HELPFUL INFORMATION AND LINKS
to help you start your career here!

Welcome to Lerner College of Business and Economics and the University of Delaware! This document provides you with many of the resources you will need to get started and succeed at UD. While this list does its best to be succinct and comprehensive, questions will undoubtedly arise. Please get in touch with your department chair or the department's administrative assistant for answers.

This document includes information and links to help you with your teaching, research, and how to find resources at Lerner.

Academic Support Staff

ACCT/MIS	BUAD	ECON	FINC	HRIM/SPTM
Sarah Dix sarahdix@udel.edu	Laura Moss llmoss@udel.edu	Alexa Bowman aabowman@udel.edu	Geri Foster gfoster@udel.edu	Janet Caruccio caruccio@udel.edu
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Please feel free to reach out to your academic support team with any needs you have for supplies or any questions.

Course Materials and Resources

Syllabus

You are encouraged to use the UD Syllabus Template to construct your syllabus. The template contains updated hyperlinks to all official university policies (including Disability Support Services, Non-Discrimination, Title IX, and Plagiarism). It is also a fully accessible document. Using this template will make it easy to have all the necessary information available to your students.

https://ctal.udel.edu/syllabus-template/

At the bottom of the page, click on Access UD' Syllabus Template and get started!

More information on learning outcomes and the content of the syllabus

https://ctal.udel.edu/resources-2/

You can also contact another faculty member teaching the class, or you can ask for samples.

Books – how to order books for class and to check on your books that have been ordered

The official UD Bookstore is Barnes and Noble which is located on Main Street

https://udel.bncollege.com/   Scroll down to the bottom of the webpage and click on Faculty Resources to order your books for your courses.

Teaching Resources

One-stop website for all information related to teaching:

https://ctal.udel.edu/resources-2/

Need help immediately and during working hours? Go to the Faculty Commons https://commons.udel.edu/services/

Get in-person (over Zoom) help immediately:

> Academic Technology Services staff are available at the Virtual Welcome Bar, an open Zoom meeting, Monday- Friday, 8:30am – 4:30pm.
>
> Use this web link to join the Zoom meeting from your web browser or open the Zoom application and "Join Meeting" using this meeting number:
> 302 831 0640

Faculty Commons (116 Pearson Hall)

This is the "one stop shop" for your teaching with technology needs. If you have a question, you can also call them, stop by in person or visit the Virtual Welcome "Bar". Space is available for working, meeting with colleagues, and there are frequent programs and presentations. http://commons.udel.edu/

Center for Teaching & Assessment of Learning (212 Gore Hall)

CTAL offers support for all who teach at UD. Visit their website for a complete list of programs and services: www.ctal.udel.edu

<center>**Learning Management: Canvas**</center>

The University of Delaware uses the Canvas Learning Management Software. If you are the instructor of record for a course, the Canvas team will populate your platform with your courses prior to the start of the semester. Students utilize Canvas and we encourage you to use it with your courses.

Log into canvas at: https://sites.udel.edu/canvas/

At this link you can request a Canvas class, sign up for Canvas workshops and create guest accounts. The Canvas site above is comprehensive, however if you have questions, you can email canvas-info@udel.edu

<center>**UD Capture**</center>

UD Capture- is used to record your classroom and presentation and allow students to view it after class. You must request this service to activate in your classroom.

https://ats.udel.edu/udcapture/udcapture-on-canvas/

<center>**Zoom for UD**</center>

Configure your account and log into Zoom at this link https://udel.zoom.us/

<center># Class Rosters and Grading</center>

<center>**UDSIS**</center>

To See your student course rosters, room locations and where you enter grades.

www.udel.edu/udsis

1. Log-in to UDSIS with your UDelNetID, password and 2-Factor Authentication
2. You will be using the "Self-Service" folder located under Main Menu.
3. The folder within "Self-Service" titled "Faculty Center" contains a list of your courses, with rosters

Accessing your Roster from UDSIS or use the link below

http://www1.udel.edu/registrar/faculty_staff/roster.html

Instructors may view their class rosters through the UDSIS Faculty Center.

1. Access UDSIS and sign on with your UDelNetID and password.
2. Under the "Self Service" folder on the left side menu, click on "Faculty Center". A list of your courses for the current term appears. To select a different term, use the Select Term dropdown box, and click the Change button.
3. Click on the Class Roster icon 👥next to the course you wish to view. A new screen with the roster appears.
4. To **print** the roster, click on the Printer Friendly Version button at the bottom, and then print the page from your browser.
5. To **download** the roster, click the Download icon 📥in the header bar of the roster table. If you have problems, check your browser setup concerning enabling pop-ups and trusted sites. (Directions: Internet Explorer   Firefox).
6. Need help with UDSIS Faculty Center and Class Rosters? See instructions.

Grading & Deadlines

http://www1.udel.edu/registrar/faculty_staff/gradeinfo.html

Distribution of Grade Rosters

Rosters will be available beginning approximately one week prior to the last day of classes. Grades must be submitted 72 hours after the final exam. If no exam is scheduled, the grade submission deadline defaults to the due date.

Missing Names on Grade Rosters

If an attending student's name is missing from your grade roster, you may submit a grade using the ***Change Grade/ Supplemental Grade*** form, available in your UDSIS Faculty Center, in the **Forms** folder.

Mid-Term Grading

Students who were admitted as freshman or first semester transfer students to UD and are in their first or second UD semester have a mid-term grading period during the Fall and Spring semesters. The registrar sends you an email reminder to post the grades.

Final Grades

Acceptable Grades for End of Term

- A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, (S and U available for Graduate Sustaining Research)

- I - Incomplete. See "Incomplete grades" I is in the event the student fails to complete the course due to illness or other reason deemed appropriate by the instructor.
- Z - Unofficial withdraw. Applicable to students who never attended or stopped attending. (No preprinted "W").

Restricted Use Grades (Appropriate only as specified)

- **W - Official withdraw** - Acceptable only when prerecorded on roster.
- **L - Listener (Audit)** - Acceptable only when prerecorded on roster. Where "L" is prerecorded, instructor should submit "L" or "LW" (Listener withdrawn – generally used when a student enrolls as a Listener and never attended or stopped attending).
- **P - Pass** - Acceptable only for courses approved Pass/Fail by Faculty Senate. Pass/Fail are the only grade options for these courses. An acceptable letter grade (see above) must be submitted for students who elect to take a course for pass/fail grading. The letter grade will default to "P" or "F" as appropriate.

Incomplete ("I") Grades

At the discretion of the instructor, a student may be granted an incomplete ("I") as an end of term grade. An incomplete grade will automatically default to "F" two weeks into the next regular semester. The faculty member has several options regarding the default deadline:

1. Do nothing. Allow the grade to default to "F".
2. Submit an *Incomplete Grade Explanation,* providing an alternative to the default "F".
3. Submit an *Incomplete Grade Extension,* extending the default deadline to allow the student additional time to complete the work.

Incomplete Grade Explanation and **Incomplete Grade Extension** requests are available in your UDSIS Faculty Center, in the **Forms** folder.

For additional questions, contact 302-831-2131, Registrar's office.

Course and University Policies

Absences from Class

If you are asked or having issues with student attendance, please read the Faculty Handbook about class attendance and excused absences at this link:

https://facultyhandbook.udel.edu/handbook/3113-student-class-attendance-and-excused-absences

Exam Policy

If you are teaching more than 1 section of a course, you can schedule an additional meeting pattern in the evening from 5-7. This needs to be done when the course is scheduled. Please read the policy on this and final exams at this link
http://www1.udel.edu/registrar/course-info-registration/exams.html

Finals Policy

Except in unusual circumstances, faculty are expected to use the examination week for evaluation and instructional purposes. No examination, hourly examination, test, or quiz counting for 25 percent or more of the semester's grade for any class (except laboratory exams) shall be given during the last five class days of any regular semester.
Faculty Handbook

FERPA (Family Rights & Privacy Act)

Students have rights, privileges, and protections relative to individually identifiable student education records, which are maintained by the UD – do not talk to parents, friends, etc about students' performance without written permission from the student. Be familiar with the policy by reading the following link
http://www1.udel.edu/registrar/faculty_staff/ferpa-fac.html

Student Conduct, Cheating, and Plagiarism

If you believe a serious violation of academic honesty has occurred, contact the Office of Student Conduct http://sites.udel.edu/studentconduct/ and then speak with the department chair. You can also use the Blue Hen Success Portal to issue an alert for a student who you feel needs to be contacted by the Dean's office for serious issues:
https://sites.udel.edu/bluehensuccess/

Help for students academically and for student support

Office of Disability Support Services (DSS):

For information on how to communicate with these students, test accommodation and other instructor responsibilities go to https://sites.udel.edu/dss/instructors/test-accommodation-center-faculty-policies-process/

Students who need learning accommodations in the classroom and or with exams are registered with the DSS office and you will receive emails at the start of the semester regarding which students have been approved for services by this office.

For central support have the student check out the Office of Academic Enrichment (http://ae.udel.edu/) or refer them to the academic advising office to find other tutoring opportunities available to students:

Lerner Advising office: https://my.lerner.udel.edu/advising/undergraduate-advising/

Scranton's for test scoring

To obtain forms for scanning tests see an administrative assistant. Information on scoring the Scantron forms may be found at:

http://www1.udel.edu/it/help/test-scoringfrequency-scanning/test-scoring-and-frequency-scanning.html

Student asking to be put in your Class

If a student contacts you asking to be put in your class, please tell them, you have no control over this issue and have them contact the Lerner advising office

https://my.lerner.udel.edu/advising/undergraduate-advising/

Writing Letters of Recommendation

If asked for a letter of recommendation, please read the guidelines on page 108 at the following link

Faculty Handbook

Emergency contact and student behavioral concerns including mental health concerns or cheating:

Blue Hen Success Collaborative: https://sites.udel.edu/bluehensuccess/ Use the Alert button in this system to refer students for tutoring, report concerns regarding cheating, or if they have financial need concerns or are in need of career advice. This is not a confidential system so do not include personally sensitive information. Do not use this system to report mental health issues.

If you and or students feels threatened or are in immediate danger call:

> **911** for the police (City of Newark)
> **302-831-2222**   For UD Police

If a student is in a crisis (mental health, possible but not immediate suicide concerns) call this number 24 hour a day: **302-831-1001**   UD Counseling is in 261 Perkins Student Center

For general student behavioral concerns (not immediate but soon) contact the Dean of Students:

> You can use the Blue Hen Success Collaborative or Call 302-831-8939 or email deanofstudents@udel.edu

https://cm.maxient.com/reportingform.php?UnivofDelaware&layout_id=18

Other Information

Parking

No parking is free, see Parking Services website:
http://www1.udel.edu/transportation/parking/

Map of Campus

(http://css-rdms1.win.udel.edu/maps/)

Academic Calendar

Find the Academic Calendar by year on the Registrar web page
http://www1.udel.edu/registrar/cal/

> Downloadable academic calendar http://www1.udel.edu/registrar/cal/

Lerner Logistics and Sources of Information and Help

Help with IT

Lerner IT can help with computers https://my.lerner.udel.edu/support-teams/lerner-it/

General University technology support https://www1.udel.edu/it/

Course evaluations – all courses are evaluated by students at the end of the semester and these evaluations are used during your annual review.

To view your course evaluations after the final exam, log in to Course Evaluations, go to: www.udel.edu/courseevaladmin

Information on this process can be found at: http://www1.udel.edu/itwebdev/help/courseevals/crseval-fac.html

General Lerner Information - MYLerner

https://my.lerner.udel.edu/

PowerPoint Templates/ Zoom Backgrounds/ Email Signature

https://my.lerner.udel.edu/support-teams/communications/branded-materials/

https://my.lerner.udel.edu/support/communications

College and Department Bylaws and Tenure and Promotion Documents

https://provost.udel.edu/faculty/faculty-affairs/college-department-resources/

Research and Grant Information

https://my.lerner.udel.edu/faculty-staff/research-grants

Also, contact Maria Poole mpoole@udel.edu . She assists faculty with grant proposals from the college.

Travel Forms

http://www.udel.edu/concur

ID CARDS

The UD ONEcard serves as your official identification while at the University of Delaware. In addition to serving as identification, the ONEcard controls access to the library, recreational facilities and other University buildings and services. https://sites.udel.edu/freas-fa/#onecard

Faculty and Staff obtain their cards at the ID Card Office after employee onboarding is completed, usually after Orientation.

Located at:
ONEcard Office
Student Services Bldg. 30 Lovett Avenue Newark, DE 19716
M-F 8:00am – 5:00pm (302) 831-2273 id-card@udel.edu

Fun things to do now that you work and maybe live in the Newark area

Outdoor Pool
Summer is not over yet!! Once you have your ID Card, be sure to check out the pool. https://rec.bluehens.com/sports/2018/6/20/outdoor-pool.aspx
It is located over by the field house, behind the ice arena. No, this is not a newbie initiation thing, it really is there! (Unlike the pool on the roof of the Morris Library, don't fall for that one!) The Outdoor Pool is the largest in the state.
It cost $7.00 for faculty and $7 for each guest.   There is an activity pool for the younger set and slides for the older set.

UDairy Creamery
When over that way, make it a point to stop in to the UDairy Creamery. http://canr.udel.edu/udairycreamery/
Honestly, the best ice cream in town. Those UD cows make a mean cream, and I am a fan of the made fresh daily waffle cones. The flavors rotate regularly and are unique.

UD employee health and wellness
Employee campus recreation facilities, fitness classes and access to the gym and pool.
https://www.udel.edu/faculty-staff/wellbeing/

UD employee discounts
Who doesn't like a discount? http://www.udel.edu/faculty-staff/human-resources/benefits/special-services/

Check out the discount page to see currant promotions. I think the most valuable are under the Service Discounts…I signed up for the FIOS credit and they take $5.00 off the bill each month…okay, not a windfall, but almost a free movie a month!

White Clay Creek State Park

This state park is located behind the Laird Campus. A nice place to walk and ride a bike.

https://destateparks.com/FieldsStreams/WhiteClayCreek

Explore the city of Newark

https://www.newarkde.gov/757/Visitors

Explore Wilmington, DE

https://www.visitwilmingtonde.com/things-to-do/

Museums Gardens and Dining in the area close by to Newark in Pennsylvania

https://www.brandywinevalley.com/