

# New Faculty Quick Start Teaching Guide

Welcome to campus!

## Quick Contacts

Department Administrators ([contact sheet](#))

- The department admins are the nerve centers of each department. They are the first person you should ask when you have a question because if they don't have the answer, they know who you can talk to in order to get an answer.
  - Department Admins will set you up with copier access and office space and can point you towards [parking information](#) and the key office, etc.

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- Consider me a back-up who also may be able to point you in the right direction to have your questions answered. The Hub assists faculty by providing pedagogical and assessment support and by promoting best practices in teaching and learning. Please feel free to reach out to me with any teaching-related questions or concerns.
- Book an appointment with the [First Available Instructional Designer!](#)

## Getting Started

1. What are our students like? Check out your class's enrollment via [My UM-Dearborn](#), and
  - a. Check out [this video](#) to find out. Quick summary:
    - i. Our students want to be engaged, not sit passively; they enjoy hands-on learning from faculty with practical experience.
  - b. Also view our [student demographics](#). Quick summary:
    - i. 46% are Pell Grant eligible
    - ii. 47% of new students are first generation college students
    - iii. 40% of new undergraduates are transfer students
    - iv. 44% have dependent care responsibilities
    - v. 31% are students of color (which does not include a sizable number of students from a Middle Eastern and North African background)
  - c. Would you like ideas to engage or motivate our students?
    - i. Check out these [High Impact Teaching Tips](#) or the [Online Course Building Toolkit](#)
    - ii. Subscribe to the [Hub Blog](#)

- iii. Book an appointment with the [First Available Instructional Designer!](#)
2. Order textbooks: UMD [bookstore link](#) and [Order page](#)  
Bookstore manager's email contact: [tm458@bncollege.com](mailto:tm458@bncollege.com)
3. Consult [Academic Calendar](#)
  - a. Link also has the Registration deadlines for adding and dropping.
4. Develop your syllabus
  - a. The [Syllabus template](#) was approved by the University Curriculum and Degree Committee. Faculty members are free to rearrange the template, use different fonts, add pictures, or whatever.
  - b. All faculty are required to submit an electronic copy of their syllabus to their respective department/program. Please look out for an email from your department admin with instructions (naming conventions, Dropbox submission, etc).
  - c. Request sample syllabi from previous instructors. Your discipline representative (a faculty member and your colleague) should be able to help you secure the appropriate sample syllabi or to provide names of people to ask for sample syllabi. If you are not sure who your discipline representative is, ask your department administrator.
5. Build your class in [Canvas](#), the Learning Management System.
  - a. Log in to both UMD Connect and Canvas using your unickname and password.
  - b. There are Canvas support staff in each of the four colleges. Find yours on the [Canvas Help & Support](#) page. Previous new hires have found Canvas training essential. Ask your college's support staff if there are any upcoming training sessions. Or request a one-on-one session so that they can show you some tips and tricks.
  - c. The [Office of Digital Education](#) hosts Canvas training, usually just before the start of the semester.
6. Know the resources for Academic Integrity: [Campus Policy](#)
  - a. [Informal](#) reporting can be utilized when a faculty wishes to resolve misconduct at a classroom level, if the student has accepted responsibility, and if agreement is reached on restorative measures. [Formal](#) reporting means the student will have a record in the University's academic misconduct database. Please don't hesitate to contact Ryan Neloms, Assistant Director of Student Conduct at [nelomsr@umich.edu](mailto:nelomsr@umich.edu) with questions.
  - b. [Copyleaks](#) is integrated with the Canvas plagiarism framework. More information is available at the [Plagiarism Detection | University of Michigan-Dearborn](#) web page.
  - c. There is an importable module in [Canvas Commons](#) to teach UM-Dearborn students about our campus Academic Integrity standards so that they are

informed about how to avoid academic misconduct and plagiarism. If you would like to use the module in your course(s), please search for "UM-Dearborn Academic Integrity" in [Canvas Commons](#) and follow these [steps to import it](#) to your course. If you have any questions, please contact Belen Garcia (beleng@umich.edu).

## Supporting Students

Here is a list to assist faculty in directing students to the appropriate resources on campus. A more detailed list can be found [here](#).

### STUDENT SUPPORT

#### [Office of Student Life](#)

To support each UM-Dearborn student in their pursuit of collegiate success, the Office of Student Success offers a number of services. These services include [free one-on-one and group tutoring](#), success coaching, and supplemental instruction.

#### [Counseling Services](#)

Short term counseling available to registered UM-Dearborn students, staff and faculty. For an appointment, please contact (313) 593-5430 or visit 2157 UC.

#### [Disability and Accessibility Services](#)

For all Disability Services, please contact (313) 593- 5430 or visit 2157 UC.

#### [Writing Center](#)

The Writing Center is open to all students and assistance at all stages in the writing process. In an one-on-one appointment with a peer consultant, students can receive a variety of services such as developing a thesis, generating revision strategies and improving control of grammar and mechanics. For more information, please call (313) 593-5328 or visit 3035 CASL.

#### [Math Learning Center](#)

The Mathematics Learning Center (MLC) supports students in their efforts to succeed in mathematics. Students can receive tutoring services and take the math placement exam. For more information, please call (313) 583-6351 or visit 2076 CASL.

[Multicultural Programs & Initiatives](#) are offered at the University of Michigan-Dearborn to promote an inclusive environment. These initiatives support the exploration of difference and its relevance to the development and growth of our campus.

[Veterans Affairs](#) - trained to disseminate information concerning the Department of Veterans Affairs (VA) education benefit programs, and to make referrals to appropriate university professionals to facilitate a smooth transition in relation to your academic endeavor.



DEARBORN

# HUB FOR TEACHING & LEARNING RESOURCES

## New Faculty Orientation

Every August, the Hub for Teaching and Learning Resources organizes and facilitates a New Faculty Orientation during which participants:

- become familiar with key campus policies and resources
- hear from faculty about successful approaches to teaching, research and service
- explore technology, library and other institutional resources
- examine benefit options
- begin to develop a network of professional relationships with colleagues

A sample schedule is below

For faculty who start mid year, we have created this [Quick Start Teaching Guide](#).

### **2020 New Faculty Orientation** **University of Michigan - Dearborn**

#### **[Short Bios](#) of new faculty cohort**

##### **August 3rd-31st**

Hub Weekly Challenges

[Program Description](#) and link to [sign up](#) (if you did not already complete the June/July Challenges)

##### **Friday, August 7th**

11:30-12:00

Welcome

- **Provost Sue Alcock**
- **Chancellor Domenico Grasso**

## **Friday, August 14th**

11:00-11:30

Office of Research and Sponsored Programs

- **Pat Turnbull**, Assistant Director for Research Administration
- **Vessela A. Vassileva-Clarke**  
Assistant Director of Research Development

11:30-12:00

Human Resources Policies, Programs and Benefits

- **Kelly Schester** - Human Resources Consultant

*Spouses/partners welcome*

## **Friday, August 21st**

11:00-11:30

Library Resources Overview

- **Raya Samet**
- Librarians

[slides](#)

### **College Promotion and Tenure Discussions:**

Please look out for an email from Mike Lachance (CASL) or Ghassan Kridli (CECS) who will be scheduling meetings to go over Promotion and Tenure procedures and tips in your colleges.

### **Asynchronous Modules:**

#### **Registrar's Office/FERPA Module**

We have created a quick module that will introduce you to services offered by the Registrar's Office such as your class roster, waitlisting, and FERPA. It will also give you the chance to experience Canvas, our learning management system, from the perspective of a student. Please click on [this link to self-enroll](#) in a Canvas site that we use to share information with faculty. We would appreciate it if you'd complete the module and the FERPA quiz **by the start of the semester**.

#### **Canvas Tutorials:**

- Introduction and Overview

- Canvas Overview, User Settings & Profile Picture, Notification Preferences, Conversations, Calendar, Course Home Page, Course Settings, People
- Content Delivery
  - Announcements, Pages, Video, Files, Conferences
- Interactivity and Assessment
  - Discussions, Assignments, Quizzes, Student Groups
- Grading
  - Rubrics, Gradebook, SpeedGrader, Course and Student Analytics
- **Recordings of UM-D's Canvas 101, 201 etc sessions can be [found here](#).**
- If you would like to set up a one-on-one meeting with your college's Canvas administrator, look for their [contact info here](#).