

Notes for New GEO Faculty Members

First, Some Abbreviations

DH: DeVries Hall, the west node of the science building complex

SB: Science Building, the central node of the science complex

NH: North Hall, the north portion of the science complex

SDO: Science Division Office, located in NH156

IT (CIT): (Calvin) Information Technology

ICM: Inter-Campus Mail

BEFORE AND RIGHT WHEN YOU ARRIVE ON CAMPUS

Course Planning

1. *Textbooks.* If you'll teach a section of a course which uses the same book across sections, ask your chair provide you with a textbook. A book usually will have been ordered for you. If a textbook is unavailable, ask for the title, edition, ISBN, and publisher. Then request a free desk copy from the publisher.

If you're responsible for a course that will not be team taught, contact your predecessor, or your faculty mentor, to determine if a textbook has been selected. If not, you'll need to choose one. Ask your department chair for assistance in identifying candidate publishers and textbooks.

2. *Class Policies.* The best source for these, 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 (go to www.calvin.edu and choose 'Departments', 'Provost's Office', and "Faculty Handbook"). Certain team-taught introductory courses have department-approved grading scales; check with your mentor or the course coordinator.
3. *Student Assistant or Grader.* You might have such assistance for your course(s). Check with the department manager or chair to learn if you do and who has been assigned to help you.
4. *Final Exam Schedule.* A campus-wide schedule appears in the Registrar's *Schedule of Classes*. You need to observe this schedule.

Information Technology

5. *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 of programs, Word, Excel, Powerpoint, Access, Publisher, etc. You can ask the IT Helpdesk (helpdesk@calvin.edu) for the standard hardware and software specifications. You will need to request and justify any exceptions. Personal printers are not provided by the college, but some faculty have purchased their own units.
6. *Network Access.* Faculty are connected to a network identified as Legacy. It will permit access to a personal area (the F drive), accessible only by you, a common area for the GEO 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 a Novell login ID and password that will be provided by IT (at the request of your department chair). You can re-set them online if you go to the IT website and then to the Faculty

page. Using your Novell login you can access Legacy from most computers on campus, and also via the internet.

7. *Email and Electronic Calendar.* Calvin uses Groupwise for email. Groupwise also provides a calendar function. You will need an ID and password, also provided by IT.
8. *KnightVision.* KnightVision is a disguised Blackboard system for posting online course information, course documents, grades, messages, Powerpoint presentations, and for 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. Be aware that some students don’t use KnightVision as much as one might hope!
9. *Department Website.* The department’s website is <http://www.calvin.edu/academic/geology/> or go to www.calvin.edu and choose *A-Z Index* and then *Geology* or *Geography*.

Meetings and Stuff You Should Attend

10. *Seminars.* A department seminar is held most Tuesdays 3:30-4:30pm. It features guest speakers, GEO faculty, and GEO students.
11. *Department Meetings.* The department meets weekly in NH056 on Tuesdays from 3:30-4:30pm if there is no seminar, or Thursdays from 3:30-4:30pm if there is a Tuesday seminar. You will be notified of changes in this schedule (which happen frequently). Please let the department chair know if you cannot attend a department meeting.
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; choose ‘Calendars’, ‘Academic Calendar’, and the appropriate semester. Then choose ‘Modified Opening Day class schedule’.

When to Arrive on Campus

14. *Arrival.* You should plan to arrive *at least* two weeks before classes begin. This will give you time to get settled in your office, to complete final preparation for your courses, to check out the classrooms and laboratories, and to attend the new-faculty orientation meetings scheduled by the college. Please notify the department chairperson of your arrival date.
15. *Fall Conference.* The first scheduled event for all faculty is the Faculty Fall Conference, held about a week or so before classes begin. For the specific date, go to 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

First Things

16. *Your Office.* The Dean will assign a private office to you. Ask the department manager for its location and a key.
17. *Photo ID Card.* To get your Calvin College ID card (or a replacement), go to the reception desk of the Student Development Office in the Spoelhof Center.
18. *Need to be Away from Campus?* If your work takes you from campus, e.g., to attend a meeting, personal emergency, trip on behalf of the college, notify the department chair.

Building and Room Access and Parking

19. *Master Key.* Campus Safety via the department manager will issue a master key for GEO department and the Science Division office (NH156). The Geospatial Analysis Laboratory (NH069) door is equipped with a card reader and can be opened with your ID card.
20. *Exterior Doors.* Campus Safety will also issue a PIN to gain access when the building is locked (after 11:00 pm and on Sundays). Use your ID card with the PIN to enter via doors equipped with card readers.
21. *Parking Permit.* To get a faculty parking permit you need to fill out a request form at the Campus Safety Office. Permits can be obtained for multiple vehicles.

Information Technology

22. *Help with IT Matters.* Need help fixing computers, phones, ID card problems (PIN), etc.? Call the HelpDesk at x8555 or send an email to Helpdesk@calvin.edu.
23. *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.
24. *Printers.* Network laser b/w printers are located in NH073 and NH069. A color laser printer is located in NH069. You are also allowed to print to the b/w and color printers in the SDO. Call the Helpdesk to have the menu of available printers appear on your computer.
25. *Need a PDF of a Word Document?* The Office 2007 suite has an option for creating a PDF file. Click the Office “button” and go to “save as”. Select the PDF option and save to your preferred location.

Department Office and Office Supplies

26. *Department Office.* It’s located in NH056. At present, the department has a part-time department manager available for clerical tasks, event coordination, supply ordering, website work, students employee issues, health and safety issues and items related to the physical space of the department.
27. *Office Supplies.* You can get them from the closet or cupboards in the SDO. They have pens and pencils, paper clips, binder clips, file folders, paper, notepads, highlighters, chalk, etc. Department letterhead and envelopes are available in the GEO Department office.
28. *Campus Store.* Need something from the Campus Store? If it’s course- or department-related, charge it to the department. You’ll need to show your ID card. For personal items, your ID gets you a 15% discount.

Mail, E-mail, and Faxes

29. *Mail Delivery.* Almost all mail is delivered to the SDO. Your faculty mailbox is located in the SDO, not in the GEO department office. Be sure to check the package list, which is taped to the SDO closet door by the mail slots.
30. *Intercampus Mail.* To send something via intercampus mail write ICM where you would normally put a stamp and put the envelope in the out-going mail box on the counter in the SDO. Larger documents can be sent in large envelopes stored in an “envelope drawer” in SDO – ask one of the support staff where the drawer is.

31. *Intercampus Mail Envelopes.* When you get a manila inter-campus mail envelope you can put it back into circulation by crossing out your name and putting the envelope in the “envelope drawer”.
32. *Outgoing Mail.* To mail something off-campus just put it in the out-going mail box on the counter in the SDO. If the mail is college business, you do not need to affix a stamp (someone in the Mail Room will do that). Personal mail with postage can be placed in the same out-going mail box on the counter. To mail a package, buy stamps, etc., use Mail Services. Mail Services is housed in the Mail and Printing Serves Building, located next to the Physical Plant building near the Lake Drive entrance. Postage stamps, mailing and shipping services, packaging materials etc. are available at the service counter at this location. There is also a convenient Mail and Printing Services station located in the Campus Store, near the entrance to Johnny's Cafe.
33. *Fax Machine.* Faxes can be sent using the larger copier machine in the SDO work room. Log your Faxes in the logbook by the machine. Faxes that you receive will be placed in your mailbox.
34. *Email Lists.* You should be automatically added to the e-mail lists you need to be on (Science Division list, Geology list, Geography list). The Geology & Geography lists are available to send email to through KnightVision. Let the Department Manager know if you do not have access to these lists.

Photocopying, Printing, Scanning, Word Processing

35. High speed photocopy machines are located in the SDO. Use them as necessary. No log is required.
36. To copy large quantities, send email requests and original files to Printing Services. They will send you your order through ICM.
37. During the school year, there are student assistants available in the SDO for copying and typing jobs that can be planned ahead. If needed the department manager can also make copies or type documents for you.
38. A document scanner is located in the SDO workroom. It is part of the larger copy machine. There is also a document/picture scanner in NH069. Scanned images can be sent to your computer via the campus network. A slide scanner is available by the computer in the SDO workroom.

Classrooms and Course Rosters

39. *Smart Classrooms.* Most classrooms and laboratories that GEO faculty use are “smart”, meaning that they’re equipped with a ceiling-mounted projector, a computer, CD player, DVD player, and VCR. Operator instructions are located at the instructor’s table.
40. *Class Roster.* Log onto KnightVision; then go to “My Resources”. Select “Official Course Roster”.
41. *Photo Roster of Your Students.* You can print the images of the students in your classes. This is a great way to get to know your students by name. Log onto KnightVision; then go to “My Resources”. Select “Class Pictures”. For color images, print them to the SDO Color Printer or NH069 color printer.
42. *Adding a TA to KnightVision.* If you have a student teaching assistant who should access KnightVision to, say, add quiz grades, you need to request access for that assistant. Go to KnightVision; then go to “My Resources” and select “Add a TA to your KV course”. Follow instructions and in a day or so the student assistant will have access.

Need a Break?

43. *GEO Common Room.* This room (NH060) is available to GEO faculty, students and staff all day for coffee, tea, lunch and pausing to reflect. It's a great place to have casual conversation with other GEO faculty and students and the fish. Coffee and tea are provided, and sometimes chocolate. A refrigerator and microwave are there for all to use.
44. *Lounge.* A Science Division Faculty/Staff lounge is located in NH252. It tends to be populated at 8:00 am, at 10:00 am, and at 3:00 pm. Coffee is available for \$7.00 per month or \$.25 per cup.
45. *Dining Room.* A faculty/staff lunch 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's open from about 11:30 am – 1:30pm when school is in session.
46. *Johnny's Coffee Shop.* Located on the main floor of the Commons, Johnny's is a coffee shop with an extensive 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.
47. *Spoelhof Coffee Shop.* The Spoelhof coffee shop has a salad bar (you pay by the ounce) and also has a hot lunch special every day and an assortment of sandwiches. It has fewer selections than Johnny's.
48. *Specialty Coffees.* The Fish House (off Johnny's Café) has a nice selection of fair-traded coffee, and, importantly, lattes, cappuccinos, etc. It offers daily specials, and you can get a punch card that'll get you a freebie after you buy 8 or 10. The Fish House is open when school is in session.
49. *Your ID can be a Debit Card.* You can use your Calvin ID as a debit card at most eateries on campus. Go to the Creative Dining Services office on the second floor of the Common's Annex to pay your money.

Other Things You Ought to Know

50. *Academic Regalia.* Unless you have your own, you'll need a college-issued cap, gown, and hood. Go to the Special Events Office in the Fine Arts Center for assistance. You'll wear such attire three times annually: during opening convocation, for honor's convocation, and at graduation. Keep the regalia in your office.
51. *Payroll.* You will be completing necessary forms in your meeting with Human Resources. If you need to make changes later go to Payroll (Spoelhof Center 380) in the Financial Services Office.
52. *Name Tag.* Ask the Department Manager for your institutionally correct name tag (gold with your name and department name) be ordered from the Orientation and Training Coordinator for Human Resources. Wear it to official functions. (Many faculty wear it on Fridays because we tend to have more visitors on that day.)
53. *Safety Officer.* Calvin has a campus Environmental Health and Safety Officer, Pat Buist, who may visit buildings from time-to-time, and is available for consultation about material handling, disposal issues, safety training, and testing/function of safety equipment. Marge Brewer is the Environmental Health and Safety Officer for the department. Please notify Marge of any environmental or safety concerns. She will resolve them or relay them to Pat Buist .
54. *Radiation Safety Officer.* Calvin has a campus Radiation Safety Officer, Dr. Steven Steenwyk. If you need to be added to Calvin's NRC license as a user, to obtain a badge, to use the college's radiation sources, to order isotopes or dispose of them, contact the safety officer.

ONCE CLASSES HAVE STARTED

Students and Teaching

55. *Student Assistance.* Student Academic Services (SAS) arranges assistance for students with special needs provided they have contacted SAS or have been required to do so, perhaps as a condition of admission. 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. NH056 is frequently used as a “quiet room” for test taking.

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 once weekly with the student for one hour. Students are not charged for tutor services.

56. *Overhead Projector Sheets.* One of the photocopiers in the Science Division Office (SDO), is equipped to make transparencies. The laser printer in the SDO also can print on a transparency.

57. *Computer Grading.* For tests you can obtain scantron forms from the Science Division Office. To have them graded, go to 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 electronically.

58. *“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.

59. *Student Computers.* GEO students and classes have priority for using the computers in NH 069. Beginning in Fall 2008, students who are not GEO majors or not in upper level GEO classes will not have access to NH069. A weekly schedule is posted on the door. Reservations for special class sessions can be made in the department office. (There is a large computer lab located in the lower level of the Library that is available for all students. Computers include both PCs and Macs.)

60. *Room Reservations.* Need to reserve a room for a special purpose, e.g., and afternoon review session or a conference? Ask the department manager to make a reservation with Special Events.

Posters and Printing Services

61. *Posters.* Instructional Graphics can prepare them – call Ellen Alderink or Vicki Seaburg for details. The department is charged for this service. Discuss the various options (input, size, quality, mounting, etc.) in advance with the IG folks.

62. *Printing Services.* Located in the Printing Services building by the Lake Drive entrance of campus. They provide high-speed, high-volume copying, as well as binding and collating services. It prepares lab manuals and is a wonderful source for colored paper, card stock, etc. Items to be copied can be sent electronically.

Library

63. *Ordering Books.* Each department has a budget for ordering books. Want to order books in your field? Journals? Talk to the department chair.

64. *Copy Card.* You can use the department account to acquire a copy card for use at copy machines in the library.

65. *Borrowing*. 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.
66. *Science Library*. The science journal library is in NH 052. The library's home page has an electronic listing of journals, as well as on-line journals.
67. *Reserve Items*. Need to reserve something for students' use in a course? Identify the item(s) to the Reserve Librarian and specify the time for which the item(s) may be borrowed.

Finances

68. *Account Numbers*. Most services – AV, transportation, physical plant, bookstore, etc. – require an account number to which charges may be posted. Here's a little primer on account numbers.

Our GEO account number is 1-1-01160-xxxxx.

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. There are others too, but you'll use these most.

The xxxxx digits indicate the type of charge and are the same in all departments. For example, "50310" is the bookstore, "50315" is the copy center, "53100" is supplies, etc. You will rarely need the extension. When you make a charge on campus, you will only need to provide the "1-1-01160" because the person recording the charge will know the appropriate extension.

69. *Department Credit Card*. The department manager, Marge Brewer, has a departmental MasterCard for department ordering when AMEX is not accepted. Let her know if you need it. All charges require a receipt which must be given to the department manager. If you charge meals, write the 3-P information (People, Place, and Purpose) on the receipt.
70. *Personalized Corporate Credit Card*. For use for department business only, each faculty member may request (via the department chair) a personalized corporate credit card issued by American Express. If you will be traveling overseas to places where AmEx is not accepted, you may order a personalized MasterCard. Contact Financial Services. Invoices are sent to Marge Brewer and distributed to faculty members by her. You are expected to keep you receipts, reconcile the statement and return it to Financial Services.
71. *Travel*. Contact the department chair regarding how much you are allowed each year for travel. To request funds or reimbursement for registration fees, travel, etc. for conferences you have to fill out a Financial Services request form. The department chair needs to sign the completed form.

Recreation and Other Activities

72. *Exercise Facilities*. As you may have noticed, the field house and pool are still under construction and will re-open in Fall 2009. Please check the HPERD (Health, Physical Education, Recreation & Dance) web page for availability of any exercise facilities.
73. *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.
74. *Need Tickets?* Go to the Special Events Office on the main floor of the Fine Arts Center.

Miscellaneous

75. *Fridays at Calvin*. "Fridays" is a highly successful program that brings high school students to campus each Friday. They may visit classes, are hosted at a lunch, tour campus, and are invited to explore Calvin. Faculty are invited to meet with students at the lunch. A sign-up sheet is distributed at the beginning of each semester. You are encouraged to participate

76. *Emergency Help.* In an emergency, call the Campus Safety emergency extension – x3-3333 – and Campus Safety will call for the appropriate assistance. You can call 911 too and Campus Safety will automatically be notified.
77. *Personal Illness or Emergency.* If you experience an illness, family emergency, being snowed-in, etc. that causes you to miss a class on short notice, contact the department chair (Ralph Stearley) or the department manager (Marge Brewer).
78. *Office Cleaning.* You have to fill out an on-line service request on the Physical Plant website to get your office cleaned (vacuumed, etc.). To have your trash and recycle bins emptied, you need to put them in the hall outside your office overnight.
79. *Maintenance or Repairs.* If you need to have something in your office repaired or modified (screws in the walls, etc.), please notify the department manager.
80. *Tunnels and Passages.* You can get to all the main buildings on campus without going outside. A tunnel connects Spoelhof Center from Level 0 of the Science Building. From Spoelhof you can get to the chapel and Hiemenga Hall and the library either through another subterranean route or via a covered sidewalk.
81. *The Ecosystem Preserve with an Interpretive Center* and trail system is on the far side of campus (east of East Beltline and north of the DeVos Communications Center and Prince Conference Center).
82. *City Buses.* The Grand Rapids bus system, The Rapid (www.ridetherapid.com) is available to Calvin Students and Staff for 50 cents/ride. Go to Campus Safety and show your ID to get a special bus card; then just show the card when you get on the bus! These cards expire at the end of August, so you'll need to get a new one after the summer. Busses stop near Calvin's main entrance on Burton Street.

CHECKLIST FOR THE DEPARTMENT MANAGER...

- Master key(s)
- Emergency Contact Information (from Campus Safety Office)
- Computer/Telephone User Instructions (from IT)
- Corporate Credit Card
- Name insert for sign holder on office door (Instructional Graphics)
- Gold name ID (Human Resources)
- Notify Campus Safety for outside card access
- Tour of Science Division Office

Margene Brewer, GEO Department Manager
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