

TO: Spring 2015 Adjunct Faculty  
FROM: Mime Berman  
DATE: January 2015  
SUBJECT: Spring Semester 2015

**\*\*\*\*PeopleSoft – Faculty Help Center\*\*\*\***

[http://www.peoplesofthelp.uconn.edu/faculty\\_index.html](http://www.peoplesofthelp.uconn.edu/faculty_index.html)

This website can assist you with viewing your class schedule; accessing your class roster; recording mid-term and final grades; and viewing and creating class permission numbers. Please use this site prior to contacting the campus.

### **Paycheck Schedule**

If all of your paperwork is filled out and returned to me within the time requested, you should get your first paycheck on 2/6/2015. Your last paycheck for the semester is 5/15/15.

### **Parking – UCONN Faculty Parking– Campus Garage Level 1 and Scovill Street Parking Garage**

If you need a Parking Decal, please let me know. You must have your decal displayed or you will be subject to a parking ticket.

UCONN Police Officers will conduct routine parking enforcement in our campus parking garage, and students, faculty and staff will be ticketed for parking violations. These violations include, but are not limited to: failure to display a University of Connecticut parking decal; students parking in the faculty/staff parking area; and parking in an unauthorized area (fire lanes, handicap & reserved spaces). Parking fines can be as high as \$150 for parking in handicap spaces or for misuse of a handicap permit. The fine for not displaying a University decal is \$30.

[Levels 2 and 3 are reserved for students.](#)

[If you cannot find a parking spot on Level 1 of our campus garage, you must park across the street at the Scovill Street Garage. The 5<sup>th</sup> floor of Scovill is reserved for UCONN and with your decal, you can park for free.](#) Directions to the UCONN Waterbury Parking Garage and directions to the Scovill Street Garage are on our website, [www.waterbury.uconn.edu](http://www.waterbury.uconn.edu).

If you have a current decal from another campus - Storrs, for example, you will not need another decal. But be sure to have your UCONN decal placed on your window where the officers can see it.

## Syllabus

**We are respectfully requesting all faculty, full-time and adjunct, to submit a copy of their syllabus prior to the beginning of the semester. There are important reasons why this will be extremely helpful. First, many students ask to review a course syllabus prior to signing up; it gives them an opportunity to better understand what is expected of them during the semester.**

Another important use of the syllabus is to help students from other schools to confirm that the course in question will be readily transferable to their university. Seeing a syllabus allows them to discuss the course with their current school, which can assist them in their assessment.

**Please send me your syllabus as a Word attachment for ease of record keeping. The university appreciates your cooperation. Thank you**

## Mailboxes –

Please check your mailbox on a regular basis. The mailboxes are located in the room behind the Information Desk. The door to enter the mailroom has a combination lock. Push **8964** and you will hear the door unlock and then you can open the door. Outgoing mail can be placed in the box marked Un-metered mail. Please clearly write your last name above the return address. This will ensure accurate departmental postage billing.

## Copiers – Room 330 and 202

The doors to enter the copier rooms have a combination lock. Push **8964** and you will hear the door unlock and then you can open the door. **If you have questions regarding a copier, please call Joyce Violette at 236-9800.** Department codes are no longer required to use the copier.

IMPORTANT: In a concerted effort to reduce university administrative expenses where reasonable, we are asking all staff and faculty to consider adopting creative ways to help achieve cost savings. Everything has an impact, especially during these difficult economic times. So, for example, please use both sides of the paper when making copies for student handouts or when creating exam papers. Also, please consider sending e-mail attachments to students so they can make copies of documents for themselves. These and other actions like them may seem trivial, but campus-wide they will help impact the school's finances in a positive way. Thank you for your cooperation.

## Supplies

- There are general classroom supplies (white board markers, stapler, tape, paperclips, etc.) found in the Adjunct Office, room 329; the Faculty Lounge, room 330; and in the Mailroom in the cabinet underneath the adjunct mailboxes. If you have a special request, please contact me at [Mime.berman@uconn.edu](mailto:Mime.berman@uconn.edu) to see if it is something that can be ordered.
- **Blue Books** can be found in the supply cabinet in the Mailroom

## White Boards

We ask that you **no longer use black markers** on the white boards in class. The writing from black markers is extremely difficult to clean off, and for that reason we now order only blue

markers. Green and red markers are also approved for use. White board markers are available in rooms 329, 330, the mailroom, and in my office. **Please do not bring in black markers or use any of the ones you may find in school.**

Also, please leave markers in the classroom for use by the next instructor. Our maintenance crew has begun to check all classrooms daily to ensure there are fresh markers in each room. If you have any questions, please contact Mime Berman at 203-236-9959.

### **Hi-Tech Equipment –**

All Classrooms have the latest high tech equipment. It is important to speak with someone from the IT Department to have them show you how to use the equipment and where to pick up a wireless keyboard. **We ask that you e-mail all three IT staff as they are on different shifts and we want to make sure your request is received. The IT staff will be extremely busy the first two weeks of classes. If you need instructions, you need to make an appointment with them ASAP.**

Effective immediately, the IT Department has made it easier for you to contact the UCONN Waterbury IT Department. Members of the department include Victor Schiavi and David Steele. If you need to contact them, please **email all** or call them utilizing the following contact information:

Victor Schiavi tel. (203) 236-9862, or e-mail = [Victor.Schiavi@uconn.edu](mailto:Victor.Schiavi@uconn.edu)

David Steele: tel. (203) 236-9909, or e-mail = [David.Steele@uconn.edu](mailto:David.Steele@uconn.edu)

Braden Mellin: tel. (203) 236-9827, or e-mail [Bradin.Mellin@uconn.edu](mailto:Bradin.Mellin@uconn.edu)

The Waterbury IT/Media department is equipped with cell phones that give them access to their email and calendars. They have programmed their office phones (listed above) to rollover to their cell phones after five rings.

### **Computer Lab – Rooms #224 and 225**

There should always be one computer lab available to students. If your class is scheduled to meet regularly in the computer lab, the same access code works for this lock, **8964**. If you would like to have your class use the computer lab, please call Dolores Ragauskas at 236-9858 or email her at [Dolores.Ragauskas@uconn.edu](mailto:Dolores.Ragauskas@uconn.edu). to check availability.

### **Faculty Lounge – Room #330**

The door to enter the faculty lounge has a combination lock, **8964**. This room is furnished with basic classroom supplies, a table, chairs, water cooler, refrigerator, microwave and copier.

### **Adjunct Office – Room #329**

The door to enter the adjunct office has a combination lock, **8964**. This room has tables, chairs, a Scantron machine (bubble sheet grader), computers, printers, basic supplies, and a phone for your use. ***Please use the cubicles only when meeting with a student, otherwise, please use the other desk areas.*** The phone number is 236-9840. This telephone cannot receive messages, so please do not give it out to students unless you know you will be in there to receive the call. Please **ONLY** use this phone for University business.

### **Adjunct Conference Room – Room #329A**

The door to enter the adjunct conference room has a combination lock, **8964**. This room has a conference table and 5 chairs. There is also one work area. You can use your laptop but there is no computer or printer provided by UCONN for this room. ***Please use this room only when meeting with two or more students or if adjuncts need space for a meeting.*** If you need to have conferences back to back with your students, please call Dolores Ragauskas at 202-236-9858 and she will reserve a classroom for you to use. If you are not meeting with anyone, please use the Adjunct Office, room 329. Unfortunately, room 329A cannot be reserved.

### **Faculty Support Services – Mime Berman, Room #230 Phone: 203-236-9959**

As the only person on staff available to assist over 120 faculty, it is often impossible for me to fulfill faculty requests given short deadlines. Therefore, in order to continue providing assistance in meeting as many of your requests as possible, please try to adhere to university guidelines by giving me **two weeks advance notice** regarding your requests for copying, making flyers or posters, etc. Thank you for your kind consideration and cooperation.

### **Maps**

Maps for History, Geography and Political Science are located in Room #202. The door code is **8964**.

### **Evaluations**

Beginning Spring 2013, all classes are evaluated using an online system. Evaluations can now be done in class or outside of class, using smart phones, tablets or laptops. This green initiative will completely eliminate reams of paper used in the past for bubble sheets and comment sheets, and associated printing and scanning. ***However, I encourage you to do these evaluations in the classroom to have more student participation. Ask those students that have smart phones, tablets, etc., if they'd be willing to share with their fellow students during this short 10-15 minute time period.***

**Email – UCONN E-MAIL REQUIRED** – Please check often as I send notices and campus updates to your [UCONN e-mail](#).

As of 11/14/03 the University has adopted the Electronic Communication Policy. In part the policy reads “the University of Connecticut has established email as a recognized means for sending official information to students and employees. The University reserves the right to use email to communicate with students, faculty and staff and to expect that those communications will be received and read in a timely fashion”. More information regarding this policy can be found at [www.policy.uconn.edu](http://www.policy.uconn.edu). ***Please contact the ITS Help Desk at 860-486-4357 if you have any questions. Also, the ITS website, <http://helpdesk.uconn.edu/index/html/email.html> may answer many of your questions.***

## Canceling Class – **IMPORTANT**

### **I When YOU Cancel**

If you must cancel your class for any reason, **you must inform the Information Desk here in Waterbury (203) 236-9800**. This desk is staffed 7:45 a.m. until 7:00 p.m. Monday through Friday and if no one is at the desk, all calls are forwarded up to the Student Services Suite. **It is critical to notify the campus in the event of a cancellation even if you believe that all students in your class are aware of the cancellation.** Instructors teaching graduate courses should contact their program office for cancellation policies.

The course cancellation will be posted in the lobby on the bulletin board near the student lounge. If the class cancellation is received within 30 minutes of the class start time, then a sign will also be posted on the classroom door. **We can only post cancellations. It is not possible to ensure that additional messages will reach students. All class rosters do include student telephone numbers and email addresses. If you wish to relay important assignment information, then you should plan to contact them directly.** We also encourage you to email your students if you are cancelling class. This may help prevent a student from traveling to campus if they don't need to.

### **II When UCONN Cancels**

There is always the potential for bad weather. Information about weather-related closings can be obtained from several sources:

#### **UConn-Waterbury Web Site and Telephone**

If the campus has a late opening or cancels, then a notice about any weather-related class cancellations will be placed on our website, [www.waterbury.uconn.edu](http://www.waterbury.uconn.edu). Also, a message regarding any weather-related class cancellations will be recorded on our main telephone line, 203-236-9800.

#### **Local TV & Radio Stations**

Participating local stations make announcements about all UConn Waterbury weather closings. Be aware, however, that local stations sometimes announce closings of other locations that may not directly affect our campus. **Please be sure the closing they announce is for UConn-Waterbury.** Television and radio stations are also very limited with the message they can convey. Their systems are set up for generic closing options and are geared toward elementary and secondary schools. Therefore, it is recommended that, if possible, you rely on our other means of communication for information regarding campus delays and closings.

#### **Text Alert**

Get text alerts sent to your cell phone for campus closings and weather-related delays and cancellations. The Waterbury campus of the University of Connecticut is pleased to announce a new service available to students, faculty and staff of the Waterbury campus. This service is free of charge, but your cell phone plan's normal text message rates will apply. This new service is for Waterbury campus closings or class delays and cancellations only and does not apply to any other regional campus or the Storrs campus.

The Waterbury UConn Text Alert system is not an emergency alert system and does not take the place of the University of Connecticut's Alert Notification System. The University's Alert Notification System is a comprehensive University wide system that will alert faculty, staff, students, and the community of any and all emergencies at the University of Connecticut. The new text messaging available to Waterbury is for notification of campus closings or class delays and cancellations only.

To become a faculty member, text: WTBYF to 25827

To stop receiving a faculty text: STOP WTBYF 2 OPTOUT

### **Room Reservations**

Campus enrollment and course offerings are growing and growing, however with this growth comes the unfortunate fact that we are not as flexible as we once were with room assignments. Rooms on campus, and particularly our computer labs and hi-tech rooms, are constantly in use.

**If you need to request a classroom for any reason, other than for your regular, weekly class, you must contact Dolores Ragauskas by e-mail.**

**It is very important that you do not use a room unless you have requested the room and have been assured that the room is free. Using a room without reserving it can (and has) caused problems for other faculty who have reserved rooms in advance and have planned their class time accordingly.**

Room requests can be submitted to [dolores.ragauskas@uconn.edu](mailto:dolores.ragauskas@uconn.edu).

### **Policy Regarding the Unlocking of Doors on Campus**

To ease access to instructional space, all classrooms, including hi-tech rooms, remain unlocked. Labs, community space (i.e. faculty lounge, mailroom, etc.), and private offices are kept locked. Community space such as computer labs and lounges have keypad access and all faculty and staff have received this semester's code from me. Private spaces are accessible only by key. If you forget your key or in the event that a classroom is inadvertently locked, then you should contact someone from our Facilities staff, not a Police Officer, for access. If you have difficulty finding a Facilities staff member, then you can see Joyce Violette at the front desk and she will contact someone in Facilities to assist you. Facilities Staff are on campus until 5 p.m. each night. After 5 p.m. in the evening, a Waterbury Campus Police Officer should be contacted for access.

### **Official Postings**

All official postings are located on the bulletin board on the first floor main corridor across from the windows. This board will house the semester's official exam schedules, math/writing center hours, computer lab/library hours, etc.

### **Classroom Furniture**

Please remember to return all furniture to their proper places before leaving the classroom. It's important to be considerate of the next person using the room.

Also, we ask that you **not move furniture** from one room to another. Our classes are filled to capacity and we do not have extra chairs, tables, or desks. If it is absolutely necessary to move furniture to another room, the furniture must be returned to its original location at the end of class.

## Spring 2015 Final Exam Schedule Waterbury Campus

### Class Meeting Time

Mon/Wed	8:00 am
Mon/Wed/Fri	8:00 am
Mon/Wed	11:15 am
Wed/Fri	11:15 am
Mon/Wed	3:30 pm
Mon	3:45 pm
Mon	6:30 pm
Tu/Th	8:00 am
Tu/Th	11:00 am
Tu/Th	11:15 am
Tu/Th	3:30 pm
Tu	3:45 pm
Tu	5:30 pm
Tu	6:30 pm
Mon/Wed	9:30 am
Mon/Wed/Fri	9:30 am
Mon/Wed	2:00 pm
Wed	3:45 pm
Mon/Wed	5:00 pm
Wed	6:00 pm
Wed	6:30 pm
Tu/Th	9:30 am
Tu/Th	2:00 pm
Th	3:45 pm
Tu/Th	5:00 pm
Th	6:00 pm
Th	6:30 pm

### Final Exam Date & Time

Mon	5/04	9:00–11:00 am
Mon	5/04	9:00–11:00 am
Mon	5/04	12:00–2:00 pm
Mon	5/04	12:00–2:00 pm
Mon	5/04	3:00–5:00 pm
Mon	5/04	3:00–5:00 pm
Mon	5/04	6:30–8:30 pm
Tues	5/05	9:00–11:00 am
Tues	5/05	12:00–2:00 pm
Tues	5/05	12:00–2:00 pm
Tues	5/05	3:00–5:00 pm
Tues	5/05	3:00–5:00 pm
Tues	5/05	6:30–8:30 pm
Tues	5/05	6:30–8:30 pm
Wed	5/06	9:00–11:00 am
Wed	5/06	9:00–11:00 am
Wed	5/06	12:00–2:00 pm
Wed	5/06	3:00–5:00 pm
Wed	5/06	3:00–5:00 pm
Wed	5/06	6:30–8:30 pm
Wed	5/06	6:30–8:30 pm
Thurs	5/07	9:00–11:00 am
Thurs	5/07	12:00–2:00 pm
Thurs	5/07	3:00–5:00 pm
Thurs	5/07	3:00–5:00 pm
Thurs	5/07	6:30–8:30 pm
Thurs	5/07	6:30–8:30 pm

### Special Schedule Classes

**ASLN 1102-W31 – exam will be held Tuesday, 5/05, 6:30-8:30 p.m.**

**ASLN 1104-W31 – exam will be held Thursday, 5/07, 6:30-8:30 p.m.**

**DRAM 1110-W31-exam will be held Wednesday, 5/06, 12-2 p.m.**

**HDFS 2004W-W31 – exam will be held Monday, 5/04, 6:30-8:30 p.m.**

**MATH 1132Q-W31 – exam will be held Tuesday, 5/05, 4-6 p.m.**

**SPRING 2015 HOURS**



**Information Desk 203-236-9800**

Monday – Friday 7:45 a.m. - 7:00 p.m.

**Student Services Suite 203-236-9829**

Monday – Friday 8:00 a.m. - 4:30 p.m.

**Library 203-236-9900**

Call for hours

**Waterbury Co-op 203-236-9872**

Monday – Thursday 8:30 a.m. - 6:30 p.m.

Friday 8:30 a.m. - 4:00 p.m.

If you have further concerns regarding this packet, please email me at [Mime.berman@uconn.edu](mailto:Mime.berman@uconn.edu) or call 203-236-9959.