

## New Faculty Members Communication Arts and Sciences

### Calvin Abbreviations

- A/V:** Audio Visual
- CAS:** Communication Arts and Sciences
- ICM:** Inter-Campus Mail
- IT:** Information Technology
- OCCE:** Office of Conferences and Campus Events
- SAS:** Student Academic Services
- TA:** Teacher's Assistant

### BEFORE YOU ARRIVE ON CAMPUS

#### CAS Faculty Mentor

1. *Mentor.* A faculty mentor in the Department of Communication Arts and Sciences (CAS) is assigned to each new faculty member for approximately a two-year period. The department Chair selects the mentor after consulting with the mentor and incoming faculty member. The mentor is your primary contact during the pre-arrival period. The department suggests that the mentor and new faculty member meet weekly during the first year.
2. *Suggestions for Mentors.* Calvin's Dean of Instruction will provide some suggestions for discussion topics and some goals. Feel free to add your own agenda, questions, comments, etc.

#### Course Planning

3. *Class Policies.* The best source for class policies, which include faculty and student attendance, grading, exams, scheduling, etc., is the Instructional and Related Policies section of the Faculty Handbook, accessed at [http://www.calvin.edu/admin/Provost/fac\\_hb/index.htm](http://www.calvin.edu/admin/Provost/fac_hb/index.htm) (go to [www.calvin.edu](http://www.calvin.edu) and choose **A-Z Index**, **Provost's Office**, and **Faculty Handbook** located under **Forms & Policies**).
4. *Course Materials.* For each course you will teach, syllabi are available in binders in the workroom. Electronic copies are available on the share drive under **G:\Syllabi**. See Camille Jones for assistance in locating copies.
5. *Final Exam Schedule.* A campus-wide schedule appears in the Registrar's Schedule of Classes. You need to observe this schedule.
6. *Textbooks.* To receive a complimentary desk copy you can visit the publisher's website and submit a request. You will need to know: the title, edition, ISBN and publisher. If you need help with this process you may contact Camille Jones, CAS Administrative Assistant.

After the course textbook has been selected, fill out a Textbook Order Form by logging in to KnightVision, select **Resources** and scroll down to **Books**. Your other option is to fill out the text book form that the Campus Store sends to you before the beginning of each semester. If you have questions regarding text book orders you may contact Keith Johnson in the Campus Store at 616.526.6379 or [kjhnsn@calvin.edu](mailto:kjhnsn@calvin.edu).

## Information Technology

7. *Department Email and Website.* The department's electronic portals to the outside world are <http://www.calvin.edu/academic/cas/> (go to [www.calvin.edu](http://www.calvin.edu/academic/cas/) choose **A-Z Index** then **Communication Arts and Sciences**). CAS email listservs are: [faculty-cas@calvin.edu](mailto:faculty-cas@calvin.edu) (email goes to all full-time faculty members); [staff-cas@calvin.edu](mailto:staff-cas@calvin.edu) (email goes to full-time faculty and regular staff); [all-cas@calvin.edu](mailto:all-cas@calvin.edu) (email goes to everyone in the department).
8. *Email and Electronic Calendar.* Calvin uses GroupWise for email. GroupWise also provides a calendar function. You will need a Calvin ID and password, which is provided by Information Technology (IT). Everyone in the department is expected to use the electronic calendar because it permits convenient scheduling of department and committee meetings, personal appointments, etc.
9. *KnightVision.* This is a Blackboard system for posting online course information, course documents, grades, messages, PowerPoint presentations, and sending email to all students in a course. For reuse, you can save your course documents to a "permanent" space at the end of each term. Otherwise the documents disappear two weeks or so after the end of the term. If you have questions about KnightVision, contact Rob Bobeldyk in IT (x6-6837; email [rbobeldy@calvin.edu](mailto:rbobeldy@calvin.edu)). Note: Be aware that some students don't use KnightVision as much as one might hope!
10. *Network Access.* CAS faculty and staff are connected to a computer network identified as Legacy. It will permit access to a personal area (the F drive), accessible only by you, a common area for the CAS department (the G drive), a common area for college faculty (the M drive), etc. The drives are backed up every 24 hours. If you use the C drive on your computer, periodically transfer files to the F drive for backup.

You will need your Novell login ID and passphrase to login. You can re-set them online if you go to the IT website <http://www.calvin.edu/it/services/training/passwords/>. You can access Legacy from most computers on campus, and also via the internet.

11. *Office Computer and Telephone.* Both will be located in your office. Unless other arrangements have been made, the computer will be a standard-issue desktop (you need to specifically request and justify a laptop). Most faculty use a PC, but you may request a Mac if you wish. Calvin uses the Microsoft Office suite programs, Word, Excel, PowerPoint, Access, Publisher, etc. You or your mentor can ask the department's IT representative, Jake Bosmeijer for the standard hardware and software specifications. You will need to request and justify any exceptions. Personal printers are not provided by the college; there is a departmental printer in the Workroom.

## Schedule Details

12. *Chapel.* Chapel services are Monday through Friday from 10:00-10:20 am. A schedule is posted at <http://www.calvin.edu/faith/worship/chapel/>.
13. *Convocation.* The first day of class has an alternate schedule to permit a campus-wide opening convocation in the morning. For the schedule, go to [www.calvin.edu](http://www.calvin.edu) choose **Calendars, Academic Calendar**, and the appropriate semester. Then choose **Modified Opening Day class schedule**.

14. *Department Meetings.* CAS Department meetings are usually scheduled the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month from 3:30-5:00 p.m. in DC205B. The department Chair will confirm the dates and times of the meetings.
15. *Seminars.* A department seminar is held approximately five times each academic year. They are usually held on a Wednesday from 3:30-5:00 p.m. in DC 205B on a scheduled afternoon.

### **When to Arrive on Campus**

16. *Arrival.* You should plan to arrive at least two weeks before classes begin. This will give you time to get settled in your office, complete final preparation for your courses, check out the classrooms, and attend the new-faculty orientation meetings scheduled by the college. Please notify the department chairperson of your arrival date.
17. *Fall Conference.* The first scheduled event for all faculty members is the Faculty Fall Conference, held about a week or so before classes begin. For the specific date, go to [www.calvin.edu](http://www.calvin.edu); choose **Calendars, Academic Calendar**, and the appropriate semester. A detailed program is distributed by the Provost's Office.

## **YOUR FIRST FEW DAYS ON CAMPUS**

### **Arrival—First Things**

18. *Calvin ID Card.* The department chairperson, Dean, or Provost will notify Campus Safety that you are a Calvin employee and should have access to the rooms in the DeVos Communication Center. To actually get the Calvin ID card, go to the Housing Office (SC 364) in the Spoelhof Center. Ask your mentor to show you the way.
19. *Your Office.* An office will be assigned to you. Ask your mentor, department Chair, or the Administrative Assistant for its location and an office key.

### **Building and Room Access and Parking**

20. *Exterior Doors.* To gain access when the DeVos Communication Center building is locked (after 11:00 p.m. and on Saturdays and Sundays), use your Calvin ID card to enter via doors equipped with card readers. You will also need a PIN number from Campus Safety. Email [safety@calvin.edu](mailto:safety@calvin.edu) to request to set up your PIN number for building access. Certain interior rooms also have card readers.
21. *Interior Doors.* Your department key or Calvin ID card will work for nearly all doors in the DeVos Communication Center, except some rooms on Level 0. Some rooms on Level 0 need a different key for access, which are available to faculty who use those rooms for educational purposes.
22. *Parking Permit.* You need to fill out a request form at the Campus Safety Office to get a faculty parking permit. Parking is free and you can park in any lot on campus.

## **Classrooms and Course Rosters**

23. *Equipment Technician.* The Department of Communication Arts and Sciences has an equipment technician to assist the department faculty and staff with their technology needs. You may meet with Jake Bosmeijer before classes begin, and he will instruct you on how the technology works in your classrooms. If you have technical difficulties during your class, please use the desk phone in the classroom to contact the Help Desk (x6-6855).
24. *KnightVision Questions.* For answers to your questions regarding course rosters and student grades in KnightVision, contact Rob Bobeldyk at IT (x6-6837). His email address is rbobeldy@calvin.edu.
25. *Photo Roster of Your Students.* You can print the images of the students that are in your classes. This is a great way to get to know your students by name. Log onto KnightVision select **Resources** select **Class Pictures** under **Course Information**. You may print them to the CAS printer, located in the CAS Workroom.
26. *Room Locations.* Most CAS classes are in the DeVos Communication Center. To learn the location of your classes and labs, go to KnightVision select **KV Courses** and choose the appropriate course. You can also go to **Resources** and choose **Course Enrollment** under **Course Information**.
27. *Smart Classrooms.* Classrooms in the DeVos Communication Center are "smart" classrooms, meaning that they're equipped with a ceiling-mounted projector, a computer, CD player, DVD player, and VCR.

## **Department Office and Office Supplies**

28. *Campus Store.* Need something from the Campus Store? If it's course or department-related, charge it to the CAS department. You'll need to give them your Calvin ID and the department account number: 1-1-01060-50310. For personal items, your Calvin ID card gets you a 15% discount.
29. *Department Office.* The CAS Department office is located in the DeVos Communication Center (DC260).
30. *Office Supplies.* You can get office supplies from the cupboards in the CAS Workroom (DC260A), which include pens, pencils, paper clips, binder clips, file folders, paper, notepads, highlighters, Expo dry erase markers, etc. Department letterhead and envelopes are also in the CAS Workroom. If other supplies are needed, ask the Administrative Assistant to order the supplies for you. **Note: If you need something that costs more than \$25, see the Chair for permission to order.**

## **E-mail, Faxes and Mail**

31. *Email Lists.* You need to be added to the CAS listserv e-mail lists. Contact Camille Jones (x6-6283) in the CAS office to be sure that you are on the CAS listservs.

32. *Fax Machine.* The department fax number is 616.526.6601 and is located in the CAS Workroom (DC260A). The copy machine is also the fax machine; your document(s) can be scanned on the copier and can either be emailed or faxed to a desired location. If you have a document saved on your computer you can use the print option to fax your document right from your desk as well.
33. *Intercampus Mail.* Send items through intercampus mail by using the ICM mail envelopes that Calvin provides for intercampus mail. The ICM mail envelopes are located in the top cupboard by the printer in the CAS Workroom (DC260A).
34. *Intercampus Mail Envelopes.* When you get a manila intercampus mail envelope, you can put it back into circulation by crossing out your name and putting the envelope in the top CAS Workroom cupboard by the printer.
35. *Mail Delivery.* All mail is delivered to the CAS Workroom and placed in your mailbox. Packages will be placed on the counter.
36. *Outgoing Mail.* Place all mail in the out-going green mail pouch, located on the counter in the CAS Workroom. If the mail is college business, you do not need to affix a stamp to the envelope because someone in Mail Services will do it for you. Addressed packages may be placed on the counter, and the mail carrier will mail the packages for you. Mail Services can mail items via UPS, FedEx, and DHL. Items mailed by DHL are less costly than items mailed by UPS or FedEx.
37. *Personal mailings.* Personal mail with postage can be placed in the out-going green mail pouch on the Workroom counter. The Administrative Assistant will have stamps available for you to purchase for personal mailings. To get stamps for a large mailing, you may purchase stamps at Mail Services.

### **Faculty/Staff Lounge, Coffee, Faculty Dining Room**

38. *Dining Dollars.* Students, faculty, and staff may set up a Dining Dollars account with Calvin Dining Services. Open an account with as little as \$25 dollars and use it any time at all dining locations. Your purchase is subtracted from your account total. Go to the Dining Services office on the 2<sup>nd</sup> floor of the Common's Annex to set up your account.
39. *Faculty/Staff Lounge.* The Faculty/Staff lounge is located in DC250B. Coffee and tea are available for the CAS department members. Anyone taking the last cup of coffee is to make coffee for the next person. That assists in keeping coffee available for everyone who wants coffee.
40. *Johnny's Coffee Shop.* Located on the main floor of the Commons, Johnny's is a coffee shop with an array of hot foods, prepared salads, chips, ice cream, beverages, etc. It is frequented by students and is open much of the day and into the evening.
41. *Kiosk.* There are salads, sandwiches, and snacks available in the lobby of the DeVos Communication Center.
42. *Refrigerator for Your Lunch.* Need a refrigerator for your lunch? One is located in the CAS lounge (DC250B). No biohazards, please.

43. *Socializing*. The DeVos Communication Center has many areas within the building where people can gather to conduct business or enjoy informal, impromptu conversations. These conversations are encouraged.
44. *The Fish House*. (Adjacent to Johnny's Cafe) The Fish House has a nice selection of specialty coffees, fair-trade coffee, and lattes, cappuccinos, etc.
45. *Spoelhof Café*. The Spoelhof Café (Spoelhof Center first floor) has a salad bar (you pay by the ounce) and also has a hot lunch special every day and an assortment of sandwiches and hot soup. It has fewer selections than Johnny's but has a pleasant atmosphere.
46. *Staff Dining Room*. A faculty/staff dining room with a flat-rate salad bar and a nice selection of tasty entrees is located on the second floor of the Commons Annex. It is open on Monday through Friday from 11:30 a.m. - 1:30 p.m. Prices are inexpensive – this facility is a real perk. Meal tickets for lunch with students and/or visiting guests are available from the Administrative Assistant on request for special meetings.
47. *"Take a Prof to Lunch" Program*. Students can get a free lunch for themselves and a free lunch for you if they take you to lunch. The student picks up the tickets in the Student Activities Office.

### **Information Technology**

48. *Help with IT Matters*. Need help with you computer or phone? Do you have a problem with your Calvin ID card or PIN number? Call the Help Desk (x6-8555) or send an email to [Helpdesk@calvin.edu](mailto:Helpdesk@calvin.edu). There are also two Calvin websites that will help you with IT matters:  
**<http://www.calvin.edu/it/facultychecklist.htm>**  
**<http://www.calvin.edu/it/services/accounts/newcomer.htm>**.
49. *Personal Web Site*. To create one, ask IT to install Dreamweaver MX on your computer and ask for them to activate your server space. Instructions for how to post to the server are online on the IT site. Contact Camille Jones so she can add your link to the CAS website.
50. *Printers*. There is a Network laser black and white printer located in the Department Workroom (DC 260A). The copy machine also works as a printer; contact the Administrative Assistant for instructions on adding the copy machine as a printer to your computer. If you have difficulties with the printer contact the CAS Administrative Assistant or call Help Desk at x6-8555.

### **Photocopying, Printing and Scanning**

51. *Copy Machine*. A copy machine is located in the CAS Workroom (DC260A). You will have to enter a Department ID and Password in the copy machine before you can use it. The number that you will use is the last four digits of your CAS office phone number. This number is to be used in both the Department ID and Password. If your number doesn't work, tell the Administrative Assistant at the front desk.

52. *Printing Services.* You should send large documents to Printing Services to be printed. Send your document as an attachment to [printingservices@calvin.edu](mailto:printingservices@calvin.edu). In the message of your email, inform Printing Services of the number of copies you need, whether your document should be 1-sided or 2-sided, collated, stapled, spiral bound, white or colored paper (which color), and the size of the paper. Inform them that it should be delivered to CAS, and include the CAS account number with your order: 1-1-01060-50315. Note: Documents printed at Printing Services are less costly to the department than documents done on the CAS copy machine.
53. *Scanners.* Scanners are located in Information Technology in the basement of Hiemenga Hall. The copy machine which is located in the CAS Workroom is also a scanner, it allows you to scan a document and email it to a desired location or simply print it out. If you need a document scanned for your class, ask the person at the front desk to scan it for you.

### **Other Things**

54. *Academic Regalia.* Unless you have your own, you'll need a college-issued cap, gown, and hood. Go to the Campus Events Office (FAC 114) in the Fine Arts Center for assistance. You'll wear such attire three times annually: during opening convocation, honor's convocation, and graduation. Keep the regalia in your office or at home.
55. *First aid.* There is a CINTAS Employee First Aid Cabinet located on the wall next to the mailboxes in the Workroom (DC260A). Some items available for your use are band-aids, antiseptic wipes, antibiotic ointment, burn gel, Ibuprofen, buffered aspirin, non-aspirin pain reliever, Benadryl, etc.
56. *Payroll.* To complete the necessary forms, go to Payroll (Spoelhof Center 380) in the Financial Services Office. Ask your mentor or someone in the department to show you the way.

## **ONCE CLASSES HAVE STARTED**

### **Finances**

57. *Account Numbers.* Most services – Audio Visual, transportation, physical plant, campus store, etc. – require an account number to which charges may be posted. Our account number is 1-1-01060-xxxx.

The 1-1 indicates that it is a "regular" account and is included in the college's annual budget. A 2-1- is a grant account. A 7-1- is an endowment account. There are others, too, but you'll use these most. The xxxx digits indicate the type of charge and these are the same in all departments. For example, "50310" is the campus store, "50315" is printing services, etc. When you make a charge on campus, you will only need to provide the "1-1-01060" because the person recording the charge will know the appropriate extension.

58. *Bookkeeper.* Jan Hennink is the Bookkeeper for the department, and she keeps financial records for the department. If you purchase something and want to be reimbursed, please keep all receipts and give them to Jan so that she can request a reimbursement for you. If you charge something on a credit card, keep all receipts. These receipts are to be attached to the credit card statement when it arrives to our office.

59. *Department Credit Card.* CAS has a departmental MasterCard. The Administrative Assistant at the front desk has the credit card. Check it out when you need it. After purchasing something for the department, you **MUST** turn in the receipt immediately. Write your name on the receipt and the purpose of the purchase. Return the credit card to the Administrative Assistant immediately after use.
60. *Personalized Corporate Credit Card.* This credit card is for department business only. Each faculty member may request a personalized corporate credit card issued by American Express. If you will be traveling overseas to places where American Express is not accepted, you may order a personalized MasterCard. Contact the CAS Bookkeeper (Jan Hennink).
61. *Travel.* You usually have \$1000 to use each year for conference travel expenses. To request funds or reimbursement for registration fees, travel, etc., for conferences you must fill out a Financial Services form. You can find the forms at <http://www.calvin.edu/admin/fsrv/forms/> (go to www.calvin.edu, select **A-Z Index, Financial Services, All Forms**). Jan Hennink (x6-6288) can get you started, and the department Chair needs to sign the completed form.
62. *Additional Financial Support.* If you have need of financial support for teaching or research related projects, please send your request to the chair.

## **Library**

63. *Borrowing Books and Reference Materials.* You can borrow books for six months, but will receive reminders, and an occasional scolding, if you keep them longer. You often can take reference materials out of the library, with permission, for a few hours.
64. *Cayvan Services.* Course materials can be reserved in the Cayvan Room of the library for students to check out. Specify the length of time that the item(s) may be checked out by the student(s) and how long the item(s) will be available for your class.
65. *Copy Card.* In the coming weeks, the new card swipes located on each copier will be able to accept your Faculty ID and bill the department directly. The library is waiting for CIT to install the network drops to activate the machines. In the meantime, if you need to make copies, the library can allow you to make copies with the help of a Circulation staff member.
66. *Ordering Books.* Each department has a budget for ordering books. Do you want to order books in your field? Journals? Talk to Carl Plantinga (x6-8664), our library liaison.

## **Miscellaneous**

67. *Ecosystem Preserve and Interpretive Center.* There is an ecosystem preserve, interpretive center, as well as a trail system on campus. They are located east of the East Beltline and north of the DeVos Communication Center and Prince Conference Center.
68. *Emergency Help.* In an emergency, call the Campus Safety emergency extension x3-3333 and Campus Safety will call for the appropriate assistance. You can also call 911, and Campus Safety will automatically be notified.

69. *Fridays at Calvin*. "Fridays" is a highly successful program that brings high school students to campus each Friday. They tour campus, visit classes, and are hosted at a lunch. Faculty members are invited to meet with students at the free lunch. A sign-up sheet is circulated each semester. You are encouraged to participate.
70. *Maintenance or Repairs*. If you need to have something in your office repaired or modified, check with the department Chair, and if approved, request it by completing an on-line request form ([www.calvin.edu](http://www.calvin.edu)); then choose **A-Z Index, Physical Plant and Service Requests**). Please do not paint your own office.
71. *Office Cleaning*. Contact Ted Koopmans (cell: 616-813-3551), Building Services Supervisor, to have your office cleaned. Cleaning supplies are also available for you to clean the desktops in your office. Building Services empties office trash every other day, however, if you find that your trash needs to be emptied sooner, the night crew will empty trash cans left outside office doors.
72. *Personal Illness or Emergency*. If you experience an illness, family emergency, being snowed-in, etc., which causes you to miss a class on short notice, contact the Administrative Assistant (526.6283).

### **Posters and Printing Services**

73. *Posters*. You may email graphic requests to the Instructional Graphics Office by emailing [graphics@calvin.edu](mailto:graphics@calvin.edu). Inform them that our account number is 1-1-01060-50360, because our department is charged for this service. All posters displayed on campus must be stamped at the Student Activities Office (Commons Annex).
74. *Printing Services*. Printing Services provides high-speed, high-volume copying, as well as binding and collating services. Items to be copied can be sent electronically by sending them to [printingservices@calvin.edu](mailto:printingservices@calvin.edu).

### **Recreation and Other Activities.**

75. *Exercise Facilities*. For no charge, you can obtain a locker in the gym, including a towel, lock, and laundry bag that gets you laundry service three times a week. They just want a \$5 deposit. There is a racquetball court of nonstandard size in the fieldhouse, a weight room, and a pool.
76. *Need Tickets?* Go to the Conferences and Campus Events Office on the main floor of the Fine Arts Center (FAC 114).
77. *Office of Conferences and Campus Events*. Want to know what's happening at the art gallery, theater, campus museums? Need a "fun" activity for the weekend? Check out the **Calendars** page at [www.calvin.edu](http://www.calvin.edu).

## Students and Teaching

78. *Computer Grading.* You can use Scantron answer sheets for tests. These answer sheets are located in the Workroom cupboards. To have them graded, go to Information Technology (IT) in the lower level of the library. You may grade them yourself (after receiving instructions), or someone will grade them for you. Results can be sent to you electronically.
79. *Overhead Projector Sheets.* The copy machine in the CAS Workroom (DC260A) is equipped to make transparencies. Transparencies are located in the cabinet that has labels, student evaluations and blue books.
80. *Room Reservations.* Need to reserve a room for a special purpose, e.g., an afternoon review session or a conference? Call Campus Events (x6-6280) and make a reservation or submit your request online. Go to [www.calvin.edu](http://www.calvin.edu) , select **A-Z Index, Office of Conferences & Campus Events, Room Reservations.**
81. *Student Assistance.* Student Academic Services (SAS) arranges assistance for students with special needs. Such assistance may take the form of "quiet rooms" for tests, a test reader, class note takers, tutors, etc. If you have such students in your class, SAS will send you a form indicating the assistance required. You will not need to provide the assistance – SAS will do that. But, the student should schedule a meeting to talk to you during the first two weeks of class.

Other students may request a tutor as your course progresses. These students will need to secure a Tutor Request form from the SAS office. The form needs your signature – be sure that the student has worked with you first before asking for a tutor. In general, a tutor meets with the student for one hour per week. Students are not charged for tutor services.

### FOR THE DEPARTMENT ADMINISTRATIVE ASSISTANT

- Computer and Telephone access
- Key(s)
- Name insert for sign holder on office door
- Office Assignment