New Faculty Orientation
2007
August 13th - 15th
The University of Central Florida
New Faculty Orientation 2007

Monday, August 13, 2007

*All Monday sessions will be held in the Student Union except some college meetings at 2:00.

7:30-8:00  Registration and Continental Breakfast
► Student Union, Pegasus Grand Ballroom DEF and Lobby
Sponsored by the UCF Credit Union

8:00-8:45  Welcome
► Pegasus Grand Ballroom DEF
Provost Terry Hickey; Alison Morrison-Shetlar, Dean of Undergraduate Studies; Manoj Chopra, Faculty Senate Chair

Welcome to new faculty and introduction of university officials.

8:45-9:00  Break
► Pegasus Ballroom DEF
Visit with Provost Hickey and other officials.

9:00-10:15  A. The Path to Tenure (repeated at 10:30)
► Pegasus Grand Ballroom AB
Provost Terry Hickey; John Schell, Vice Provost; Lin Huff-Corzine, Asst. V.P. Faculty Relations

Overview of the tenure and promotion process at UCF. Timelines and the university-level promotion and tenure guidelines will be distributed.

B. Research Funding and the Office of Research and Commercialization
(repeated at 10:30)
► Pegasus Grand Ballroom GH
M.J. Soileau, Tom O’Neal and Vaidy Vaidyanathan, Office of Research and Commercialization

Overview of services of the Office of Research and Commercialization and discussion of the funding opportunities database, proposal submission process, post-award management, intellectual property and commercialization, and human subjects research.

C. Developing Connections in Large Classes Using Juggling and “Other Stuff”
► Key West 218
Jay Brophy, Psychology Department

Getting connected and staying connected during the semester will be a central theme of the session. Two illustrations will be described: juggling and the use of simulations. Getting to know your students will help you! Student-student and faculty-student connections will be described. Active learning methods will allow faculty to improve the outcomes and enjoyment of the course. Juggling is one illustration of a successful method faculty can use to build their own active learning environment. Simulations, group projects, community action projects are others that faculty may use. During the session participants will actually learn to juggle and will leave with their own set of juggling balls.

10:15-10:30  Break
► Pegasus Grand Ballroom Hallway between DEF and GH
Visit with Provost Hickey and faculty members.
10:30-11:50  A. The Path to Tenure  
► Pegasus Grand Ballroom AB  
Provost Terry Hickey; John Schell, Vice Provost; Lin Huff-Corzine, Asst. V.P. Faculty Relations

Overview of the tenure and promotion process at UCF. Timelines and the university-level promotion and tenure guidelines will be distributed.

B. Research Funding and the Office of Research and Commercialization  
► Pegasus GH  
M.J. Soileau, Tom O’Neal, and Vaidy Vaidyanathan, Office of Research and Commercialization

Overview of services of the Office of Research and Commercialization and discussion of the funding opportunities database, proposal submission process, post-award management, intellectual property and commercialization, and human subjects research.

C. The Library and Faculty: What You Need to Know  
► Key West 218  
Elizabeth Killingsworth and Jason Martin, UCF Libraries

Discover what the library can do for you as a researcher, author, tenure-seeker, and teacher. You’ll learn how to access full-text journals as well as specialized databases in your field. We’ll introduce you to new tools that can help you as you publish and go up for promotion and cover library services aimed at improving your students’ research skills.

12:00-1:00  Lunch with the Provost and Deans  
► Student Union, Pegasus Grand Ballroom DEF  
Sponsored in part by Addison Wesley, Allyn & Bacon/Longman, and Prentice Hall Publishing

Comments by Patricia Bishop, Vice Provost and Dean of Graduate Studies, and Alison Morrison-Shetlar, Dean of Undergraduate Studies.

1:00-2:00  One Stop Shop  
► Cape Florida Ballroom 316

Meet representatives of the various UCF service and business organizations located on campus. Find out how to access services.

2:00-3:30  Meet with Deans: Presentations and Discussions of College Requirements and Support Systems

► Arts and Humanities - Student Union, Pegasus AB  
► Sciences - Student Union, Pegasus GH  
► Business Administration - Student Union, Pegasus I  
► Education - Teaching Academy, Room 130  
► Engineering and Computer Science - ENGR II, Room 202  
► Health and Public Affairs - HPA1, Room 335
**New Faculty Orientation 2007**

**Tuesday, August 14, 2007**

*All Tuesday sessions will be held in the Classroom I Building except for breakfast and lunch.*

---

### 7:15-8:15

**UFF-UCF Breakfast**  
► **Student Union, Cape Florida AB**

---

### 8:30-10:00

**Faculty Success**  
► **CL1-104**  
Orientation Services, Academic Advising, Student Academic Resource Center, Honors College, International/Interdisciplinary Studies, Student Disabilities, Writing Center, Office of Instructional Resources, Library, Counseling Center, UCF Police, myUCF Grades, Classroom Response Systems  
Overview of a variety of UCF resources available to faculty.

---

### 10:00-10:10

**Break**  
► **CL1-207 Faculty Center**  
Refreshments provided by the UCF Bookstore.

---

### 10:10-11:10

**A. Resources You Need from myUCF (repeated on Wednesday at 10:05)**  
► **CL1-101**  
Representatives of the Academic Advising Council  
Find out how to get the latest information about class rosters, student information, and electronic advising resources and assistance by attending this workshop on how to use myUCF. This will be an interactive session using the computer and your PID, NID and passwords.

**B. myUCF Grades (repeated on Wednesday at 10:05)**  
► **CL1-120**  
Dennis Dulniak, Registrar; Kevin Yee, Faculty Center for Teaching and Learning; Brent Shaw, Course Development and Web Services  
Learn how to use myUCF Grades, an optional program to post grades to students electronically and securely using the myUCF portal. Scantron results from Test Scoring Services will be automatically uploaded to your courses in myUCF Grades.

---

### 11:15-12:00

**A. Channeling and Assessing Chaos (or not)**  
► **CL1-218**  
Ali Korosy, Modern Languages and Literatures Department  
How do you, as a good instructor, allow your students to find their process, to use and own the information you’re offering long after they’ve left your class? Come experience and design unique techniques to allow students to collaborate and think actively using Chaos Theory as a launching pad. Don’t draw the diagram, let students form it. Then, help discuss and design strategies for evaluating and valuing this collaboration, reflection and application of knowledge.
Tuesday continued

11:15-12:00  B. Cheating, Plagiarism and Disruptive Conduct
► CL1-220
Patricia MacKown, Office of Student Rights and Responsibilities, and Nancy Stanlick, Philosophy Department

A session with the Office of Student Rights and Responsibilities providing information on how we can support faculty in the student grade appeals process, student discipline procedure, and with classroom behavior problems. Also included is a presentation on turnitin.com which is a web-based service offered to all professors to check for plagiarism. Handouts with suggested syllabus wording and information on academic honesty and the UCF Creed will also be provided.

C. Teaching Creatively: Ideas in Action
► CL1-307
Alison Morrison-Shetlar, Dean of Undergraduate Studies

Would you like to have your students participate more in their learning? How do you deal with larger classes than you are used to and still have student interaction? This workshop will help you adapt effective teaching strategies to suit your teaching style. Participants will be involved in the demonstration and discussion of interactive teaching methods, in assessment and grading methods, and in the effective use of technology to improve student learning.

12:00-12:15 Break
Travel to the Student Union.

12:15-1:15 Lunch with the Chairs
► Student Union, Cape Florida Ballroom 316 ABCD
Sponsored in part by MetLife Financial Services

Student Panel: What is it like to be a student at UCF?

1:15-2:00  A. Building Community via the Web
► CL1-205
Linda Futch and Dale Voorhees, Course Development and Web Services

The more “connected” your students feel to you and each other, the more successful they can be in your classes. The Internet can be a great vehicle to encourage communication with and among your students. This session will demonstrate two powerful tools available to faculty as you consider how to craft an effective learning environment for your students—WebCT’s “Discussion Board” and UCF’s “eCommunity.”
New Faculty Orientation 2007

Tuesday continued

1:15-2:00  B. Online Information Literacy Resources for Faculty
► CL1-218
Elizabeth Killingsworth, UCF Libraries

Learn about the online information literacy modules project, a partnership between the Library and Course Development and Web Services. The modules will provide students with the opportunity to learn information literacy skills online using a state-of-the-art system that provides content, practice and assessment to ensure that learning has taken place. Prototype modules will be shown.

C. Teaching as a Non-Native Speaker
► CL1-219
Kevin Yee, Faculty Center for Teaching and Learning

Educators who speak English as a second language face unique linguistic and cultural challenges. We will discuss strategies to ease the transition to a non-native language and culture.

D. Look Who’s Coming to Your Class
► CL1-220
Ron Atwell and Bernadette Jungblut, Assessment and Planning

They’re not your average students! This interactive presentation will acquaint you with your new UCF students. After an overview of new freshman (FTIC) and transfer student academic achievement, we will highlight some fascinating statistics from the CIRP—an Attitudinal Survey for Incoming Freshmen and Transfer Students. Once you know who is coming and why, let us tell you about the many Student Development and Enrollment Services (SDES) resources that can support you in facilitating students’ successful experience at UCF.

2:00-2:15  Break
► CL1-207 Faculty Center

Refreshments provided by the Faculty Center.

2:15-3:00  A. Protecting Human Subjects in Research: Institutional Review Board (IRB) Submission at UCF
► CL1-205
Tracy Dietz, IRB Chair, and Barbara Ward, IRB Coordinator, Office of Research and Commercialization

B. Accommodations 101: Your Rights and Responsibilities When Students With Disabilities Are Registered for Your Course(s)
► CL1-219
Pam Rea, Assistant Director, Student Disability Services, and Myrna Pagan-Ubides, Coordinator of Academic Support Service, Student Disability Services

A highly recommended “primer” for new UCF faculty. Basic information on shared rights and responsibilities necessary for providing typical accommodations and accessible course material to students with disabilities. What does it mean when a student presents a “Letter to the Professor,” and when to expect this letter. SDS staff will open the floor for questions from new faculty.
2:15-3:00 C. Opportunities for Engaging Our Undergraduate Students
  ► CL1-220
  Alison Morrison-Shetlar, Dean of Undergraduate Studies

  New trends for the Office of Undergraduate Studies and ideas on how to better engage our student body through Experiential Learning, Undergraduate Research, the Unifying Theme for General Education, and more will be discussed.

D. Developing an Effective Syllabus
  ► CL1-307
  Eric Main, Faculty Center for Teaching and Learning

  Learn some best practices as well as UCF’s requirements for syllabus design. Examples and templates will be provided.

3:00-3:15 Break
  ► CL1-207 Faculty Center

  Refreshments provided by the Faculty Center.

3:15-4:00 A. Overview of Academic Computing Support
  ► CL1-219
  Yasmin Brady, Computer Services

  This session will highlight the computing resources available to students on the main UCF campus including computer accounts, computer labs, the computer store, and much more.

B. Got Citations? RefWorks Can Help You Publish!
  ► CL1 205
  Rich Gause and Renee Montgomery, UCF Libraries

  Join us to learn more about a citation management system that can help you store citations, create in-text citations, and generate bibliographies. We will cover how to set-up a FREE account, how to export citations from the library databases, and how to generate a finished product. For EndNote users, we will cover the advantages of using RefWorks as a temporary storage folder and exporting the citations from RefWorks to EndNote.

C. Assessment for Optimal Learning
  ► CL1-307
  Tace Crouse, Faculty Center for Teaching and Learning

  How do we know what and how much the students learn? Selecting and implementing assessment strategies that answer those questions and actually promote optimal learning will be discussed.
August 13-15, 2007

New Faculty Orientation 2007

Wednesday, August 15, 2007

*All Wednesday sessions will be held in the Classroom I Building.

8:00-8:30  Coffee and Conversation
► Outside of CL1-104
µ Refreshments provided by the UCF Bookstore.

8:30-10:00  Faculty Success
► CL1-104
Undergraduate Studies, OEAS, Test Scoring Services, LEAD Scholars, Student Development and Enrollment Services, Interdisciplinary Studies, Course Development and Web Services, Wellness Center, Diversity Initiatives, Bookstore, Experiential Learning, Multicultural Academic and Support Services

Overview of a variety of UCF resources available to faculty.

10:05-11:00  A. Resources You Need from myUCF
► CL1-101
Representatives of the Academic Advising Council

Find out how to get the latest information about class rosters, student information, and electronic advising resources and assistance by attending this workshop on how to use myUCF. This will be an interactive session using the computer and your PID, NID and passwords.

B. myUCF Grades
► CL1-120
Dennis Dulniak, Registrar; Kevin Yee, Faculty Center for Teaching and Learning; Brent Shaw, Course Development and Web Services; Lisa Wayte, Computer Services

Learn how to use myUCF Grades, an optional program to post grades to students electronically and securely using the myUCF portal. Scantron results from Test Scoring Services will be automatically uploaded to your courses in myUCF Grades.

11:00-11:15  Break
► CL1-207 Faculty Center
µ Refreshments provided by the Faculty Center.

11:15-12:00  A. Multimedia Services for Faculty
► CL1-202
Ruth Marshall, Ron Slaughter, David Retherford, and Jon Findell, Office of Instructional Resources

Overview of services of the different offices within OIR, i.e., training for multimedia classrooms, multimedia production services, and ITV classroom support and training.
Wednesday continued

11:15-12:00  B. Designing Effective Writing Assignments
► CL1-218
Karla Kitalong, Director of Writing Programs

In this session, we will discuss the basics of designing effective writing assignments in various types of classes. There will be time to apply this information to your own assignments.

C. Testing to Evaluate Learning
► CL1-220
Diane Wink, College of Nursing

Your course has a clear syllabus, useful course web site, relevant readings, marvelous lectures, and active learning strategies; but, how will you determine what and how much students will have learned? This session will provide tips for development of multiple choice, true/false, and short answer items to evaluate learning.

12:00-3:00  Lunch on Your Own and Free Time

3:00-4:30  Welcome Back Reception
► Student Union, Pegasus Grand Ballroom

All new and returning faculty, administrators, and professional personnel are invited to a “welcome back” reception. As we begin this new academic year, we hope to take this opportunity to renew old friendships and greet the new members of our Faculty and A&P staff.
Your Academic New Faculty Orientation is hosted by:

Faculty Center for Teaching and Learning
UCF Bookstore
MetLife
UCF Credit Union
Addison Wesley
Allyn & Bacon/Longman
Prentice Hall Publishing