**Notes for ENGR 2196 Instructors**

*I hope this note collection will ease your transition to teaching ENGR 2196. If you’ll share proposed updates during or after the semester, I’ll be happy to update it.* *– Joe*

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Academic calendar

Key dates for our classes this year:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | First class | No classes | Last class | Grades due |
| Fall2010 | Mon., Aug. 30 | Mon., Sept. 6Thurs.-Fri., Sept. 25-26 | Wed., Dec. 8 | TBD (after Dec. 18) |
| Spring2011 | Tues., Jan. 18 | Mon.-Fri., Mar. 7-11 | Mon., May 2 | TBD (after May 11) |

For full calendar, see <http://www.temple.edu/registrar/acad_calendars.html>.

▶ **Need to learn:** days on which COE will partially or completely cancel classes for senior design presentations or other special events.

# Adjunct Policy and Handbook (TU)

Download these official documents from: <http://www.temple.edu/vpfaculty/guides.html>

# Blackboard

* Training is available for the new version of Blackboard, and the Faculty Support Center can advise you in person or remotely if you have problems.
* We’ll discuss how to coordinate content on our Blackboard sites if necessary.
* We should direct most Blackboard broadcasts only to students, since otherwise faculty recipients will get bombarded with duplicates.
* The Course Tools tab on your main Blackboard page gives you access to the ISIS listing of your class members, from which you can display an array of their photos. This is helpful for learning face-name associations (though some photos are missing or outdated).
* Digital Dropbox has been abandoned in the new version. The Assignments feature works — if you’re willing to play by its rules.

# COE computer support

Max Lin of the EE department can help us deal with various hardware-software-network problems. Reach Max at 215-204-3392 or machlin@temple.edu. His office is in the COE 7th floor lab just down the hall from Rm. 702-B on the same side.

# Computer labs

COE computer labs were made available in Spring 2010 for a lesson on RefWorksWeb by Gretchen Sneff. (Students also attended a research database demonstration by Dave Dillard in Paley Library’s Rm. 130 lab.) But COE lab time was not available for lessons in Word 2007 techniques, editorial exercises, or online research practice. For the Fall semester we need to research other possibilities, e.g., labs in Tuttleman Learning Center (including the Writing Center’s lab).

Alternatively, we may gradually need to move to a self-paced distance-learning model for teaching some skills.

We’ll probably do best to perform the research and development for such curricular improvements incrementally and collaboratively.

# Computer Services help desk and seminars

* The free seminars offered by TU Computer Services are well worth attending.
* The tutorial handout PDFs from the Computer Services seminars are limited and somewhat flawed, but they’re a lot better than nothing. See also: *Microsoft Office software*.

# Contact info via COE home page

See <http://www.temple.edu/engineering/> for faculty-staff directories and other information about the college, including faculty research interests.

# Counseling Services for students

TBS

# Course signups: how to check

To check the signup for your course:

1. Go to <http://www.temple.edu/bulletin/>#, select Course Schedule at the bottom, and select Fall 2010.
2. On the next screen, use the Department drop-down list to select **Engineering,** and select Main Campus; then simply ask to see the list of courses without further qualification.
3. Scrolling down to the 2196 sections, find the number of Seats Available from your section, and **subtract** that number from the course cap of 20.

# Disabilities

TU’s Disabilities Resource Services (DRS) in Ritter Annex provides a wide array of technological and other services to students who require assistance. For example, conversion of course readings to audio can be arranged for blind or dyslexic students.

To ensure against claims of discrimination, students who request accommodations such as extra time on tests need to be registered with DRS.

# Engineering faculty

Our key contacts in the CE, EE, and ME departments are listed in the syllabus. But we should aim to develop a more elaborate network of faculty members on whom we can rely for a variety of purposes: generating and vetting design project ideas, guidance on technical issues that arise in design discussions, guidance on research contacts for our students, assistance with grading, etc.

See also: *Contact info.*

# ESL students

TBS

# Evaluations

TBS

# Faculty absences

TBS

# Faculty Support facility in Tech Center

TBS

# Green card policy and procedures

TBS

# ID card

After completing HR paperwork, get card at Diamond Dollars, 1910 Liacouras Walk, Rm 202.

# Library: Engineering (SEAL)

TBS

# Library: Paley

TBS

# Mailbox

The EE department secretary will provide us with mailboxes in COE’s 7th floor mail room.

# Microsoft Office2007: reference aids

* See *Computer Services* regarding handouts and seminars.
* For an excellent guide and reference, see Faithe Wempen’s ***SPECIAL EDITION: USING MICROSOFT OFFICE WORD 2007: The Only Word 2007 Book You Need***, published by QUE (Several other books have confusingly similar titles.) Using Temple’s library server, you can access it for free in Safari Books Online.

*How:* From the library’s home page <http://library.temple.edu/index.jsp?bhcp=1>, select the **Diamond** catalog, then select the **All Databases** index to access **Safari**. On Safari’s home page, search on this ISBN number to go right to the book: **ISBN 0-7897-3608-X**.

* For a **conversion table** showing where older Word menu choices live in the new ribbon, see the conversion appendix in the Wempen book cited above.

An **interactive** **map** program showing many (not all) such conversions is available at

<http://office.microsoft.com/en-us/word-help/interactive-word-2003-to-word-2007-command-reference-guide-HA010074432.aspx?pid=CH100487431033>

This map program is a good learning tool for those of us who have found the transition to the new ribbon exasperating. To install it locally on your computer:

1. Download the installation file **wd2003\_2007CmdRef.exe** from the above site to your Download folder.
2. In Windows Explorer or My Computer, navigate to your Download folder and double-click on the file to install it (perhaps to the Microsoft Office folder under Program Files).
3. Navigate to the folder where you told the installation program to put the installed version of the software. Right-click on the installed program and copy its shortcut icon to your desktop.

# Office, computer, and telephone

TBS

# Parking and mass transit

At or just before the start of each semester, check whether the Parking office has received confirmation of your employment from COE. (Phone: TBS.)

Once they have it, go to the Parking office on the Student Activities Center lower level (to the left of the campus bookstore). They’ll let you pick a lot near COE; Lot #10 across the street from COE seems less cramped than the one right next to the building.

Annually, they’ll give you a rear mirror hanger-decal, and each semester they’ll add parking credits to your ID card. Credits are for teaching-related use only (not, e.g., for attending cultural or sporting events), and they endure only for the semester.

# Photocopy account & conservation policies

We’ll have use of the EE department’s copier and computer printer equipment for course-related work. TU policy calls for printing and copying two-sided where feasible and otherwise conserving materials and energy.

# Smart classrooms

TBS

# Student conferences

TBS

# Teaching-Learning Center

TBS

# Technical writing: transitioning from teaching comp

* *Technical Writing A–Z* (our textbook): Following TU’s policy for adjuncts, COE will purchase and pay for a copy for each instructor.
* Joe Danowsky’s course handbook: The introductory section provides a nuanced view of what makes TW distinctive, especially from essay and fiction writing.
* See Joe to borrow a variety of other technical writing books.