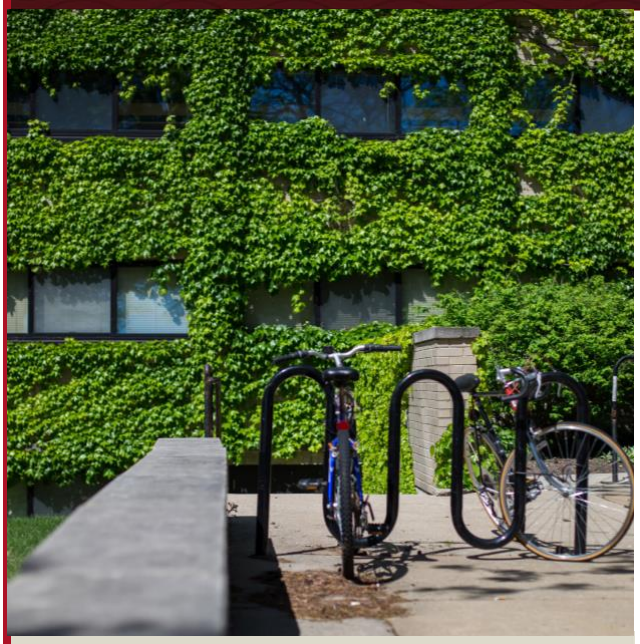
Orientation and Resource Guide for Part-time Faculty



Carthage Mission and Statements of Principle

The College's mission - "*Seeking truth, building strength, inspiring service—together"* is defined in the nineteen Statements of Principle adopted in 2009.

www.carthage.edu/about/mission

CARTHAGE
COLLEGE

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 department chair or program director.

General Carthage Links

Carthage Website (www.carthage.edu)

Campus Map (www.carthage.edu/about/campus-map)

Academics (www.carthage.edu/academics): Content includes the Carthage plan, areas of study, divisions and departments, academic calendar, academic policies, final exam schedule, college catalog, class periods, course schedules.

Faculty Information (www.carthage.edu/faculty): Content includes calendars and schedules, forms, assessment and development, current discussions, policies and governance, including the Faculty Handbook, and the faculty directory. Your username and password (described in next section) are required to access certain parts of the faculty page.

GETTING STARTED AT CARTHAGE

Please visit www.carthage.edu/human-resources/new-employees/ for information about required hiring paperwork. In addition to these forms, you must also submit an official transcript showing your highest degree attained.

Obtaining Employee ID and Parking Pass

- Visit Human Resources in Lentz Hall 340 to obtain your employee ID.
- To obtain a parking pass, once you have your employee ID, visit the Office of Public Safety, located in the basement of Johnson Residence Hall, and let them know you need an employee parking pass. You will need to know the year, color, make, model and license plate of the vehicle you will be driving to campus.

Email

- Navigate your browser to www.gmail.com.
- Enter your username followed by @carthage.edu.
- Enter your default password the first time you log-in. The first time you use your account, you will need to accept the licensing agreement, and you will be asked to provide an alternate email and/or cell phone number for password rescue purposes.
- ***Make sure you are either checking your Carthage email regularly or have email forwarding set up to an email account that you check regularly. All official Carthage communications will go to your Carthage email address.***
- If you need help setting up email forwarding, please contact the LIS Help Desk at 262-551-5950.

Changing your Password

- Everyone's default password is created using the same formula (first initial, last initial, student ID number, Carthage) so it is in your best interest to change your default password as soon as possible.
- To change your default password, go to password.carthage.edu.
- Log-in using your username and default password.
- Once logged in, click on 'Change Password'.
- Then enter what you want your new password to be. Make sure it meets the requirements shown on the screen. Then click 'Change Password.'
- ***This will change your password across all Carthage platforms.***
- While you are in the password change site, please click the 'Setup Password Responses' button. Select the questions you would like to use in case of a forgotten or expired password in the future.
- Your password will expire every 365 days. You should receive an email reminding you to change your password before it expires.

The Carthage Portal (my.carthage.edu)

- To see how many students are registered for your course, which classroom you have been assigned, days/times your class meets, etc., go to my.carthage.edu.
- Log-in to the portal using your Carthage username and password.
- On the Home page, you should see a list of the classes you are assigned to teach. The dropdown menu for each class has options for viewing your class list, grade entry, and other course details.
    - If you don't see your assigned classes, click "View More Options", and then change the term to the appropriate term. If you still don't see your classes, please contact your department chair.
- Grade entry opens at the end of the term. Grades are due 48 hours after the end of the course. Unfortunately, there is no way to import your grades from Schoology; you must enter them manually.
- To see roster photos of the students in your classes, go to the "Advising and Registration" tab and click on "Roster Photos" in the lefthand column.

Schoology (lms.carthage.edu)

- Carthage's online learning platform is called Schoology and can be accessed by going to lms.carthage.edu.
- Log-in to Schoology using your Carthage username (followed by @carthage.edu) and password.
- There you can upload a syllabus, see the class list, etc. If you have questions about how to use Schoology, there are a number of helpful YouTube videos available here: carthage.libguides.com/c.php?g=1034728&p=7589787/. If you have additional questions about using Schoology, please send an email to help@carthage.edu.

Teaching Support

- For questions about the class(es) you are assigned to teach (e.g., syllabus examples, learning outcomes, textbook recommendations, etc.), you should contact your department chair or program director. A list of department chairs and program directors can be found here: www.carthage.edu/provost/faculty/department-chairs/.
- The Teaching Commons can provide additional support for how to design and deliver your courses. To find out more about the resources available or to schedule a consultation appointment, email teaching@carthage.edu

FREQUENTLY ASKED QUESTIONS

General Questions

Who do I contact if my classroom is locked?

Office of Public Safety at 262-551-5911

Who do I contact if I have difficulty with the technology in my classroom?

Library Help Desk at 262-551-5950

What do I do if I forgot my Carthage password?

You can change your password at password.carthage.edu. If you are still having trouble, you should contact the Library Help Desk at 262-551-5950.

Who do I contact if I have trouble accessing my email, the my.carthage.edu portal, or Schoology?

Call the Library Help Desk at 262-551-5950 or send an email to help@carthage.edu

If I don't like the classroom I've been assigned, who do I contact about switching rooms?

Registrar's Office at registrar@carthage.edu or 262-551-6100

How do I print and make copies?

The easiest way to print is to send an email to printing@carthage.edu from your Carthage email account with the document you want printed attached. Make sure the document is formatted as 8 ½" x 11" (letter). You will need to wait for a return email from PaperCut; click on the emailed link for the print job to be billed to the correct department. You can release your print job at a shared copier on campus by swiping your Carthage ID on the left side of the copier face. For a list of shared copier locations, visit this website: www.carthage.edu/library/technology-support/printing/#faculty.

To make copies, swipe your Carthage ID at one of the shared copiers on campus. If you have print jobs waiting to be released, that screen will pop up first. If you do not have print jobs pending, the menu for copying, scanning, and printing will pop up. Place your source document(s) either on the glass or in the Automatic Document Feeder. On the printer's main menu screen, choose "Copy." From there, you may alter the settings of the copy (single- or double-sided copy, etc.). Press the "Start" button to begin.

Student Support Questions

Who do I reach out to if I have a concern about a student?

If you are concerned about a Carthage student's academic, financial, or personal well-being, you should submit your concern through the Student Outreach System (SOS): www.carthage.edu/apps/student-success/sos/. You will need to login with your Carthage username and password.

The SOS should NOT be used for emergency situations. If a student is in immediate danger or a threat to others, it is imperative you call the Office of Public Safety at 262-551-5911 or dial 911. Similarly, Title IX disclosures should be reported to a Title IX Coordinator, and students experiencing suicidal ideation should be referred to the Health and Counseling Center.

For a list of FAQs about the SOS, please visit www.carthage.edu/student-success/student-outreach-system-faq/.

Who do I contact if a student in my class needs learning accessibility services or I suspect a student has learning differences?

Diane Schowalter (dschowalter1@carthage.edu) is the Director of Learning Accessibility Services. She can work with the student to get them set up with the appropriate accommodations. You can learn more about Learning Accessibility Services at Carthage here: www.carthage.edu/learning-accessibility/.

If I am concerned with a student's writing abilities, are there additional supports available to students other than a general Writing Center referral?

Yes, you can submit a recommendation for the Writing Center's Skills Intensive Program via the Student Outreach System (SOS). Identify "Grades" as one of the concerns and provide a narrative of the writing issues you have observed.

How do students make an appointment with the Writing Center?

Students should visit carthage.mywconline.com. If they don't already have an account, they will have to register for one first. The account is separate from their Novell username and password. Students should select the "Writing Center" schedule when logging in. You can learn more about the Brainard Writing Center here: www.carthage.edu/writing-center/.

Is tutoring available for students in my courses?

Tutoring and Supplemental Instruction are available for many classes at Carthage. Students can find information about which classes have designated tutors and can schedule a one-on-one tutoring appointment by logging in to carthage.mywconline.com and selecting "Peer Tutoring and SI". You can learn more about tutoring at Carthage here: www.carthage.edu/tutoring/.

If there is not a designated tutor for your course and a student needs a tutor, the student should email tutoring@carthage.edu.

Who are the librarian liaisons, how do I know which one to contact, and what would I contact them about?

To find the librarian liaisons, go to carthage.libguides.com/liaisons. On the lefthand side is a list of the librarian liaisons and what subjects they specialize in. Contact the librarian liaison assigned to your departmental subject if you:

- Want a librarian to visit your class to discuss library resources available to the students
- Would like to order materials for the library
- Have questions about InterLibrary Loan
- Need off-site access to materials

What software does the College provide for my students and for me?

Microsoft Office and Symantec Antivirus are free for all students, staff and faculty members.

To find a full list of software that Carthage provides, please visit: www.carthage.edu/library/software/.

Course Related Questions

How do I submit textbook information for my class?

Send an email to bookstore@carthage.edu. Be sure to include the name of course to which the books you are submitting should be assigned.

Who should I contact if I have questions about course design?

Zubia Mughal (zmughal@carthage.edu) is our instructional designer and e-learning specialist. She would be happy to find a time to discuss course design with you.

How do students complete course evaluations?

Toward the end of the term, students will receive an email with a link to complete their course evaluations. Faculty can login to www.carthage.edu/evals at any time to see:

- Student completion rate of the evaluations
- How many days are left in the evaluation period
- A link to the eval itself that they can share with their students
- Date the reports will be available

How do I access the completed course evaluations?

Once the evaluation period has ended and the date the reports will be available has passed (after grades have been submitted), instructors will be able to login to their CoursEval account and see the results of the evaluations.