



UNIVERSITY OF DELAWARE

BIDEN SCHOOL OF PUBLIC POLICY & ADMINISTRATION

TEACHING RESOURCES FOR INSTRUCTORS (UPDATED 1/2022)

This document is intended as a resource guide to help you successfully launch your teaching. It is also intended to help create a good experience for you and your students. The staff and faculty of the Biden School of Public Policy and Administration will be available to support you and can be contacted at any time for questions or concerns.

- For academic or other student services questions: reach out to pa-academics@udel.edu
- Learn more about the Biden School Faculty here: <https://www.bidenschool.udel.edu/people/faculty>
- Learn more about the Biden School Administrative Staff here: <https://www.bidenschool.udel.edu/people/administrative-staff>

<u>Check</u>	<u>Task/Activity</u>	<u>Contact or Website</u>
GETTING STARTED		
	Set up your UD e-mail	<p>Instructors are expected to set up and regularly check their university email. Important university correspondence will be sent to university email.</p> <p>Email can be accessed and managed via G Suite (formerly Google Apps) and other Microsoft tools, as well as other email clients (for example Apple's Mail).</p> <p>You will log in using your UDeNet ID and password. Your UDeNet ID is the portion of your UD email before the @udel.edu. This is also called your username.</p> <p>Log in to UD gmail</p>

Get your UD onecard	<p>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 residential & dining halls, libraries, recreational facilities and other University buildings and services.</p> <p>The ID office is currently providing services remotely. You will receive an email sent to your udel.edu email from the ID office providing you with instructions and a personalized url for uploading a photo for the card and a government ID.</p> <p>The ID Card office will follow-up with you directly, informing you if your submission has been approved and when and how you will receive your physical card.</p> <ul style="list-style-type: none">• For more information about the process and examples of suitable photos, visit Tech at UD (Links to an external site.).• Those requesting in-person services (including card pick-up) will need to make an appointment.• Questions? Contact id-card@udel.edu.• The ID Office is located in the Student Services Building, 30 Lovett Avenue, Newark.
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Connect to the IT system		<p>Information Technologies is available to help you with your technology needs, including email set-up, connecting phones, laptops, tablets to eduroam Wi-Fi (Links to an external site.), computer security, and software acquisition (for example, free downloads like Microsoft Office, Zoom, Adobe Acrobat, etc.).</p> <p>There are several helpful links to get started and stay connected:</p> <ul style="list-style-type: none"> • Information for getting started at UD and activating your UDeINet account and email is available on Getting Started with Technology at UD. • Tech at UD is the one-stop portal for your technology needs during your time at the University of Delaware. This site will guide you through using and getting help with technology and services provided by UD Information Technologies. <p>On campus, the IT support center on the Lower Level of Smith Hall (Links to an external site.) is a central repository of support services and resources for faculty, staff, and students of UD. However, it's easier to access help by contacting UDIT Support in the following ways:</p> <ul style="list-style-type: none"> • Start Chat • Call: (302) 831-6000 • Text: (302) 722-6820 • Email: askit@udel.edu • Tweet: @ITatUD
Visit the academic calendar for important start and end dates for the semester		Academic Calendar: http://www1.udel.edu/registrar/cal/
Learn about the Library Proxy system to access resources.		https://library.udel.edu/services/connect/proxy-faqs/
Connect to Microsoft Office 365 to perform your job functions.		Office 365 is available to most <i>students, faculty and staff</i> at no cost. There are different Office 365 license types available depending on your status with the University. Go to the UDel Office 365 for Education services page for more details.

	<p>Check with the School on available office space and access, mailroom, etc.</p>	<p>The School can inform you if there is office space designated for you to hold office hours. The associated contacts are below:</p> <ul style="list-style-type: none"> • Professors, Instructors, and Adjuncts: Assistant to the Dean Diana Simmons, dwalls@udel.edu • Student TAs: Assistant Dean Tara Schleiniger, tschlein@udel.edu <p>The Faculty Commons and Library also have rooms you can reserve to meet with students.</p> <ul style="list-style-type: none"> • Faculty Commons: https://commons.udel.edu/ • Library: https://udel.libcal.com/
GETTING READY TO TEACH		
	<p>Familiarize yourself with Instructional Policies.</p>	<p>http://facultyhandbook.udel.edu/handbook/31-instructional-program-policies</p>
	<p>Familiarize yourself with policies and procedures for handling cases of academic dishonesty.</p>	<p>https://sites.udel.edu/studentconduct/academic-integrity/</p>
	<p>Familiarize yourself with policies and procedures for Disability Support Services</p>	<p>https://sites.udel.edu/dss/facultystaff-guide/#guide</p>
	<p>Familiarize yourself with UD policies and procedures related to Equity and Inclusion</p>	<p>https://sites.udel.edu/oei/</p>
	<p>Review templates and guidance on building a syllabus</p>	<p>Obtain a syllabi from prior instructors or ask the staff to help you do so.</p> <p>Review the CTAL Syllabus template: https://ctal.udel.edu/syllabus-template/</p> <p>Review a sample syllabi for upper level classes: https://www.sppa.udel.edu/masters-programs/course-offerings</p> <p>If your course is dual listed (lower and upper level component,) discuss requirements with a faculty member.</p> <p>If your course has an honors component (section 080), visit the guidance from the honors college https://sites.udel.edu/honors/faculty-resources-2/ And consider discussing the associated requirements with a faculty member.</p>
	<p>Order your textbooks and request a desk copy.</p>	<p>Create an account at Barnes & Noble Faculty Enlight: https://my.udel.edu/task/all/15</p>

	<p>Learn about the teaching Resources at the Center for Teaching & Assessment of Learning (CTAL.)</p>	<p>CTAL supports all educators at the University of Delaware. They offer a variety of services and resources to help you refine your courses and syllabi for intentional planning of your students' learning experiences as well as to satisfy your department's learning goals.</p> <p>Visit this page for an overview of resources: https://ctal.udel.edu/resources-2/</p>
	<p>Visit your classroom</p>	<p>Check with your department or Course Search for the location and find it on UD's Interactive Map. You can also find more information about your specific classroom at: http://www1.udel.edu/registrar/faculty_staff/central_inventory.html</p> <p>Course Search: https://udapps.nss.udel.edu/CoursesSearch/</p> <p>Campus Map: http://css-rdms1.win.udel.edu/maps/</p>
	<p>Learn more about the technology in your classroom and ask for help if necessary.</p>	<p>Office of Classroom Technology: https://sites.udel.edu/it-ums/classroom-technology/</p>
	<p>Decide if you want to utilize UD Capture and submit the request.</p>	<p>https://sites.udel.edu/ats/udcapture/</p>
	<p>Visit UDSIS to review your class rosters</p>	<p>http://www1.udel.edu/registrar/faculty_staff/roster.html</p>
	<p>Familiarize yourself with grading, grade rosters, and deadlines</p>	<p>http://www1.udel.edu/registrar/faculty_staff/gradeinfo.html</p>
	<p>Familiarize yourself with Canvas learning management system and set up your Canvas site with course materials, if desired</p>	<p>http://www1.udel.edu/canvas/</p>
	<p>Familiarize yourself with other resource for students.</p>	<p>https://www.bidenschool.udel.edu/student-resources</p>

	<p>Making copies</p>	<p>You may use the department copier in 183 for small copy jobs.</p> <p>Please refer to your faculty orientation packet for your printer user code. You may also print from a USB, but only PDF copies.</p> <p>For larger jobs, use print services: https://sites.udel.edu/universityprinting/</p> <p>If you need to print documents, you may use the computer and printer in 189.</p>
<p><i>ONCE YOU GET SETTLED</i></p>		
	<p><i>Enjoy the experience!</i> Take notes on how your course is going and what you might want to change the next time around!</p>	<ul style="list-style-type: none"> ■ Use all the resources available to you, ask questions, network, and participate in your own professional development!
	<p>Contact Student Services Staff if you have questions:</p>	<ul style="list-style-type: none"> ■ Dr. Joe Trainor, Deputy Dean, jtrainor@udel.edu ■ Tara Schleiniger, Assistant Dean of Student Services, tschlein@udel.edu ■ Stephanie Patterson, Graduate Admissions and Graduate Services, spatters@udel.edu ■ Monica Esterling, Registration, Undergraduate Services, mae@udel.edu ■ Barbara Vent, Undergraduate Services, bvent@udel.edu
	<p>Have your students complete the student course evaluation at the end of the course.</p>	<ul style="list-style-type: none"> ■ You will receive emails from School staff towards the end of each semester with details about the procedures and timelines for online course evaluations.