Faculty Reference Guide

GVSU COE ACADEMIC DEPARTMENT COORDINATORS
Mailing Address (all academic departments)
Grand Valley State University
College of Education
401 Fulton St. W
Grand Rapids, MI 49504
Phone: (616) 331-6650
Fax: (616) 331-6217

Teacher Education – Director: Dr. Paula Lancaster
Academic Department Coordinator: Ann Homrich
Phone: (616) 331-2089
Email: homriann@gvsu.edu

Special Education, Foundations & Technology – Chair: Dr. Sean Lancaster
Vice Chair: Dr. Mary Bair
Academic Department Coordinator: Kim Busman
Phone: (616) 331-6690
Email: busmank@gvsu.edu

Leadership & Learning – Interim Chair: Dr. Jay Cooper
Vice Chair: Dr. Paula Lancaster
Academic Department Coordinator: Suzanne Rogers
Phone: (616) 331-6657
Email: rogerssu@gvsu.edu

COE OFFICE HOURS:
The College of Education (COE) office at the 3rd and 4th floors of the DeVos Center (DEV) is
staffed Mon.-Fri., from 8:00 a.m. – 5:00 p.m.

PEW GRAND RAPIDS CAMPUS PARKING and SECURITY:
(616) 331-6677  http://www.gvsu.edu/operations
http://www.gvsu.edu/pewsecurity

All parking lots on all campuses require a parking permit which will be mailed to you 2-3 weeks
after you receive your contract letter. Please contact your academic department coordinator if
you have questions, concerns, or need to request a temporary parking permit. Maps of where to
locate the parking lots and structures can be found via the web at http://www.gvsu.edu/maps
BUS SERVICE and SCHEDULE:
For the convenience of all faculty, staff, and students, GVSU and The Rapid have teamed up to provide free transit with a GVSU ID Card between campuses. Please visit http://www.ridetherapid.org/collegeinformation to view the fall schedule, pick up, and drop off points.

OFFICE and/or CLASSROOM SUPPLIES:
Many of the common classroom supplies are located on the 3rd or 4th floors of DEV. If you are not able to find what you are looking for, please ask any of the academic department coordinators for assistance. If we don’t happen to have what you are looking for, it can be ordered.

SEMESTER DEADLINES:

- **All syllabi and all textbook orders** should be submitted to your academic department coordinator ASAP. All syllabi must follow the CAEP guidelines as distributed by your academic department coordinator and they need to be submitted **electronically** for CAEP reporting purposes.

- **Grades** are to be posted by faculty via Banner. Please see http://www.gvsu.edu/cms3/assets/EB165824-970A-0727-317D02399B84498C/ssb_grade_entry_job_aid.pdf for instructions regarding this process.

- **Class lists** can be obtained by faculty via Banner. Please see http://www.gvsu.edu/cms3/assets/EB165824-970A-0727-317D02399B84498C/SSB_CRN-Class_Look-up_Job_Aid.pdf for instructions regarding this process. It is important that class lists are reviewed for accuracy to ensure students are properly registered.

COE STUDENT INFORMATION AND SERVICES CENTER:
The SISC is located on the 4th floor of the DeVos Center. Their phone number is (616) 331-6650. The Center is a “one-stop shop” for student services. Please refer your students to the SISC for information regarding registration (such as closed class and registration overrides), advising appointments, admission to the COE, field placement, state testing and certification, credit transfers, etc.

In order for a student to obtain a closed class override, the SISC will ask for your permission via email to grant the student an override.

CLASS CANCELLATIONS:
If you need to cancel a class session due to illness, inclement weather, or for any other reason when the university is open, you are required to send an email request with the rationale to the Department Chair (cc: the Academic Department Coordinator and the Dean’s Office Administrative Assistant). You should only cancel a class if you are unable to make alternative arrangements (e.g. providing students with an assignment, finding another instructor to teach the class, etc.). The Dean’s Office will keep a record of all course cancellations. Please Note that classes are very rarely cancelled due to weather at GVSU.
DEVOS BUILDING C:
Building C in the DeVos Center on the Pew Campus is home of the COE and the hub of services for students, staff, and faculty. Here is a list of the services that are housed in DeVos building C and their hours of operation:

- **Student Assistance Center**: Monday – Thursday: 9:00 a.m. – 7:00 p.m.  
  Friday: 8:00 a.m. – 5:00 p.m.  
  Saturday: 8:00 a.m. – 1:00 p.m.

  The Student Assistance Center is the branch of the GVSU Registrar’s Office on the Pew Campus. For a list of services please visit their webpage [http://www.gvsu.edu/registrar/](http://www.gvsu.edu/registrar/)

- **Copy Center and Mail Services**: Monday – Friday: 8:00 a.m. – 5:00 p.m.

  The Copy Center and Mail Services desk specializes in copy jobs for faculty and students. The Copy Center also handles UPS and FedEx mailings and they can weigh a document to determine how much postage is needed.

  To make sure orders are processed accurately and in a timely manner, please enter your own jobs via the website ([http://copycenter.gvsu.edu/](http://copycenter.gvsu.edu/)) if possible and give only rush jobs to the student workers to submit for you. If submitting hard copy originals, please give them to the student worker in your academic department with your printed website job ticket.

  This site can only be accessed via the GVSU network. If you will need access off of campus, please let you Academic Department Coordinator know and we can give you instructions from IT for logging into a VPN client.

  If you need any assistance with the Copy Center website, please ask a student worker or your Academic Department Coordinator.

- **GVSU Laker Store (DeVos)**:

  **Week of 8/24/15:**
  
  Monday – Tuesday: 8:00 a.m. – 6:00 p.m.  
  Wednesday: 8:00 a.m. – 7:00 p.m.  
  Thursday: 8:00 a.m. – 6:00 p.m.  
  Friday: 8:00 a.m. – 5:00 p.m.  
  Saturday: 10:00 a.m. – 6:00 p.m.  
  Sunday: 12:00 p.m. – 6:00 p.m.

  **Week of 8/31/15:**
  
  Monday – Thursday: 8:00 a.m. – 7:00 p.m.  
  Friday: 8:00 a.m. – 5:00 p.m.  
  Saturday: CLOSED  
  Sunday: CLOSED  
  Monday: (Labor Day) CLOSED

  **Every week thereafter:**
  
  Monday – Thursday: 8:00 a.m. – 6:00 p.m.  
  Friday: 8:00 a.m. – 5:00 p.m.  
  Saturday: 8:00 a.m. – 2:00 p.m.
The GVSU Laker Store (DeVos campus) is where students will purchase all required texts for courses offered on the Pew Campus or in the Grand Rapids area. All required texts for distance courses should be purchased through the GVSU Laker Store (Allendale campus). Please visit the Laker Store website to purchase a text online.  
lakerstore.gvsu.edu

- **Campus Dining:**

  Plaza Café: Monday – Friday: 11:00 a.m. – 3:00 p.m.
  Trattoria: Monday – Thursday: 7:30 a.m. – 8:00 p.m.
  Starbucks: Monday – Thursday: 7:00 a.m. – 9:00 p.m.
  Friday: 7:00 a.m. – 4:00 p.m.
  Saturday: 7:00 a.m. – 2:00 p.m.

Campus dining offers convenient and healthy alternatives to fast food for students, staff, and faculty on the go. Stop by the Plaza Café and choose items from Homezone, the Grille, Tortilla Fresca, Bene Pizza, and sushi, salad, or soup stations. Trattoria has salads, wraps, smoothies and other to-go options, and Starbucks offers coffee, baked goods, and sandwiches.

**COMPUTER LABS:**

There are computer labs located in the DeVos Center that can be reserved for classes. If you would like to reserve a lab, contact an Academic Department Coordinator to find out what labs are available. Please be aware that the labs are in high demand, so the earlier you can make your request, the better.

**MEDIA SERVICES:**

The Media Services office is located on the 2nd floor of the Eberhard Center (206 EC). Call (616) 331-6637 for assistance with classroom technology (computers, video projectors, VCRs, overhead projectors, etc.). To request A/V equipment, please visit http://www.gvsu.edu/it/index.cfm?action=home.av_request_login.

On the Allendale campus, contact the IT Helpdesk at (616) 331-2101 for A/V equipment services.

**INFORMATION TECHNOLOGY:**

Academic Computing staff is available to assist faculty and staff with special computing needs. Call the Help Desk at (616) 331-2101 or email helpdesk@gvsu.edu for assistance. Their regular hours are Mon - Thurs 7:30 am - 7:30 pm and Fri 7:30 am - 5:30 pm.

If you would like to use a Grand Valley email account, Outlook is GVSU’s email client. It can be accessed via the web at http://mail.outlook.gvsu.edu/. Contact the Help Desk for login assistance. If you do not plan on using the Outlook email client, please contact the Help Desk for information on how to set this account to be automatically forwarded to the email account that you use.

The IT website (www.gvsu.edu/it) contains a variety of helpful information pertaining to training seminars, network and email login, Blackboard help, dial-up access, the wireless network, etc.
BLACKBOARD (Bb):
All GVSU faculty and staff are issued a GVSU computer account. This account provides access to the on-campus network and Blackboard, GVSU’s online course management system (http://mybb.gvsu.edu). Bb allows faculty to post announcements and assignments for their classes, post grades, send and receive emails, post and read messages on Discussion Boards, etc. The IT website (www.gvsu.edu/it) contains help files and animated tutorials that can help you get started with Bb. In addition, a number of strongly recommended Bb workshops are offered every semester for faculty and staff new to the university. A schedule of these workshops is on the IT website.

If you do not know your username, you can search the GVSU directory at http://directory.gvsu.edu or call the Help Desk. Your Blackboard password is the same as your network password. If you do not know your password, you can call the Help Desk and they can reset it for you. Questions about Blackboard can be sent to bbadmin@gvsu.edu.

COURSE EVALUATIONS:
During the last two weeks of classes, your students will need to complete course evaluations via Blackboard. Your Academic Department Coordinator will provide you with information and instructions regarding evaluations later in the semester.

PLACING PHONE CALLS FROM ON CAMPUS:
GVSU’s Main Telephone Number: (616) 331-5000
Internal calls: Dial the last 5 digits (1 + the 4-digit extension) when calling campus offices or student living centers.
Outside calls:
Local: To reach a non-university number, dial 9 and then the seven-digit number.
Long Distance: Dial 9+ 1+ area code + the seven-digit number (for all calls outside of the 616 area code)

STEELCASE LIBRARY:
http://www.gvsu.edu/library (616) 331-7330.
CVSU'S Steelcase Library is located in the southwest corner of DeVos Building A. Hours are Mon – Fri, 7:30 am - 12:00 midnight and Sat-Sun, 9:00 am – 12:00 midnight.

CURRICULUM MATERIALS LIBRARY (CML)
http://www.gvsu.edu/library/cml/
Donna Oster, Library Senior Associate in Curriculum Materials: (616) 331-7084
Rita Kohrman, Liaison Librarian serving the College of Education; Curriculum Materials: (616) 331-2622

The Curriculum Materials Library is designed for use by COE faculty and students and is located in room 201A of the DeVos Center on the Grand Rapids campus. The function of CML is to make available for preview, review, analysis, and use, a sampling of current, high-quality instructional materials for preschool through grade twelve.

RETURNING STUDENT PAPERS and/or PROJECTS:
The COE is no longer able to hold projects for student pick up at the conclusion of the semester. If you wish to distribute class work/projects to students you may do so via in class distribution, or by mail with a student self-addressed stamped envelope.