PART–TIME FACULTY
Orientation Guide
2016 - 2017

Seeking truth, building strength, inspiring service—together
Welcome to the teaching community at Carthage College!

Part-time faculty play an important role in our mission and we strive to provide the information and support you need to be successful in the classroom.

This orientation guide is designed to answer frequently asked questions, and to provide contact numbers and links for information you may seek during the semester. For specific questions regarding the course(s) you are teaching, please contact the chair in the department in which your course is listed. Some part-time faculty are hired to teach in a program, in which case the Director for that program will serve as a contact. A list of department chairs and program directors appears later in this guide.

Campus Map & Virtual Tour

Campus map: [https://www.carthage.edu/about/campus-map/](https://www.carthage.edu/about/campus-map/)

Carthage College Website ([www.carthage.edu](http://www.carthage.edu))

Most of the general information of interest to faculty can be found on the Carthage College website. The following pages contain information of high interest to faculty:


Academics ([www.carthage.edu/academics/](http://www.carthage.edu/academics/)): Content includes the academic calendar, college catalog, course schedules, registrar, faculty directory, faculty resources, and student resources.

Faculty Home ([www.carthage.edu/faculty/](http://www.carthage.edu/faculty/)): Content includes faculty development opportunities offered by the Center for Academic Development & Research (CADRE), the Faculty Handbook, and a Faculty Resource Guide that includes policies, forms, assessment guidelines, and other practical information for faculty. Your User ID and password (described in next section) are required to access the Faculty Home page.

Library & Technology ([www.carthage.edu/library/](http://www.carthage.edu/library/)): Content includes general information regarding Hedberg Library, including how to access and get assistance with library, technology, and media resources. The site also serves as a gateway and portal to research resources and tools such as the online catalog, databases, ebooks, document repositories, etc.. and it provides resources for resolving problems with computers, using classroom technology and reserving media. Information regarding the Writing Center, housed in the library, is provided, along with tutoring resources for students.
Email, Network, eLearning, and Registrar Accounts

The Hedberg Library Information Desk is a combined library reference desk and help desk for research, computer, and media questions. You can request assistance by visiting the library, calling 262-551-5950 or by filling out an online ticket at https://help.carthage.edu.

Your Carthage email account and network access account will be created for you once you have checked in at the Business Office and all of your HR paperwork has been processed. User IDs are generally first initial and last name, (e.g., jsmith). If you have a common last name, you may have a number in your account name (e.g., jsmith3). Your email address is the same, followed by @carthage.edu (e.g. jsmith3@carthage.edu) Passwords are initially set to your first initial, last initial and Carthage ID number (e.g. js1234678). Your Carthage network password provides access to wifi, to my.carthage.edu (including eLearning,) to faculty web sites, library resources from off-campus, and much more. To reset your own password at any time, point your browser to http://password.carthage.edu. This will change your network password and your email password.

To obtain your class roster, location, and time, you will need to access the Carthage portal. To access the portal, log into my.carthage.edu. You will need to enter your Carthage network user name and password. If you are experiencing difficulties accessing the portal please contact the Information Desk at 262-551-5950. If you are experiencing difficulties accessing your roster on my.carthage.edu, please contact the Registrar’s office at 262-551-6100.

Learning More about the Curriculum and the Course(s) You Are Teaching

Part-time faculty can expect to receive the following from the academic department or program:

- A list of student learning outcomes/learning objectives for each course.
- Sample syllabi that include course requirements, learning objectives, and examples of recommended assignments.

Departments and programs provide group or individual orientation sessions for part-time faculty to provide more information about their curriculum and specific details regarding your course(s). In addition, a contact person will be provided to provide support throughout the semester. A description of the courses and requirements for academic programs can be accessed from the Carthage Home Page (www.carthage.edu/academics/). This page includes a description of the distinctive Carthage Plan, which includes core courses, common experiences, and general distribution requirements. The complete Carthage Catalog can be found at (http://www.carthage.edu/academics/catalog/).

Professional Development Opportunities

The Teaching Commons is located in Hedberg 223/224 and provides broad range of development opportunities for full-time and part-time faculty. Services provided by the Commons include workshops, interactive sessions, learning communities, and confidential teaching consultations. A complete list of development opportunities and services can be found at Carthage.edu/teaching-commons (available in September 2016). Contact the Teaching Commons at teaching@carthage.edu.
Library and Information Services (LIS)

Library and Information Services (LIS) encompasses library, computing, media, telephony and mail room services. To this end, LIS supports college-wide programming by providing students and faculty the resources and services to pursue research and academic interests. We welcome faculty partnerships and ideas to improve services for the College. Please visit our web site at https://www.carthage.edu/library.

LIS is responsible for planning, providing and maintaining computing initiatives which include faculty/staff computers, network support, and supported software. Media Services supports the use of classroom technology and media production across campus. The library manages print and electronic academic resources and provides classroom instruction and one-on-one consultation on how to successfully conduct scholarly research.

LIS works closely with faculty and staff to identify and meet their needs. Our point of contact for all library, technology and media questions is the Information Desk located in Hedberg Library. This service can be reached in-person or by calling 262-551-5950. In addition, requests for assistance can be made electronically in our ticketing system (Request Tracker) at http://help.carthage.edu or emailed to help@carthage.edu.

Below are a number of specific services LIS provides to the College community.

**Media services include:**
- Assistance with using equipment in a classroom
- Hosting materials in the Carthage iTunes University or YouTube channels
- Videoconferencing needs, including virtual guest speakers by Skype or GotoMeeting
- Video editing
- Duplication and transferring of audio and video material between media types and country formats (copyright restrictions apply)
- One-on-one or group audio/visual equipment instruction

**Computing services include:**
- Documentation for campus systems on Albert, our knowledgebase at https://albert.carthage.edu
- PC and Mac support for all college-owned technology including hardware and software
- Assistance with connectivity installation and troubleshooting—wired and wireless
- One-on-one assistance with computer issues
- Support and training for Google Apps—Email, calendar, document sharing, groups, etc.
- Distribution and support of campus standard software. See https://www.carthage.edu/library/technology-support/software-resources/
- Equipment acquisition and configuration
- Data backup tools and processes
- Telephony support
- Printing and copying support
Green computing and alternatives to paper assignments
- Support for campus systems such as registration and advising (the portal, my.carthage), room scheduling in Ad Astra, document archiving in Dspace and more
- Consulting on viruses, malware and other threats

Library services include:
- Library instruction tailored to courses
- Research guides tailored for all subject areas, located at http://libguides.carthage.edu/
- Interlibrary loan for books, articles, and media
- Course reserves to set aside materials for use by your students
- One-on-one research assistance. Use the Reserve-a-Librarian tool on our web site
- Database and other resource demos for groups or individuals
- Remote access for library resources
- TurnItIn, a web-based system to support academic integrity and review in student work
- DSpace, a platform to manage and preserve all forms of digital content which may include senior presentations, department research or publications
- Copyright assistance
- Requests and suggestions for materials to be added to the collection
- Archival services through the Staubitz Archives for Carthage-specific research

Mailroom Services
The mailroom is located on the lower level of Lentz Hall; Phone: 262-551-5711.

Mailroom services include:
- U.S. Mail Services
- U.P.S. Services (United Parcel Service)
- Faxing - $1.00 per page US/$3.00 per page international
- Personal copies: 5 cents per copy
- Color copies starting at 30 cents a copy (45 cents for color)
- Requests for copies can be sent to mrprintreqs@carthage.edu
- Book binding

Instructional Technology:
Carthage and Library and Information Services provides a number of tools and support to help you in and outside of the classroom. Some of these tools include:

Techsmith Relay
Lecture capture software that allows you to easily record videos that allow students to review material
Turnitin - Turnitin is software that detects originality in submitted work. It compares matches against items on
the Internet, its own paper repository, as well as many academic databases

**Videoconferencing**

Carthage provides support for [GoToMeeting](https://www.gotomeeting.com) and [Google Hangouts](https://hangouts.google.com). If you want to bring in a guest lecturer or if a student is traveling and still wants to attend class, you may want to consider setting up a videoconference.

**eLearning**

Faculty use eLearning, the Learning Management System (LMS) to make class materials, assignments, and grades accessible to students outside of the traditional classroom environment. The LMS allows for easy collection of student work, as well as providing multiple ways to give students critical feedback in-between classes. Courses can easily be copied from previous semesters to be recycled and updated.

You can get to eLearning by logging into [https://my.carthage.edu](https://my.carthage.edu) and clicking on the eLearning tab. Instructions for using eLearning can be found at: [http://libguides.carthage.edu/elearning](http://libguides.carthage.edu/elearning)

In addition to the web source cited above, TechFellows are available to provide technical support for eLearning and other technologies used in teaching.

**The TechFellows are:**

Mark Mahoney ([mmahoney@carthage.edu](mailto:mmahoney@carthage.edu))

Rom Maczka ([rmaczka@carthage.edu](mailto:rmaczka@carthage.edu))

J.J. (Joseph) Shields ([jshields@carthage.edu](mailto:jshields@carthage.edu))

Dan Schowalter ([dschowalter@carthage.edu](mailto:dschowalter@carthage.edu))

**Academic Dishonesty Guidelines**

*Following are guidelines for promoting academic honesty and effectively addressing incidents of academic dishonesty. Part-time faculty are encouraged to contact their department or program chair for support in addressing academic dishonesty.*

The community code is clear on what academic dishonesty is, but short on advice to faculty handling these situations. Like all student judicial/behavior situations the goal of the process is educational but may include sanctions when necessary.

The educational portion of the process is continual with students. Simply putting a statement on your syllabus that students should not plagiarize is not teaching about plagiarism and how to avoid it. You need to do more than tell students not to plagiarize, even if you believe they should know what it is. For many of them it is an abstract concept that deserves the same level of attention you give to important ideas in your discipline.
You cannot, in fact, assume that students entering your class know what plagiarism is in your field and especially how to avoid it. At the very least refer in your syllabus and in class to documents that define plagiarism, give examples and explain how to avoid it. In addition, it’s obviously very helpful to spend time in class going over what plagiarism is in your field and how to document sources properly.

- **Keep in mind who students are.**
  Even if the student knows what academic dishonesty is, they may not think this situation applies to them

- **Give yourself options—don’t paint yourself into a corner.**
  Keep your syllabus simple to allow you the widest range of possible actions. You are able to give an F to the student for the work or for the class because of the community code. You also have other options. If your syllabus says you will follow the community code—you have a wide range of options. If your syllabus says you will fail any student who is academically dishonest, you only have one option. Suggested wording might go like this: Grading standards are based on the grading system listed in the *Carthage College Catalog*. All students are expected to conform and adhere to the College’s code of academic conduct that can be found at: [http://www.carthage.edu/campus-life/code/academic-concerns/](http://www.carthage.edu/campus-life/code/academic-concerns/).

- **In a meeting with students, lead them to the conclusion.**
  Start with the evidence not the conclusion. Beginning a meeting with a direct accusation of plagiarism often makes students defensive and non-responsive. They hear the accusation—not anything else. Begin with the work in question. Ask them questions about sources and the process they used to construct the paper. Many times it is here that students will admit academic dishonesty. If necessary show them the paper and the evidence together. Ask them to describe what is going on. It is unlikely they will use the words “academic dishonesty” or “plagiarism,” but their description will match one of the descriptions in the code. Bring out the code and show them that their work falls under academic dishonesty. In most cases (not all) students will see this and agree that this is the case.

- **Be clear several times during the semester.**
  Repetition never hurts.

- **Help them remember you are serious.**
  Tell a story that will make them remember you are serious about plagiarism. The community code is very dense material for students and they seldom read it. Tell a story about how you handled plagiarism in your own work with students.

**What to do next**
In many cases students know what academic dishonesty is, but no one in their lives has ever taken it seriously before. This will be particularly true for first year students. This is an educational moment where you have some options. These options are listed below in increasing severity

---

1 An analogy might go like this: “Students might think it’s like speeding: everyone does it and the law looks the other way if it is not too egregious.”
1. Counsel and correct the student and have them resubmit the paper. You can have them do it as a re-
write (for a different grade).

2. You may want to simply refuse to accept the paper for grading if it is plagiarized. It needs to be redone
and resubmitted for a grade before it even “exists.”

3. Confession is good for the soul. Allow a re-write, but only on the condition that the student explains
what happened to their advisor or department chair. This avoids the concern that a student can
become a “serial offender” and no one will know about it. A variation of the confession is to have
them confess to the Provost’s office, but this will create an official record and will be their first offense
recorded by the College.

These are options before any “official” sanction by the Provost’s office. The following options involve the
Provost office officially.

1. You may fail the student on the assignment by giving them a grade of “F” on the assignment. This
must be reported to the Provost’s office along with all evidence pertaining to the matter. The
Provost’s office will follow up with the student and decide on a further course of action under the
code.

2. You may fail the student for the course by giving them a grade of “F” for the course. This must be
reported to the Provost’s office along with all evidence pertaining to the matter. The Provost’s office
will follow up with the student and decide on a further course of action under the code.

As you know from the community code, the first official offense results in a warning from the Provost’s office.
The second offense is expulsion from the College. There is no room for variation on this.

A student does have the right to a hearing and an appeal under the code. Since most cases end up with an
agreement between instructor and student or Provost’s office and student, hearings are rare.

**Academic Honesty Guidelines**

Academic honesty is a necessary corollary to academic freedom; the two concepts each presuppose the other.
The goals and objectives of Carthage have been claimed within the implicit context of academic honesty.
Therefore, Carthage expects academic honesty from all its members and maintains college-wide honesty
guidelines and penalties which must be supported by the whole academic community.

*All types of academic dishonesty are forbidden, including the following:*

**Plagiarism**

Plagiarism is the appropriation by any means of another’s work or words and the unacknowledged
incorporation of that work or words in one’s written [as well as oral] work offered for credit. Some ideas have
such wide currency that all may use them freely; some words, such as proverbs and clichés are public property. But when the writer borrows what belongs to another, the writer must indicate the source by way of an internal reference, and she/he must enclose all distinctive words of the source within quotation marks.

Cheating on a Test

Cheating on a test includes copying from another's test paper; having or using during a test, materials not authorized by the person giving the test; knowingly using, buying, selling, stealing or soliciting in whole or in part the contents of a test that had been administered or not; substitution for another student or permitting another student to substitute for one's self in the taking of a test; collaborating with or seeking aid from another person during a test; bribing another person to obtain a test that had been administered or not or information about a test that had been administered or not; and using electronic devices in an unauthorized manner during a test.

Collusion and Unauthorized Cooperative Work

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Collaboration must be based upon the explicit consent of the instructor and must be acknowledged in the stating of authorship of the report.

False Citation

False citation is any attribution to, or citation of, a source from which the reference material was not in fact obtained.

Multiple Submissions

Multiple submission is the re-submission of any work by a student which has been used in identical or similar form in fulfillment of any academic requirement at this or another institution.

Submission of Work Prepared by Another

Submission of this type includes commercially prepared papers and work of any type written or developed by any other person.

False Data

False data are data which have been altered or contrived in such a way as to be deliberately misleading.

Penalties

Penalties for the above offenses will be determined at the discretion of the Provost and may include:
Warnings

Warnings are to be given by individual faculty at their discretion when they observe signs of inadvertent academic dishonesty. The student is to be warned in writing and no report is filed with the Provost.

Failure of the Work in Question

This penalty may be administered at the discretion of the faculty member whenever he or she can show an academic honesty violation has occurred. A written report of the violation and penalty must be submitted to the Provost, and a copy must be given to the student.

Failure of the Course

This penalty may be administered at the discretion of the faculty member whenever he or she can show an academic honesty violation has occurred. It is up to the faculty member to decide if a student fails the course or the work in question on a first occurrence. A written report of the violation and penalty must be submitted to the Office of the Provost. A letter grade of F will be recorded for that course on the student's transcript.

Dismissal from the College

Any time a student receives two academic dishonesty reports in the Office of the Provost, the student is automatically dismissed from the College. These can be reports of either failure in the course, failure of the work in question, or a report of one of the violations listed below.

As always in academic matters, a student may appeal to the Provost and the President of the College in any case where the student thinks unfair or unfounded judgments have been made. (These guidelines and penalties were adopted by the Faculty of Carthage College on February 19, 1988).
**Who to Contact with Questions**

Questions will emerge as the semester unfolds, and the College is eager to provide support to all part-time faculty. Those teaching semester length courses should contact the appropriate Department Chair, or their designated faculty contact. If you are teaching 7-week courses in the Adult Undergraduate Studies program, and have not received the above information, you should contact the Department Chair directly. If you are not sure who to contact, Office of Continuing Education can help you make the connection (262-551-6300).

**Important Contacts**

Following is a list of resources for commonly asked questions:

<table>
<thead>
<tr>
<th>For information about:</th>
<th>Contact</th>
<th>Location</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Matters</td>
<td>Provost of the College</td>
<td>Lentz 303</td>
<td>5850</td>
</tr>
<tr>
<td>Computer Assistance</td>
<td>Information Desk</td>
<td>Hedberg Library</td>
<td>5950</td>
</tr>
<tr>
<td>Office of Continuing Studies-- 7-Week Courses/Graduate/Professional Dev.</td>
<td>Adult Undergraduate Studies Office</td>
<td>Lentz 415</td>
<td>6300</td>
</tr>
<tr>
<td>Copying and Printing, Faxing, Mail, Packages</td>
<td>Mailroom</td>
<td>Lentz 103</td>
<td>5711</td>
</tr>
<tr>
<td>Health &amp; Counseling Services for Students</td>
<td>Health &amp; Counseling Center</td>
<td>TARC 2240</td>
<td>5710</td>
</tr>
<tr>
<td>Student Grades</td>
<td>Office of the Registrar</td>
<td>Lentz 431</td>
<td>6100</td>
</tr>
<tr>
<td>Honors Program</td>
<td>Honors Program Office</td>
<td>Lentz 235</td>
<td>5742</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>Environmental Services</td>
<td>TWC</td>
<td>5947</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Maintenance Office</td>
<td>Lentz 104</td>
<td>5925</td>
</tr>
<tr>
<td>Hiring and Employment</td>
<td>Human Resources</td>
<td>Lentz Hall</td>
<td>551-6034</td>
</tr>
<tr>
<td>Security</td>
<td>Security Office</td>
<td>Johnson Hall</td>
<td>5911</td>
</tr>
<tr>
<td>Writing Assistance for Students</td>
<td>Writing Center</td>
<td>Hedberg Library</td>
<td>5536</td>
</tr>
</tbody>
</table>
Division Chairs, Department Chairs and Program Directors- 2016-2017

<table>
<thead>
<tr>
<th>Department</th>
<th>Chair</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division Dean- Deanna Byrnes (<a href="mailto:dbyrnes@carthage.edu">dbyrnes@carthage.edu</a>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>David Schlichting</td>
<td><a href="mailto:Dschlichting@carthage.edu">Dschlichting@carthage.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Jackie Easley</td>
<td><a href="mailto:jeasley@carthage.edu">jeasley@carthage.edu</a></td>
</tr>
<tr>
<td>Exercise &amp; Sport Science</td>
<td>Cynthia Allen</td>
<td><a href="mailto:Callen1@carthage.edu">Callen1@carthage.edu</a></td>
</tr>
<tr>
<td>Management and Marketing</td>
<td>Jan Owens</td>
<td><a href="mailto:jowens@carthage.edu">jowens@carthage.edu</a></td>
</tr>
<tr>
<td>Nursing</td>
<td>Frank Hicks</td>
<td><a href="mailto:Fhicks@carthage.edu">Fhicks@carthage.edu</a></td>
</tr>
<tr>
<td>Social Work</td>
<td>Danielle Geary</td>
<td><a href="mailto:dgeary@carthage.edu">dgeary@carthage.edu</a></td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Training</td>
<td>Dan Ruffner</td>
<td><a href="mailto:druffner@carthage.edu">druffner@carthage.edu</a></td>
</tr>
<tr>
<td>Entrepreneurial Studies in the Natural Sciences</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Broad field Social Sciences Program</td>
<td>Karin Sconzert</td>
<td><a href="mailto:ksconzert@carthage.edu">ksconzert@carthage.edu</a></td>
</tr>
</tbody>
</table>

<p>| Natural and Social Sciences Division             |                  |                          |
| Division Dean- Kevin Crosby (<a href="mailto:kcrosby@carthage.edu">kcrosby@carthage.edu</a>) |                  |                          |
| Department                                      | Chair            | Contact Info             |
| Biology                                         | Deb Tobiason     | <a href="mailto:dtobiason@carthage.edu">dtobiason@carthage.edu</a>   |
| Chemistry                                       | Christine Blaine | <a href="mailto:cblaine@carthage.edu">cblaine@carthage.edu</a>     |
| Computer Science                                | Mark Mahoney     | <a href="mailto:mmahoney@carthage.edu">mmahoney@carthage.edu</a>    |
| Economics                                       | Brent McClintock | <a href="mailto:bmccclintock@carthage.edu">bmccclintock@carthage.edu</a>|</p>
<table>
<thead>
<tr>
<th>Geography and Earth Science</th>
<th>Kurt Piepenburg</th>
<th><a href="mailto:kpiepenburg@carthage.edu">kpiepenburg@carthage.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Mark Snavely</td>
<td><a href="mailto:msnavely@carthage.edu">msnavely@carthage.edu</a></td>
</tr>
<tr>
<td>Physics &amp; Astronomy</td>
<td>Julie Dahlstrom</td>
<td><a href="mailto:jdahlstrom@carthage.edu">jdahlstrom@carthage.edu</a></td>
</tr>
<tr>
<td>Political Science</td>
<td>Jeff Roberg</td>
<td><a href="mailto:jroberg@carthage.edu">jroberg@carthage.edu</a></td>
</tr>
<tr>
<td>Psychological Science</td>
<td>Leslie Cameron</td>
<td><a href="mailto:lcameron@carthage.edu">lcameron@carthage.edu</a></td>
</tr>
<tr>
<td>Sociology</td>
<td>Rick Matthews</td>
<td><a href="mailto:rmatthews@carthage.edu">rmatthews@carthage.edu</a></td>
</tr>
</tbody>
</table>

**Program Director**

<table>
<thead>
<tr>
<th>Criminal Justice</th>
<th>Rick Matthews</th>
<th><a href="mailto:rmatthews@carthage.edu">rmatthews@carthage.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Science</td>
<td>Tracy Gartner</td>
<td><a href="mailto:tgartner@carthage.edu">tgartner@carthage.edu</a></td>
</tr>
<tr>
<td>International Political Economy</td>
<td>Art Cyr</td>
<td><a href="mailto:acyr@carthage.edu">acyr@carthage.edu</a></td>
</tr>
<tr>
<td>Neuroscience</td>
<td>Dan Miller</td>
<td><a href="mailto:dmillner@carthage.edu">dmillner@carthage.edu</a></td>
</tr>
</tbody>
</table>

**Arts and Humanities**

Division Dean- Corinne Ness (cness@carthage.edu)

<table>
<thead>
<tr>
<th>Department</th>
<th>Chair</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Kim Greene</td>
<td><a href="mailto:kgreene@carthage.edu">kgreene@carthage.edu</a></td>
</tr>
<tr>
<td>Classics</td>
<td>Ben DeSmidt</td>
<td><a href="mailto:ddesmldt@carthage.edu">ddesmldt@carthage.edu</a></td>
</tr>
<tr>
<td>Communication &amp; Digital Media</td>
<td>Laura Huaracha</td>
<td><a href="mailto:lhuaracha@carthage.edu">lhuaracha@carthage.edu</a></td>
</tr>
<tr>
<td>English</td>
<td>Pamela Smiley</td>
<td><a href="mailto:psmiley@carthage.edu">psmiley@carthage.edu</a></td>
</tr>
<tr>
<td>History</td>
<td>Stephanie Mitchell</td>
<td><a href="mailto:smitchell@carthage.edu">smitchell@carthage.edu</a></td>
</tr>
<tr>
<td>Modern Language</td>
<td>Greg Baer</td>
<td><a href="mailto:gbaer@carthage.edu">gbaer@carthage.edu</a></td>
</tr>
<tr>
<td>Program</td>
<td>Director</td>
<td>Contact Info</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td>Eduardo Garcia-Noelli</td>
<td><a href="mailto:egarcianovelli@carthage.edu">egarcianovelli@carthage.edu</a></td>
</tr>
<tr>
<td>Philosophy</td>
<td>Paul Ulrich</td>
<td><a href="mailto:pulrich@carthage.edu">pulrich@carthage.edu</a></td>
</tr>
<tr>
<td>Religion</td>
<td>Jim Lochtefeld</td>
<td><a href="mailto:jlochtefeld@carthage.edu">jlochtefeld@carthage.edu</a></td>
</tr>
<tr>
<td>Theatre</td>
<td>Martin McClendon</td>
<td><a href="mailto:mmccclendon@carthage.edu">mmccclendon@carthage.edu</a></td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td><strong>Director</strong></td>
<td><strong>Contact Info</strong></td>
</tr>
<tr>
<td>Asian Studies</td>
<td>Steve Udry</td>
<td><a href="mailto:sudry@carthage.edu">sudry@carthage.edu</a></td>
</tr>
<tr>
<td>Great Ideas</td>
<td>Ben DeSmidt</td>
<td><a href="mailto:ddesmidt@carthage.edu">ddesmidt@carthage.edu</a></td>
</tr>
<tr>
<td>Women’s &amp; Gender Studies</td>
<td>Chris Renaud</td>
<td><a href="mailto:crenaud@carthage.edu">crenaud@carthage.edu</a></td>
</tr>
<tr>
<td>All College Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honors</td>
<td>Paul Ulrich</td>
<td><a href="mailto:pulrich@carthage.edu">pulrich@carthage.edu</a></td>
</tr>
<tr>
<td>Western Heritage</td>
<td>John Isham</td>
<td><a href="mailto:jisham@carthage.edu">jisham@carthage.edu</a></td>
</tr>
</tbody>
</table>