To: New and Continuing Category II and Affiliate Faculty Members

From: Jason Janke, Chair, Department of Earth and Atmospheric Sciences

Re: MSU Denver/EAS Orientation Materials

Welcome to the Department of Earth and Atmospheric Sciences! We would like to make your transition as smooth as possible and have compiled a few resources that you may find helpful. If you have any questions please do not hesitate to contact me!

Personnel Requirements
Please contact the following Human Resources representative to schedule an appointment to complete the hiring process. Mary Navarrete is our contact for the School of Letters, Arts, and Sciences. mnavar10@msudenver.edu, CB 047, 303-556-5148

Human Resources provide some important information about the following areas:
- Benefits
- Forms
- Guidelines
- Handbooks/Manuals/Rules
- Policies

Parking and Transportation
Be aware that parking lots are often full or you may have to wait for a spot during peak hours. Use this map to find the location of Parking Lots on campus. If you need to unload equipment or items for your office space, you may obtain a 20-minute parking pass for the loading area located between the Science Building and Library. Enter the lot via Speer Ave. and St. Francis. Proceed to the small booth to the right of the roundabout to obtain a 20-minute pass. The Department also has a 2-hour parking pass that is available for check out; this is a good method to use when inviting guest speakers to your classes. For this reason, please do not consistently use the parking pass for your personal use (i.e. request access for your M/W @ 1:15 PM class).

As an alternative to driving to campus, RTD offers an EcoPass at a reduced monthly cost to students, faculty, and staff. The pass allows riders unlimited access to local and regional bus routes as well as Light Rail system.

Copies
The copy machine is available in SI 2028. Please attempt to limit the number of copies you supply for your courses as copying and printing accounts for a large portion of our annual budget. Alternatively, you may post assignments and readings via ConnectU or WebCT for student access.

If you need to use the copier, the username on the account is “EAS” and the password is “1964”.

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Do not make your own copies off-campus, unless you are willing to pay for them. State regulations do not allow us to reimburse you for copying.

**Course Evaluations**
MSU Denver requires that all faculty be evaluated by their students each semester. [Student Ratings of Instruction](#) are available about 1 month before the end of the semester. Instructors must not be present when students are completing the evaluation (leave the classroom). In addition, one student must deliver the completed evaluations to a green, MSU Denver Evaluation box on campus. Instructions are provided with your evaluations forms each semester. Please do not hesitate to ask if you have questions regarding this procedure.

In addition, you will be observed by the chair of the department or another faculty member at least once each semester. This will not be a “surprise visit,” but will be arranged well in advance between the observer and yourself.

**Office Assignments/Keys/FOBs**
Our Administrative Assistant, Lori Taylor, will help you complete the paperwork to order keys for you and help assign an office space for you.

**Email**
Email is the official MSU Denver communication method. Please do not ignore student emails! You must respond to your student’s email in a reasonable amount of time!

**Phone**
The telephone directory is maintained by the Auraria Higher Education Commission (AHEC). A digital version of the directory can be found [here](#).

<table>
<thead>
<tr>
<th>Important Contact Information</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Access Center</td>
<td>556-8387</td>
</tr>
<tr>
<td>Earth and Atmospheric Science Fax Number</td>
<td>556-4436</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>556-3260</td>
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<tr>
<td>IT Help Desk</td>
<td>1-877-352-7548 or 352-7548</td>
</tr>
<tr>
<td>Media Center</td>
<td>556-2426</td>
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<tr>
<td>Metro Weather Line</td>
<td>556-2401</td>
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**Official Syllabus**
Each course offered at MSU Denver must pass a rigorous curriculum approval process. You must comply with the official course syllabus content, learning outcomes, and appropriate grading criteria for the course. Official course syllabi are available via the U:/drive (or in the appsdata shared folder for Macs) that is accessible via the campus network on a University computer. If you have trouble accessing or want a copy of the official syllabus, your mentor or I can provide you with a digital copy of the official syllabus.

The syllabus should be viewed as the official contract for the course. You may not change your syllabus halfway through the semester! Be sure to include contact information, grading policies, due dates, an ADA statement, etc. on your syllabus. If you would like examples of good syllabi, your mentor or I can provide you copies.
Helpful tips for designing a Class Syllabus in 9 Easy Steps – Sandra D. Haynes, Ph.D.

1. Begin with the facts: Course Title and Number, who you are and when and where students can find you.

2. List the required course materials both required and supplemental; editorialize to make them more enticing. Include additional resources and any required technology components.

3. Introduce the course. Write a paragraph describing the course and welcome your students. Use the official University catalog description as a start to ensure that students, faculty, and the college are all on the same page as to what the course is to cover. Embellish to make the course come alive and welcome students.

4. List Course Objectives and Outcomes. It is best to take these from the official course syllabus. There may be other department requirements for listing objectives or outcomes. Ask the department to provide you with a copy of the official course syllabus and any other requirements. Make sure the objectives are listed in terms of behaviors—in terms of what the student should be able to do at the end of the course. Use the Verbs for Measurable Objectives to guide you.

5. Preview how class meetings will be conducted—primary methods of teaching or typical class outline and what students should do to prepare for class.

6. Semester calendar. List topics to be covered along with readings and other assignments due. Give exact dates for exams and due dates for other major requirements.

7. Tell students how their work will be evaluated. Give a description of all the factors that count toward the final grade, including what each will be like, how much each will count toward the final grade, and the frequency with which to expect the assignments. Include quizzes, exams, papers, lab reports, other projects, homework, and class participation/attendance as appropriate.

8. Explanation of how final grades will be determined, e.g., norm-referenced (curve) or criterion-referenced, 90-100=A, etc.

9. The Fine Print—Policies to be included. Outline your classroom policies and also those required by MSU Denver. Some policies you might consider include classroom conduct, attendance, department policies, and cheating policies.

Official Name
On official documents, refer to the institution as Metropolitan State University of Denver or MSU Denver. Metro State, MSUD, Metro, Metro State University, etc. are not to be used.

Advising
After you establish a reputation in your courses, students will begin to seek your academic and career advice. You can access a student’s record and Curriculum, Advising, and Academic Plan (CAPP) via ConnectU. If you are uncomfortable providing academic advising to students, refer them to an
appropriate faculty advisor in the EAS Department; however, always offer our students your specialized career advice! Guides and training opportunities are also available.

**Internships**

Students are required to complete an internship as part of their degree requirements. The internship may be paid or unpaid. Students may apply for internships via the Applied Learning Center, the Internship Opportunity notebook in the EAS office or seek an internship independently. The EAS webpage had additional information about internships.

**Center for Faculty Development**

The Center for Faculty Development strives to advance MSU Denver as a learning organization committed to excellence in higher education. Characteristics that define a learning organization include:

- An ongoing culture of evidence and inquiry;
- A commitment to answering institution-wide questions with a scholarly approach;
- A commitment to approaching institution-wide questions as learners first and foremost;
- The connection of organizational learning to the institutional mission.

The Center for Faculty Development supports the professional growth and development of all faculty members in all areas of their work: teaching, scholarly activities, and service. Center for Faculty Development programs include:

- Faculty Learning Communities
- Workshops
- New-Faculty Mentoring
- Instructional Consulting

**Grades and Graded Materials**

Become familiar with the Grading Policies as listed in the Academic & Campus Policy section of the Student Handbook. Do not post grades outside your office, send grades via email, or leave graded assignments outside of your office, etc. - this is a violation of the Family Educational Rights and Privacy Act (FERPA). Grades are typically due mid-week following Final Exams. We will send reminder announcements-please do not wait until the last minute to submit your final course grades!

**Progress Reports/Mid-term Grades**

Progress reports have traditionally been provided around mid-semester as Scantron bubble sheets; however, in the future, faculty may complete these early alerts sooner in the semester though ConnectU. Be sure that you complete these forms as these are critical for Student Intervention Services to help students seek help and eventually improve retention and student success.

**Scantron**

For courses with large enrollment, Scantron bubble sheets as well as a grading machine are available in the EAS office. Remember, exams and quizzes placed on WebCT are also graded automatically and provide students with immediate feedback. Scantron bubble sheets are available in Lori Taylor’s office in SI 2028.
Other Academic Resources

**Academic Calendar** – Find out when classes start, when the end of the semester occurs, when holidays happen, or other information.

**AHEC campus policies** – Find information about Official Function or Training Functions on campus (short courses), campus closures, use of state materials for personal profit, etc.

**Campus Map** – Find locations of your classes.

**Class Schedules** – Query for your course times and schedules.

**College Catalog** – Courses, policies, and programs are listed here.

**ConnectU** – ConnectU is the one stop portal for items such as website course management (WebCT), pay information, advising tools (CAPP), where grades are entered, calendars, email access, etc.

**Academic Advising Center** – General Major/Minor and course advising.

**Academic and Student Affairs, Office of** – The Office of the Provost, under the leadership of the Provost and Vice President for Academic & Student Affairs, is responsible for developing, delivering and evaluating academic programs, as well as related policies and procedures.

**Auraria Book Center** – Textbooks ordered for a particular class are available via the bookstore. You are not allowed to change the official textbook for the course; you must use the textbook listed at the Auraria Book Center.

**Auraria Library** – The library is connected to the state system of material (i.e. access to Journals is the same as other schools such as UC-Boulder and CSU). You may also request materials via interlibrary loan. The library also provides many services such as instructional courses, a place to reserve materials, or workshops.

**Computer Labs** – Reserve campus computer labs here (not the EAS GIS and Meteorology labs)

**Office of Registrar** – The office supplies assistance in using ConnectU online tools, oversees the collection of grades and processing grade changes or exceptions, advises and trains department chairs, faculty, and staff on the Curriculum, Advising, and Program Planning (CAPP) compliance report, and records CAPP adjustments. In addition, the office provides official dates such as Holidays, drop deadlines, final exams, deadline to enter grades, etc. In general, the office advises and provides guidance related to the students: graduation, tuition classification, enrollment verification, College Opportunity Fund, Veteran education benefits, academic record issues, FERPA, etc.

**Student Intervention Services** - Student Intervention Services (SIS) works with students who are returning to college with a cumulative GPA below a 2.0 and current academic probation students who have a cumulative GPA below 2.0. SIS also receives the academic suspension appeals for the review of the Academic Review Committee. SIS also administers the Academic Alert Program that provides mid-term grade information for students

**SafeAssign Plagiarism Prevention Service** - On May 19, 2009, SafeAssign replaced Turnitin as MSU Denver’s primary plagiarism prevention service. SafeAssign™ is a plagiarism prevention service, offered through MSU Denver’s Blackboard Vista.

**Technology** – Submit help tickets here for University issued computers (not for technology in the classroom).

**Tutoring Center** - The mission of the Tutoring Center is to improve student retention and achievement rates by fostering an environment that assists and encourages students to become independent learners. Drop in times are available via the website.

**Writing Center** - The Writing Center can help your students in their writing processes for any assignment you give that involves writing, including summary and response papers, journals, case study reports, research projects, collaborative projects, and presentations. Faculty resources are provided here.

**Police, Auraria Campus** - In case of an emergency on campus, call 303-556-5000 to contact campus policy. Additionally, you can dial 911 from any campus phone (not pay phones or cellphones). Campus police are located in the Administration Building (AD) 110 and the Tivoli Student Union (TV) 228.
Access Center - The Access Center assists qualified students with disabilities in reaching their academic potential by providing reasonable academic accommodations based on the students’ current functional limitations as mandated under ADA and Section 504 of the Rehabilitation Act. Contact Greg Sullivan for assistance at 303-556-8387 or sullivag@msudenver.edu.

Assessment and Testing - In addition to initial placement exams for new students, many other testing services are offered through the Office of Assessment and Testing. These include: American College Testing (ACT) National and Residual Programs, makeup examination services, test proctoring services for online courses and CLEP examinations for university credit.

Counseling - Services include individual and couples therapy, support groups, stress management and crisis intervention.

Student Conduct and Conflict Resolution Services - The mission of Student Conduct and Conflict Resolution Services (SCCR) is to assist in maintaining the general welfare of the campus community.

Auraria Media Center – Contact Media Center (303-556-3342) if you are having trouble with AV equipment (connecting your laptop to a projector, playing a DVD, using the document camera, etc.) in the classroom. Do not contact the MSU Denver Helpdesk about classroom AV equipment.

Department Address/Campus Mail

The department mailing address is:

Department of Earth & Atmospheric Sciences
Metropolitan State University of Denver
Campus Box 22
Denver, CO 80217-173362

If you need to mail a document via campus mail, manila envelopes are available via the main EAS office. Simply place a

To: Name and Campus Box XX
From: Name and Campus Box 22

and put the envelope in the outgoing box in the EAS office.

If you need to mail a letter of recommendation or other official University function document off campus, enter the code “AAVP70” in the upper left-hand corner of the document and EAS will be charged for postage on the document.

Please do not hesitate to ask if you have questions!

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