PM, Monday through Friday.

Several mass transit options also exist, including the SEPTA Regional Rail lines and the Market-Frankford subway-surface line, moving through 30th Street and Suburban Stations, as well as trolleys and buses moving between Center City and University City. Public Transportation information may be found at http://www.septa.org/ . Compass information for discounted SEPTA monthly passes maybe found at http://www.drexel.edu/hr/benefits/voluntary/compass/

Please reference the links above for more information on parking at Drexel or contact us at parking@drexel.edu.

Public Safety

Addresses:

Department of Public Safety Administrative Offices 3201 Arch Street, Suite 350 215-895-1550	**Center City Hahnemann Campus Security Office** Bobst Building 1400 Race Street 215-762-7111
Department of Public Safety Communications Center 3201 Arch Street, Suite 350 215-895-2222 (Emergency) 215-895-2822 (Non-Emergency)	**Queen Lane Medical Campus Security Office** 2900 Queen Lane 215-991-8102
Drexel University Police Department 3219 Arch Street 215-895-2222	

Contacts:

Eileen Behr, Interim Vice President of Public Safety and Chief of Police 215-571-3548; eileen.w.behr@drexel.edu |	**Robert Lis**, Associate Director of Investigations 215-895-1526; robert.e.lis@drexel.edu
Joseph Spera, Director of Operations 215-895-1564 | joseph.j.spera@drexel.edu	**David Caristo,** Police Lieutenant 215-571-3798 | david.j.caristo@drexel.edu
David Hollinger, Director of Fire and Emergency Services 215-895-5908 | david.w.hollinger@drexel.edu	**John Coen**, Assistant Director of Security, Queen Lane and Center City Campuses 215-895-8103; jec32@drexel.edu
Carmen Vuotto, Police Captain 215-895-1556; carmen.j.vuotto@drexel.edu	**Robert Taylor**, Assistant Director of Security / Queen Lane Campus 215-895-0212; robert.a.taylor@drexel.edu

Website: http://drexel.edu/publicsafety/operations/Overview/

Public Safety (continued)

The Drexel University Department of Public Safety provides and administers many community -oriented services and programs which exist to maintain a secure environment and to enhance the quality of life on our Philadelphia-area campuses. Accomplished through a 24/7 operations, the Drexel University Police Department and Drexel University Public Safety Communication Center (DUPSCC) provide emergency responses to police, fire, and medical related incidents the Drexel University community. Other duties include arranging for walking escorts, assisting with facility emergencies, and providing a highly visible presence throughout the Drexel University campuses and surrounding communities.

One of our most important principles is that **safety and security is a shared responsibility**. It is imperative that our community members know, understand and practice a realistic approach to creating and maintaining the safest possible environment that is based on practices, partnerships, experience and common sense. We encourage faculty, staff, students, or guests to contact our office at any time for assistance, to report a safety concern, or to request safety educational programing.

The Department of Public Safety encourages all faculty to enroll in *DrexelALERT*, an emergency notification system that enables fast and efficient dissemination of critical safety information via text messaging, phone, and email. Also, the Department of Public Safety encourages iPhone and Android users to download the FREE *Drexel Guardian* smartphone application, allowing community members to turn their cell phone into a personalized safety device.

<u>The emergency line for the University City campus is 215-895-2222. For the Center City campus, call 215-762-7110 to arrange a walking escort.</u> The emergency line for the Center City campus is 215-762-7111, and the emergency line for the Queen Lane campus is 215-991-8102.

Steinbright Career Development Center

Address: 3201 Arch Street
Career Services Staff and Faculty – Suite 250
Co-op Staff – Suite 110

Contact: 215-895-2185
scdc@drexel.edu

Website: drexel.edu/scdc

Cooperative Education (co-op) is a key component of the educational experience at Drexel. 92% of all undergraduate students participate in the co-op program. Steinbright offers personalized career guidance to students in both the undergraduate and graduate co-op programs. Additionally, Steinbright works with both students and alumni to provide resources such as career workshops, career counseling, pre-law and pre-health advising, career fairs, and on-campus recruiting. We have developed a faculty brochure that outlines additional services available through Steinbright which is located on our website:
http://www.drexel.edu/scdc/co-op/drexel-difference/
Drexel's program offers a variety of co-op experiences including field-related/professional, entrepreneurial, research and international. One of the university's strategic initiatives is to increase student participation in international co-op experiences. Faculty referrals and networking introductions are a key component in developing global opportunities for our students. Information on the **International Co-op Program** is available here:
http://drexel.edu/scdc/co-op/international/
Another program of interest to faculty is the **Research Co-op Program.** This joint effort between the Office of the Provost and Steinbright provides funding that makes it possible for students to work with faculty on projects involving scholarship, creative work, and/or research with eventual progression to graduate school and a research career. More information on this program is available here:
http://www.drexel.edu/scdc/co-op/undergraduate/research/researchprogram/

Study Abroad

Address: Paul Peck Problem Solving & Research Building
Suite 201

Contacts: Daniela Ascarelli, Assistant Vice Provost and Director
Email: ascareld@drexel.edu Phone: 215-895-6280

Ahaji Schreffler, Associate Director for Undergraduate Program Development
Email: ahaji@drexel.edu Phone: 215-895-1704

Marcia Henisz, Associate Director for Graduate Program Development
Email: mwh23@drexel.edu Phone: 215-571-3762

Website: http://www.drexel.edu/studyabroad

Study Abroad facilitates academic experiences abroad for Drexel undergraduate and graduate students. We offer a variety of program options to students including exchange programs, free standing provider programs and faculty-led intensive courses abroad. Study Abroad also manages the registration of international travel of Drexel students except those participating in international co-op. We encourage faculty interested in international opportunities for students to contact our team.

University Libraries

Address: 3300 Market Street

Contact: library.drexel.edu/research-support

Library Liaisons by College: https://www.library.drexel.edu/librarians-subject

Website: https://www.library.drexel.edu/

The Libraries is a partner in teaching and research, working closely with faculty on their own research or collaborating to help students build information literacy skills. The Libraries has designated liaison librarians for each Drexel program, providing specialized knowledge.

A large collection of electronic and print materials are available through the Libraries' collection. In addition, materials not owned or licensed by the Libraries can be provided through interlibrary loan and document delivery services.

The Libraries also manages a course reserves program – allowing course materials to be directly integrated into Blackboard Learn and providing expert guidance on Fair Use interpretations of copyright law.

For information on access and services, visit the Libraries' website at drexel.edu/library or connect directly to the faculty services page at http://library.drexel.edu/services/faculty. The Libraries also provides a variety of meeting and collaborative spaces.

University Writing Program

Address: MacAlister Hall (3250-60 Chestnut St.)
Room 0032

Contact: Scott Warnock, Director of the University Writing Program
215-895-0377
sjwarnock@drexel.edu

Website: http://www.drexel.edu/writingcenter

The University Writing Program (UWP) works with faculty and students across Drexel to support and develop writing. Your students can receive writing support at the Drexel Writing Center (DWC). If you are working with international, multilingual students, the DWC, in collaboration with the English Language Center (ELC) and the Drexel Library, offers a focused way to support these students through our "Language, Writing, and Research" (LWR) Initiative; students can send their writing projects to lwr@drexel.edu and a DWC ESL specialist will work with an ELC language tutor and a librarian to help them. Through our Curricular Initiatives program, writing faculty can meet one-on-one with you to help you in teaching writing in your courses. Please see our "Writing Consultation" page: http://drexel.edu/engphil/about/DrexelWritingCenter/writingConsultation/. We also work with faculty writers who are developing their own writing projects, including articles and scholarship for peer review publications.

Video Collaboration and Production (VCaP)

Contact: vcap@drexel.edu
215-895-2324

Website: http://www.drexel.edu/irt/video

Drexel VCaP* (Video Collaboration and Production) offers a variety of video-based services designed to provide you with the latest technology and support, such as: lecture recording or lecture capture; HD video conferencing (VC), Live Event Webcasting, Video Production and Post Production and Audio Visual Consulting.

Events and Presentations can be Webcast live and captured from most locations on campus and every Korman classroom or conference room. Seven classrooms are equipped with high-definition video-conferencing capability; additionally, portable units and Cloud based solutions are available for use in smaller settings or offices.

Thinking of rebuilding a classroom or office space that has Audio Visual needs? Please contact us and we can assist throughout the process from inception to procurement. We have had a hand in several non-IRT projects –such as the Kline Law School and Public Health– as well as many other groups and departments. We hold certifications from 2 major AV systems companies and have over 40 years of experience between us.

To schedule an event, or need anything please fill out our request form , call 215-895-2324 or email vcap@drexel.edu.

For information on more of the services offered by IRT, please visit http://www.drexel.edu/irt/video and watch our promotional video https://vimeo.com/104527956