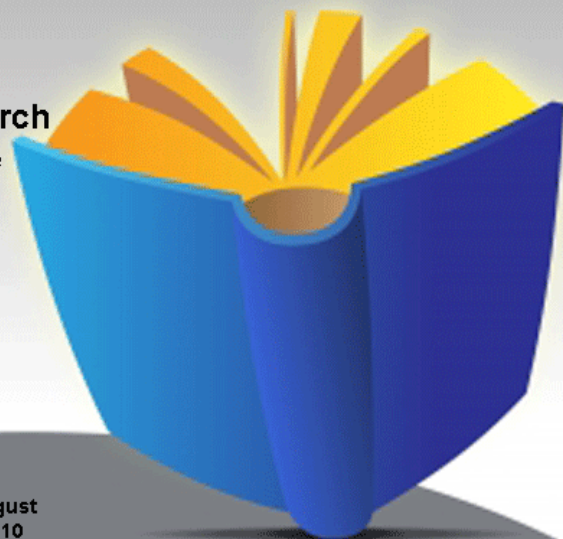


Queens College Graduate School
of
Library & Information Studies (GSLIS)

Adjunct Faculty Handbook

Prepared by the GSLIS Research
& Publications Committee



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2010

GSLIS ADJUNCT FACULTY HANDBOOK

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Introduction and Welcome

WELCOME to the faculty of the Graduate School of Library and Information Studies (GSLIS) at Queens College, CUNY. We are proud of our school community and indebted to our adjunct instructors who enrich our program through their dedication and experience. We have an extraordinarily diverse student population encompassing a wide range of personal and professional backgrounds. We hope you will enjoy working with them.

The GSLIS Adjunct Faculty Handbook has been assembled to assist adjunct faculty members in understanding relevant policies and procedures covering their work for the Department. Adjunct faculty are covered in the CUNY Bylaws, Section 11.11. The entire text of the CUNY Bylaws may be retrieved at <http://policy.cuny.edu/toc/btb/>.

Information Required If Newly Hired

Newly hired adjunct faculty are expected to complete the “Required Documentation for Hiring Adjuncts—Teaching and Non-teaching” available at <http://www.qc.cuny.edu/HR/forms/Documents/Documentation-Adjunct.pdf>.

General Campus Information

Directions to Campus

(www.qc.cuny.edu/welcome/directions/Pages/default.aspx)

Queens College is located at the corner of the Long Island Expressway and Kissena Blvd. (Exit 24) in Flushing. Our address is 65-30 Kissena Blvd., Flushing, NY 11367.

By Car

1. From Long Island and Points East:
Take the LIE westbound; watch for QC signs. If you need to get to the main gate on Kissena, get off at Exit 24 (Kissena Boulevard). Make a left at the light and take overpass onto Kissena Boulevard. If you want on-campus parking, get off at Exit 23, turn left onto Main Street overpass. Watch for QC signs to Kupferberg parking.
2. From Manhattan and Points West:
Take the LIE eastbound; watch for QC signs. Get off at Exit 24 (Kissena Boulevard). If you need the main gate, continue down the service road until the first traffic light (Kissena Boulevard). Make a right onto Kissena. If you want on-campus parking, watch for signs for Kupferberg parking as soon as you exit the LIE. Do not go to traffic light.

By Subway

1. Via Flushing:
Take the Long Island Railroad or the #7 subway to Main St., Flushing. From Main Street, and then take the Q25, Q25-34, Q34 or Q17 bus.
2. Via Forest Hills:
Take the E, F, G, R subway to the 71st and Continental Ave., Forest Hills stop. Take the exit marked "North side 70 Ave and 108 St." At the corner, take the Q65A bus to Kissena Blvd. and Jewel Ave. Stops one block south of the campus.
3. Via Jamaica:
Take the F subway to Parsons Blvd. or the LIRR to the Jamaica Station. From Jamaica Ave & 160th St. or Hillside Ave & Parsons Blvd. in Jamaica, take the Q25, Q25-34 or Q34 bus. From Hillside Ave & either 169th or 179th St. in Jamaica, take the Q17 bus to the LIE & Kissena Blvd.
4. Via Kew Gardens:
Take the E or F subway to Union Turnpike. Take Q74 Vleigh Place shuttle to main gate.

By Bus

1. Q25-34 (Queens Surface Corp.)
Runs from Main St., Flushing (#7 subway and LIRR stations), along Kissena (stops at the main gate) and Parsons Blvds. to Jamaica Ave and 160th St. (BMT and IND).
2. Q44 (NYC Transit)
Runs from West Farms Square, Bronx (IRT station) to Sutphin Blvd., Jamaica (LIRR station). Stops at Main St. and Melbourne Ave, two blocks west of the campus.
3. Q74 (NYC Transit)
Runs from Union Turnpike, Kew Gardens (IND station), along Vleigh Place, Main St. and the LIE service road, and then turns onto Kissena Blvd. Stops at the main gate.
4. Q65A (Queens Surface Corp.)
Runs from Continental Ave, Forest Hills (IND station), along Jewel Ave to 164th St. Stops one block from the campus.
5. Q17 (NYC Transit)
Runs from Main St., Flushing (#7 subway and LIRR stations), to 165th St. terminal in Jamaica (passing the IND 179th St. station.)

Travels along Kissena Blvd., LIE service road, 188th St., and Hillside Ave. Stops at Kissena Blvd. and LIE, two blocks from the main gate.

6. Q88 (NYC Transit)

Runs from Springfield Blvd. and Union Turnpike along Springfield Blvd. to 73rd Ave., along (or west on) 73rd Ave. to 188th St., along 188th St. to the LIE, along LIE service road to Queens Blvd. and Woodhaven Blvd. Stops at Kissena Blvd. and LIE, two blocks from main gate.

Campus Map (www.qc.cuny.edu/welcome/directions/2d/Pages/default.aspx)

QC Website (www.qc.cuny.edu/)

Academic Calendar (www.qc.cuny.edu/registrar/calendars/)

The Academic Calendar is available via the Registrar's website The Registrar's page (<http://www.qc.cuny.edu/registrar/Pages/Welcome.aspx>). also provides a "Search for Classes" link to course offerings in each program as well as other information about registration deadlines, which you and your students will find useful. The Faculty Calendar provides an overview by semester. The Faculty Calendar is available via the Registrar's website, however, please note that you must first log on to MyQC and select "Registrar" under Quick Links to access the Faculty Calendar.

Occasionally, to make up days lost to holidays, classes will follow the schedule for another day of the week. For example, on one particular Tuesday, classes might follow the Thursday schedule. If you regularly teach a Thursday class, that week your class will meet on Tuesday. Please note these days on the Faculty Calendar and remind your students when the day of class has been reassigned to another day of the week. The semester has fifteen weeks, and as mentioned you should be available all fifteen weeks, including the last week during which final examinations or an equivalent culminating event take place.

Decisions regarding class cancellations because of weather or other conditions are posted on the College website and announced on local radio stations, including WCBS (880 AM) and WINS (1010 AM). The Main Gate Security Office (x5912) will also have this information. Unless there is an official cancellation, classes are held.

Reading Days

The objective of Reading Days is to give the students a day between the end of classes and the beginning of exams, so that they can prepare for exams. These days are also used to make up for classes unexpectedly

cancelled earlier in the semester. Reading Days are not scheduled every year. The instructor, with the agreement of the class, has the option to complete the semester on the Reading Day if one is scheduled.

Schedule of Classes (www.qc.cuny.edu/registrar/schedule/)

Sometimes the schedule of classes posted on the College website changes at the last minute because of room assignments, class size, faculty illness, etc. The most current version of the schedule is kept in the GSLIS Office, and changes are sent out ahead of time insofar as possible on the GSLIS listserv, GLISANN. If students inquire about a discrepancy between information obtained from GSLIS and information available on the College website, please report it to the GSLIS Office. Last minute changes affecting adjunct faculty will be communicated to the affected faculty member personally.

Course Procedures

(http://qcpages.qc.cuny.edu/provost/Cur_stud/Course%20procedures.htm)

Office Hours

All full-time faculty must schedule, post, and keep regular office hours in person, by phone, or by email, or a combination thereof. A minimum of an hour a week is required. Additional office hours may be scheduled by appointment in person, by email or by phone.

Course Syllabi

At the first class session, faculty are required to provide a syllabus for each course they teach, based insofar as possible on the QC syllabus template (see attached). The syllabus should provide essential information about the course and department policies that affect the conduct of the course. GSLIS core courses follow a common syllabus which is available from the GSLIS Office or the particular Course Coordinator.

Instructors may not change course descriptions, goals, objectives, or textbooks. Changes in assignments and readings must be approved by the course coordinator for the course in question i.e. 700/706, 701, 702, 703, and all LMS sequence courses. Changes in courses that do not have an assigned Course Coordinator must be submitted to the Curriculum Committee at least one month prior to the course start date.

GSLIS is required to maintain a file of current syllabi for all classes. Every instructor must submit 2 paper copies (one for records management purposes and the other for binders maintained for the students and other interested parties to examine for informational purposes) and 1 electronic copy of his or her syllabus to the GSLIS office staff. This should be sent as a Word file to the GSLIS office.

Missed Classes

All planned absences for legitimate professional or personal reasons must be approved in advance by the Department Chairperson. In such cases, the instructor is responsible for arranging for a makeup class or for alternative instructional activities. When an illness or unforeseen emergency results in the cancellation of a class, the instructor should notify the Chairperson as soon as possible and arrange for notices to be posted informing students of the cancellation. In the event of an extended absence of the instructor, the Chairperson is responsible for arranging for continuing instruction in the course.

Class Meetings

The class schedule follows the NYSED guidelines, which state that 50 contact minutes are equivalent to one hour of instruction and one academic credit. Classes at the GSLIS are listed in its *Bulletin* as 3 hours, 3 credits. That means that GSLIS classes meet once a week for 150 minutes (2.5 hours), for 15 weeks.

Approximately four times a term (possibly less, but no more), GSLIS convenes an “Informal Curriculum Space.” Curriculum Space was instituted to provide a time convenient to as many of the GSLIS community as possible when students, alumni, and faculty might come together for special programs, workshops, presentations or student organization meetings. Curriculum Space supports a closer knit school community and enables students and faculty to engage in dialog of common interest. These four sessions are scheduled on one Monday, one Tuesday, one Wednesday, and one Thursday during the term. On those occasions the 3:55-6:30 classes and the 6:40-9:15 classes are abbreviated by 45 minutes to free up time for the planned events. These days and times will be announced and made known to you so that you may plan accordingly.

Final Examinations

It is the policy of Queens College to conduct final examinations unless an exemption is sought from the Department Chair. This policy also applies to Summer Session.

Waivers from the requirement for a formal final examination during the fifteenth week of the semester must be obtained from the Department Chairperson, who will judge the appropriateness of:

- (a) An alternative to a formal final examination, such as a take-home examination, which is distributed and returned during the fifteenth week;

(b) An alternate summative evaluation such as a final term paper or project; or

(c) Additional activities in special courses in other than the fifteenth week of the semester, such as extra field trips and reports or extra assignments and conferences with students.

*For further instructions, please refer to the “Guidelines Regarding Final Examinations,” posted on the Provost’s website (<https://myqc.qc.cuny.edu/AdminServices/Provost/default.aspx>) under Curriculum and Student Issues.

Obtaining Faculty IDs

The GSLIS Office will provide a letter for you to take to Campus Security in Jefferson 201. Phone (718) 997-4445.

Obtaining a Queens College Computer Account

(<https://cams.qc.cuny.edu/login2.aspx>)

To obtain an account, please visit the Office of Converging Technologies (OCT) Help Desk in Dining Hall, Room 151, in person. For more information, please call the Help Desk at (718) 997-4444. (For directions to the Dining Hall, please consult the campus map available at www.qc.cuny.edu/welcome/directions/2d/Pages/default.aspx, or on the wall outside the GSLIS office, or ask one of the full time faculty or office staff.)

If you are unable to be on campus during the office hours of the OCT Help Desk, you can refer to <https://cams.qc.cuny.edu/login2.aspx> for instructions. Our lab assistants at GSLIS lab can assist as well.

*A QC computer account is necessary for authentication to get a proxy account for off-campus use of Rosenthal Library’s electronic databases. Directions for configuring your web browser to create a proxy account are available at <http://qcpages.qc.cuny.edu/library/services/computing.php#offcampus>.

Rosenthal Library (<http://qcpages.qc.cuny.edu/library/>)

Adjunct faculty are entitled to the use of library materials, online resources and services including interlibrary loan and off-campus access to electronic databases and indexes through a proxy account, which requires all faculty to have a QC computer account to use for the initial set up of the proxy server. *Please note* that faculty ID cards are presented to Security upon entering the Library; otherwise, the Security personnel will ask to see any other photo ID. Your QC ID card is also your QC library card - present your new ID card to

Rosenthal Library Circulation Desk staff and ask to activate it. Other relevant user information, including the use of ERes (electronic reserve services) may be found on the library website. Rosenthal Library faculty are available upon request to speak to classes about the library or lead tours. For more information on this, contact Izabella Taler, the GSLIS Library Liaison at (718) 997-3776.

Bookstore (www.bkstr.com/Home/10001-10208-1?demoKey=d)

If you are teaching a core course or a school library media (LMS) course, check with the course coordinator before ordering textbooks to make sure they have not already been ordered. You can also check on textbook status or order textbooks by going to “Faculty Services” on the eFollett Bookstore website (www.bkstr.com/Home/10001-10208-1?demoKey=d).

Parking

(<http://www.qc.cuny.edu/about/security/Pages/ParkingAndTrafficRegulations.aspx>)

Parking in college Parking Lots is by decal only. All vehicles must be registered with the Security Office in order to park on College property. Applications for parking are available from the Security Office (Jefferson Hall Room 201). The current parking fee for adjunct faculty is \$70 per semester. Parking decals are available from Campus Security upon presentation of a letter identifying you as an adjunct faculty member, a valid driver’s license and your vehicle’s registration information and payment of the requisite fee. All unregistered vehicles as well as vehicles parked in violation of the Parking & Traffic Regulations in this notice are subject to both ticketing and immobilization (“booting”). A fee of \$50 will be charged for removal of the immobilization boot in addition to the parking violation penalty for the ticket.

If you have a visitor to class who needs to park on campus, give the name of the person, the make/model of car and license plate number to the GSLIS office staff at least 3 days before scheduled visit. A temporary parking permit will be arranged and the guest will pick up this permit at the time of visit from the Public Safety Officer posted at the Main Gate of the College on Kissena Boulevard..

Campus Security (<http://qcpages.qc.cuny.edu/Security/index.html>)

The Security Office is responsible for public safety and security at the College. The office is located in Jefferson Hall room 201, and open Monday-Friday, 9 AM - 5 PM (except closed on College holidays). The phone number is (718) 997-4445.

Public Safety Officers are posted at the Main Gate 24 hours a day. The telephone number there is (718) 997-5912. It is the policy of the City University of New York and this College that:

Students and employees shall report safety hazards, crimes, loss of property, illness or injury. Incidents can be reported to any uniformed Public Safety Officer or by calling ext. 5912 (for emergencies) or by visiting the Public Safety office at the Main Gate.

You are advised to read *Your Right to Know* available at the Campus Security website (<http://qcpages.qc.cuny.edu/Security/yrtk.htm>), which includes other emergency numbers.

Policies and Procedures

Grades

Grades for GSLIS students are the conventional letter grades, including plus/minus. The plus/minus grades appear on the student's transcript and form part of the student's GPA.

The points corresponding to letter grades are:

A+	97-100	B-	80-82
A	93-96	C+	77-79
A-	90-92	C	73-76
B+	87-89	C-	70-72
B	83-86	F	0-69

There is no D letter grade in the Graduate School.

Absent/Incomplete Grades

The grade of Absent (ABS) is a temporary grade indicating that the student missed the final examination, but completed all other work in the course. The instructor may give this grade if there is a reasonable expectation that the student will be able to achieve a passing grade in the course by taking a make-up examination. A graduate student receiving this grade is required, with the permission of the Department Chairperson, to take a make-up final examination by the end of the next two regular semesters in attendance. A make-up examination fee of \$15.00 is charged. Absent grades must be resolved; students may not graduate with this grade on record.

The grade of Incomplete (INC), also a temporary grade, must be requested by the student and may be given by the instructor to indicate that a student has a satisfactory record in course work but for a valid reason is unable to complete the course during the regular time period. A graduate student receiving this grade must complete the work of the course by the end of

the next two regular semesters. Requests for extensions of time must be addressed to the Dean of Research and Graduate Studies. If the course work is not completed, the Incomplete grade remains on the record without penalty.

Instructors may also assign an unofficial withdrawal (WU) grade, if a student has simply stopped attending class entirely. This grade can be very damaging to a student so it should be given only when clearly warranted. WU factors into a student's GPA in the same way as F, but unlike F, WU implies that the student did not attempt the credits, and this can have serious financial implications for the student. You should give a WU grade, then, only if the student has broken all contact with the course for at least the final month of the semester. If, during the final month, a student attends even one class, turns in a single assignment, and/or attends the final exam, WU is not appropriate. Otherwise, give a letter grade, even F if warranted, based on the work the student has submitted since letter grades can be more readily changed if necessary.

WebGrade System

At the end of the semester you are expected to submit students' grades via the QC WebGrade system. This system enables instructors to submit grades from virtually any location. To access this system, you need to be authenticated as described above through your computer account.

Normally two weeks before the end of each semester, you will receive an email notification informing you of the availability of the WebGrade system and deadline dates. The Grade roster may contain certain grades already assigned by the Registrar, including audit (AU), official withdrawal (W) given when a student has officially withdrawn from a course, and withdrawn failing (WF), given in the case when a student has officially withdrawn from a course and you have evaluated his work as failing at the time of the withdrawal. **DO NOT ASSIGN A GRADE TO ANY STUDENT WHO DOES NOT APPEAR ON THIS ROSTER.** (You can refer to the Website: <https://intaps.qc.cuny.edu/webgrade/help.jsp> for detailed instructions on how to use the WebGrade system.)

*Make sure your login information is current and working before the deadline.

Attendance & WebAttendance System

While not required, it is the custom of GSLIS faculty to take attendance at each class.

You are required, however, to submit your attendance information via the QC WebAttendance system once each semester, after the end of the third week of classes. Please refer to the Website:

<https://intaps.qc.cuny.edu/webattendance/> for detailed instructions on the usage of the WebAttendance system.

Religious Observances and Course Examinations

Please note that State Education Law provides that “Students...who are unable, because of their religious beliefs, to attend classes on a particular day... shall... be excused from examination or any study or work requirement.” It is the faculty’s and school’s responsibility to provide an equivalent make-up opportunity. The Academic Senate asks students to inform faculty in advance of any conflicting religious obligations they might have.

Course Withdrawals

Withdrawals during the first eight weeks of the semester are considered program adjustments and no special approval is required. Beginning with the first day of the ninth week of the semester, students must complete an Evaluated Withdrawal Form, which may be obtained at the Office of the Registrar (Jefferson Hall 100) or printed from the Registrar’s website. The form must be signed by the instructor of the course and by the Graduate Advisor of the student’s program. Beginning with the fourteenth week of the semester, the approval of the Dean of Research and Graduate Studies is also required. In both cases, the instructor must indicate whether the student is passing or failing as of the date of the withdrawal. An indication of failure results in the grade of WF, which has the same effect on the student’s grade point average as an F grade. Course withdrawals are permitted up to the last day of class.

Culminating Activity Requirement

See “Final Exams” above.

Student Writing

Instructors are expected to help students maintain good written and oral communication skills. The style manual adopted by the GSLIS is a publication of the American Psychological Association- *Publication Manual of the American Psychological Association*, 6th ed. (5th edition for the continuing students at present; starting from fall 2011 everyone will be using 6th edition.) Students should be urged to purchase a copy of this manual and consult it regularly in the preparation of all papers. The manual is readily available in bookstores, including the Campus Bookstore, or from online venues.

*Instructors can set guidelines for minimally acceptable written papers and have the right to return any paper that does not meet the guidelines.

**Students who need help with their writing may be referred to QC's Writing Center where individual tutoring is offered, both in person and online. (The Website for Writing Center is: <http://qcpages.qc.edu/qcsw/>.)

Plagiarism

Instructors are expected to alert the students and help them to understand the seriousness of the plagiarism issue. Copying the work of another author regardless of source, or the work of another student, using all or part of a paper in multiple classes without prior permission should be considered a form of plagiarism. This also includes asking people on professional Internet lists or working as professionals in the field to do work for him or her.

The GSLIS Department

GSLIS Website

The Department's website is at <http://qcpages.qc.cuny.edu/GSLIS/>

Directions to the GSLIS Office

The GSLIS office is located at the beginning of a suite at 254 Rosenthal Library (the building on campus with a bell tower) on the second, ground floor of the library. A separate entrance near Parking Lot 6 leads to a lobby right outside the office door; otherwise, come into the Library on the 3rd floor through its main entrance, but rather than going through the double doors into the library, take the stairs to your left down one floor and walk down the hallway to 254.

Building Hours

Rosenthal Library is open from 7:00AM to 11:00PM. During final exams the library has extended hours which are posted. The building is open weekends but those hours are governed by the library's schedule.

Lab Hours

The GSLIS has two labs. The PC lab is open Monday to Thursday from 12:00 PM to 10:00PM. The MAC lab, located in Rosenthal 256, is open only for the use of students enrolled in courses based in that facility.

Contact Persons

Course Coordinator

If you are teaching a core course or a section of another course, you will be contacted by a full time faculty course coordinator to discuss common pedagogical issues such as textbooks, assignments, student problems related to the course, etc.

Office Staff

The Office Manager is Bridget Kavanagh at (718) 997-3790. Her email is Bridget.Kavanagh@qc.cuny.edu. She is assisted by Amanda McKee, same phone number. Her email is Amanda.McKee@qc.cuny.edu.

Student Information

Faculty Office Hours/Contact Information

You are expected to establish office hours for students in the courses you teach. These can be in-person, or by telephone or email. Please let students and the GSLIS office staff know your regular office hours and contact information on the first day of class.

Listservs

GSLIS has three listservs, one for faculty (gslisfac) and two read-only for everyone (GLISANN; gslisjoblist). To subscribe to these lists, please follow the instructions at

<http://mailbox.qc.cuny.edu/mailman/listinfo/gslisfac>;

<http://mailbox.qc.cuny.edu/mailman/listinfo/glisann>; and

<http://mailbox.qc.cuny.edu/mailman/listinfo/gslisjoblist> respectively.

Graduate Advisors and Library Media Specialist (LMS) Program Coordinator

Our GSLIS School has two Graduate Advisors: The Graduate Advisor of Admissions and the Graduate Advisor of Continuing Students. Dr. Roberta Brody is the current GSLIS Graduate Advisor of Admissions and Dr. Marianne Cooper is the current GSLIS Graduate Advisor of Continuing Students. The Graduate Advisor of Admissions processes student applications and interviews prospective students. The Graduate Advisor of Continuing Students handles various student problems, oversees the course registration process, and certifies students for graduation. You may consult them or refer student problems to them when needed. Dr. Roberta Brody's office number is (718) 997-3766. Email is Roberta.Brody@qc.cuny.edu. Dr. Marianne Cooper's office number is (718) 997-3725 and email is marianne_cooper@qc.edu.

The LMS Program Coordinator serves as advisor for LMS students for issues relating to their LMS sequence in particular. All LMS students are required to be advised by the LMS Program Coordinator upon entrance to the LMS program and every term before registration until the completion of 18 credits. The current LMS Program Coordinator is Dr. Linda Cooper. All questions pertaining to LMS courses, syllabi, or the LMS program sequence should be referred to her. Dr. Linda Cooper's office number is (718) 997-3765. Her email is linda.cooper@qc.cuny.edu (preferred contact method).

Student Lounge and Student Mailboxes

The first door to the right after entering Rosenthal Library on the ground level is into a lounge for students that also has student mailboxes. There is a posted alphabetical list of student names with their mailbox numbers should you need to leave anything for an individual student.

Teaching Information

Adjunct Faculty Offices

The adjunct faculty offices are grouped together in Room 236, Rosenthal Library, across from the MAC Lab in the hallway to the right of the entrance door on the second floor. There are two network computers and four desks in this room. Each semester you can place your name on a drawer to indicate that it is yours. To obtain a key to the adjunct faculty office, ask the office staff to request one from the locksmith. Office staff also have access to a key to the adjunct office should you need to get in. Adjunct faculty are not issued a key for the front door of the GSLIS main office.

Audiovisual Equipment

The Media Services division of OCT (Daphne Silas, Director, x5950) will supply instructional and research needs such as audiovisual equipment. It is often necessary for instructors to pick up requested equipment from Media Services before their class and return it there afterwards. Instructors who teach evening classes may need to make special arrangements for overnight storage of equipment in the department office or other location. The Media Services division of OCT maintains an outpost in Powdermaker Hall. This office requires requests for service to be given to them weeks in advance. To request AV equipment from the GSLIS (as opposed to QC Media Services) equipment, call the GSLIS office staff and let them know AT LEAST one day in advance, if possible. These requests are usually confined to the Rosenthal Building.

Blackboard

The University's course management system, Blackboard, enables you to put course materials on the Web. Access can be restricted to students registered in your course, simplifying copyright issues. You can also put practice exams online, monitor scores students receive on these exams, and put your students' grades online. Using Blackboard, you can email all your students at once, establish discussion threads on which you and your students can continuously post on particular topics and have real time discussions. You can establish groups within your course and allow each to have its own private space to share email and files. More information can be obtained from the Assistant to the Provost for Educational Technology, Dr. Ken Lord, at <http://qcpages.qc.cuny.edu/edtech>. Your QC

account information (username and password) will also provide you access to Blackboard.

Computer Accounts

Faculty are expected to secure a QC computer account. This account is necessary for off-campus use authentication of library resources and for accessing Blackboard class web pages within the CUNY portal. Please refer to "Obtaining a Queens College Computer Account" section above for detailed instructions.

Computer Lab Assistants

GSLIS computer lab assistants are based in the GSLIS PC lab. They assist students and faculty with technology related issues and are responsible for the set up and removal of department AV equipment for GSLIS classes. Requests for their assistance should be given in advance to the GSLIS office staff.

Copying

Office

Class handouts of less than 20 pages can be copied in the GSLIS office. Original hard copies may be left with office staff or Word attachments may be sent to Bridget Kavanagh in advance of the class for which they are needed. Email: Bridget.Kavanagh@qc.cuny.edu.

Reprographics

Handouts over 20 pages have to be sent to the campus reprographics office at least 3 weeks in advance of the date needed. Give the originals to the office staff for this to be done.

Faculty Lounge

At the end of the faculty office hallway off the main office, there is a small lounge with rest rooms, a refrigerator, freezer, microwave, and laser printer for faculty use.

Library Media Specialist Program

Students in this program are working towards their NYS teacher certification in the area of Library Media Specialist (LMS) (school librarian). The requirements for this program are very specific and syllabi have been constructed to be in compliance with NYSED regulations. Course descriptions, goals, objectives, texts, and the fieldwork component may not be altered. Other assignments and readings may be modified but only with the permission of the LMS Program Coordinator. Failure to comply may result in negative consequences for students applying to NYS for their teacher certification. All questions regarding LMS program requirements, syllabi, fieldwork, and internship should be directed to the

LMS Program Coordinator only. The present LMS Program Coordinator is Dr. Linda Cooper (linda.cooper@qc.cuny.edu).

Fieldwork Component for LMS Students

While all questions and issues regarding the LMS Program should be directed to the LMS Coordinator, the following provides an overview of LMS Program requirements:

A total of 100 hours of field experience in functioning school library media centers are required for students in the LMS program. These hours are accomplished in 25 hour blocks in each of LIS 761, 764, 765, and 767 at a different site for each class.

The sites must be functioning school libraries with students present and supervised by a NYS certified LMS.

One block of 25 hours may be accomplished in the school library on the premises of the school at which the student is a classroom teacher. If the student is presently working in the library media center s/he must choose a different site for field observation.

The other three blocks of 25 hours each must be accomplished at three different schools and must be on three different levels -

- one at the elementary level,
- one at the intermediate, middle, or junior high school level, and
- one at the high school level.

Students may not complete field experience hours in a library in which they are the LMS.

Field hours may not be clocked before the beginning of the course with which they are associated.

A grade for any of these courses may not be issued to an LMS student unless the fieldwork component is completed.

All fieldwork sign-in sheets must be submitted to the LMS Coordinator at the end of the semester to be placed in the student files.

Fieldwork performed in libraries other than school libraries cannot be applied toward completion of the LMS sequence.

A detailed description of the fieldwork component requirements and the accompanying assignment is articulated in each LMS sequence syllabus.

The assignment articulation may not be altered without the permission of the LMS Program Coordinator.

If there is a problem locating a field placement site, students may be referred to the LMS Program Coordinator for assistance.

Students not in the LMS program or working towards NYS teacher certification in LMS, may complete field observations in other types of libraries with the permission of the instructor. This should be indicated on the field hour sign-out sheet for these students.

Getting Paid

There are three ways to get paid:

- a) Pick your paycheck up in person at the Bursar's office located in Jefferson Hall Room 200. (Please refer to the Website: www.qc.cuny.edu/admissions/bursar/Pages/default.aspx for the office's contact information and open hours.)
- b) Pay \$7.00 in person at the Bursar's to have them mailed to your homes.
- c) Direct Deposit: Download the form from http://www.qc.cuny.edu/HR/forms/Documents/Direct_Deposit.pdf or go to Human Resources and get a paper copy of the form. It's free. Once you are in the system, you can receive Direct Deposit.

Guest Speakers

Guest speakers may be invited to classes, and with prior arrangement with the Department Chair, you may be reimbursed for taking them to lunch or dinner and/or paying for cab or subway fare. If the speaker drives onto campus, ask the GSLIS office staff to give Security the name of the person and the make, model, license plate number of his or her car for a visitor's pass to be picked up at the Main Gate on Kissena before entering the campus. Security would like 2 days notice for all such requests.

Mailbox

You will have a mailbox in the GSLIS office to the right just inside the door unless you make other arrangements for your mail.

Rosenthal Library (<http://qcpages.qc.edu/Library/>)

Queens College has three libraries: the main Rosenthal Library, the Art Library (sixth floor Rosenthal) and the Music Library (Aaron Copland School of Music building). All encourage you to take advantage of their educational services, including hours, tours, class integrated library instruction, and online and traditional library resources. Most services are

available to adjunct instructors. Books may be checked out with a Queens or other CUNY college ID card. Contact information for subject librarians is under the “Contact” tab on the Library’s homepage. Use the “Library” link on the Queens College homepage to access many college and university library services, instructional and lending services, and current hours. To access college and university online resources while off campus, you will need to set up a “proxy server” on your off campus computer. You can also insert links (URLs) to articles in those resources into the electronic course reserves system and into Blackboard.

You may find it necessary to provide students with access to materials such as books and videos. In order that many students can use them, these materials should be placed on reserve in the library where they can be used for limited periods of time. The “Course Reserves” tab on the Library homepage provides information on e-reserve or traditional paper/book based library reserve holdings. Items that can be placed on reserve include personal copies of books or other materials, books or videos in the library’s collection (provide call numbers), photocopies of or individual database URL’s of journal articles. The department and college are not responsible for the loss of any reserve room materials. It may take several days to make items available, so reserve items well in advance of the date needed. Be sure students know your name, the course and title of materials on reserve so they can be located. This information can be relayed on the course syllabus and/or course handouts throughout the semester.

The Rosenthal Liaison for the GSLIS is Ms. Izabella Taler (Email: Izabella.Taler@qc.cuny.edu).

E-Reserve

Procedures for placing and accessing materials on reserve can be found via the “Course Reserves” tab on Rosenthal Library homepage.

Proxy access

Instructions for accessing library online resources from off campus can be found via "Connect from Home" link on Rosenthal Library's homepage.

Supplies

There is a cabinet outside the Director’s Conference Room in the main GSLIS office, which contains general supplies. Other requests should be directed to the GSLIS office staff.

Peer Teaching Evaluation

All untenured and adjunct faculty, as well as fulltime faculty up for promotion are observed by a member of the Department's Personnel and Budget Committee at least once a year. You will be notified when this time approaches and can negotiate the best class time with the specific observer.

**We hope you will enjoy teaching our diverse and interesting students!
Thank you so much for enriching our program!**