Welcome to the University of South Florida

New Faculty Orientation

August 10 - August 13, 2015
Monday, August 10, 2015

8:30 am to 9:30 am  Provost Office Orientation Kick-Off Breakfast
Marshall Student Center Room 3707
Please join USF’s Administrative Team for a “Welcome to USF” breakfast. You will have the opportunity to meet a number of your fellow new faculty members and be introduced to members of the university’s administrative leadership team.

9:45 am to 10:30 am  Welcome to USF: A Discussion with the Senior Vice Provost and Dean of Graduate Studies
Marshall Student Center Room 3705
Dwayne Smith, Senior Vice Provost and Dean of Graduate Studies, will discuss university policies and procedures regarding a number of issues including plagiarism, students with disabilities, attendance, disruptive students, grading, grievance procedures, and Florida’s “Sunshine” public records laws.

10:30 am to 11:00 am  Overview of USF World
Marshall Student Center Room 3705
Dr. Roger Brindley, Vice Provost and USF System Associate Vice President for USF World, will discuss USF World and emphasize USF’s role as an Engaged Global Research University.

11:00 am to 12:00 pm  Research & Innovation Presentation
Marshall Student Center Room 3705
Dr. Sudeep Sarkar, Associate Vice President for USF Research & Innovation, will give you an overview of Research & Innovation’s Mission.

12:00 pm to 1:30 pm  Campus Resource Expo & Lunch
Marshall Student Center Ballroom A & B Room 2100
Enjoy lunch while you visit different offices and departments that provide services to faculty, students, and staff:

- Athletics
- Bookstore
- Committee on Issues of Sexual Orientation & Gender Equality
- Human Resources
- Information Technology
- International, Graduate & Undergraduate Admissions

- Office of Community Engagement & Partnerships
- Office of Diversity & Equal Opportunity
- Office of National Scholarships
- Research & Innovation
- Patel College of Global Sustainability
- Student Success

- Tutoring & Learning Services
- United Faculty of Florida (UFF)
- University Police/ Public Safety
- USF Libraries
- USF World
- Women in Leadership & Philanthropy
12:00 pm to 5:00 pm **Official University Portrait (Professional attire recommended)**
Marshall Student Center Room 3708

Please stop by the photography studio to have your complimentary official university portrait taken. This photo will be used throughout your career at USF in publications and websites. Portraits will be taken on a walk-in basis, and no appointment is necessary. If you are unable to take advantage of this complimentary opportunity, your official USF portrait may be taken at a later date by appointment for a cost.

1:30 pm to 2:30 pm **Faculty and the new Violence Against Women Act Requirement**
Marshall Student Center Room 3705

Nanci Newton, Director of the USF Center for Victim Advocacy & Prevention and Joni Bernbaum, Assistant Director, will discuss the new Violence Against Women Act (VAWA) requirements and provide training on the university’s response to, and prevention of, sexual violence. This mandatory training is now required by the Department of Education.

2:30 pm to 3:15 pm **Diversity at USF**
Marshall Student Center Room 3705

Dr. Jose Hernandez, Chief Diversity Officer for USF’s Office of Diversity, Inclusion and Equal Opportunity, will discuss how the Office assists in enriching the educational experience for students and strengthening the workplace for faculty and staff.

3:30 pm to 4:00 pm **Overview of the Office of Graduate Studies**
Marshall Student Center Room 3705

The Assistant Dean of the Office of Graduate Studies will discuss the operations of the Office of Graduate Studies and the services it provides to faculty. Included in this presentation will be information pertaining to the Office of Postdoctoral Affairs.

4:00 pm to 4:30 pm **USF Public Safety**
Marshall Student Center Room 3705

Lieutenant Charlotte Domingo will be presenting various campus safety programs and resources specific to USF and will outline the services provided by the USF Police Department. The University of South Florida is committed to providing a safe and welcoming campus environment that is conducive for living, learning and working. To ensure the health, safety and security of the USF community, multiple university divisions work collaboratively to improve the quality of life in the community through training, communication, prevention activities and effective response when situations arise.
Tuesday, August 11, 2015

8:45 am to 12:00 pm  **Teaching Workshops**  
Business Administration Building Auditorium Room 115  
Join us for an introduction to teaching at USF, including important information about semester essentials, speed teaching tips, and technology at USF. We will also converse with experienced faculty members during two panel discussions titled “What I Wish I Knew My First Year at USF” and “Effective Teaching”.

12:00 pm to 1:30 pm  **A Guide to Student Affairs Luncheon**  
Business Administration Building “Multi-Purpose” Room 225  
Student Affairs works to ensure an outstanding student-centered learning environment at the University of South Florida. We believe that an integrated student experience is critical in order to educate the “whole” student. Therefore, we strategically partner with faculty and other university and community stakeholders to ensure that students are successful at the university and able to compete in a global society. This session is designed to assist with your transition to the University of South Florida by providing you with essential information from Student Affairs. We will:

- Discuss details of responding to emergencies and strategies for managing distressed students  
- Provide guidelines for disability accommodations in the classroom  
- Present information on sustaining our community values through the Student Code of Conduct  
- Inform you about ways to connect with students through the work of Student Affairs

This session will allow us the opportunity to explore ways in which we can continue providing our students the best educational experience at USF.

1:40 pm to 4:30 pm  **Teaching Workshops**  
Business Administration Building “MBA Classrooms” Rooms 230 & 231  
Join us for breakout sessions on issues in teaching and learning, such as syllabus and course design, interactive teaching techniques, classroom management, creating assessments, and effective lecturing. We will also have a session titled “Flipping the Classroom” where we will discuss how a course structure with readings or lecture videos done as homework removes lecture from the classroom, and frees up class time.
**Historical Tour of Tampa & Lunch at the Columbia**

Meet the bus for pick-up in the CGS Circle, in front of the Patel Center for Global Sustainability. Join your colleagues on a narrated bus tour through beautiful Tampa Bay and stop in historic Ybor City to enjoy a complimentary luncheon at the famous Columbia Restaurant – a Florida tradition since 1905.

**ARRIVE**  
8:45 am

**TOUR DEPARTS**  
9:00 am

**TOUR RETURNS**  
5:00 pm

Situated in the beautiful Ybor City neighborhood in Tampa, Columbia is the oldest continuously operated restaurant in Florida and the oldest Spanish restaurant in the United States.
Thursday, August 13, 2015

9:15 am to 10:15 am **Human Resource Workshop**
Communications & Information Sciences Building Room 1035
Library, Grace Allen Room
A Human Resource representative will be providing an overview of all of the benefit programs including health, dental, life, disability, voluntary products, HSA/FSA and retirement options. USF is pleased to offer Faculty employees a generous variety of pre-tax and post-tax insurance choices through the State of Florida and private insurance providers. We will also provide information on our leave programs, how to locate valuable information on the USF and State websites and what to expect from People First, the State plan administrator.

10:30 am to 11:30 am **Library Information Sessions (Limited seating)**
Library Room 209
USF librarians will provide an overview of essential services, resources, and technologies, including resources delivered to your office, remote access to electronic resources, and resource guides tailored to your classes.

11:30 am to 1:00 pm **Lunch (On your own)**
The Marshall Student Center offers several dining options this week, including Einstein Bros. Bagels and Beef ‘O Brady’s, on the first floor. Top of the Palms, on the third floor of the Marshall Center, offers a sophisticated dining restaurant with buffet selections, carving station, exhibition cooking and assorted desserts. Starbucks, located on the first floor of the library, offers sandwiches, pastries and plenty of beverage options. A few other locations include the Boar’s Head deli in the BSN building, Camille’s Sidewalk Café, located in the Morsani Center of USF Health, Pollo Tropical and Juniper-Poplar Dining Hall. Several off-campus restaurants can be found on Fowler Avenue, close to campus.

1:00 pm to 4:30 pm **Using Canvas for Face to Face Teaching (Limited seating)**
Communications & Information Sciences Building Room 1035
Find out about a variety of Canvas’s easy-to-use, intuitive features designed to make teaching and learning easier. Even if you have previous experience with Canvas or a similar teaching tool, we

- Set Profiles and Notifications
- Upload a File
- Post a Syllabus
- Enable SpeedGrader & Plagiarism Tools

- Set Home Pages and Calendars
- Create a Basic Page, Module and Assignment
- Gather Course Statistics
- Navigate Canvas’ Interface

**Meet & Greet Social hosted by the Office of the Provost**

5:00 pm to 6:30 pm
Lee Roy Selmon Athletics Center, Hall of Fame Conference Room
New Faculty Orientation will conclude with a reception in your honor at USF’s impressive Lee Roy Selmon Athletics Center. This event is for you and a guest. Dress is business casual.
Building Locations for New Faculty Orientation Events

Monday, August 10, 2015
Marshall Student Center
- Provost Office Orientation Kickoff Breakfast - MSC 3707
- Welcome to USF: A Discussion with the Senior Vice Provost - MSC 3705
- Overview of USF World - MSC 3705
- Research & Innovation Presentation - MSC 3705
- Campus Resource Expo & Lunch - MSC Ballroom A & B
- Violence Against Women Act Requirement - MSC 3705
- Diversity at USF - MSC 3705
- Overview of Graduate Studies - MSC 3705
- Safety Workshop - MSC 3705
- Official University Portraits - MSC 3708

Thursday, August 13, 2015
USF Library
- Human Resource Workshop - Library, Grace Allen Room
- Library Teaching Workshop - Lib 209
- Lunch - On Your Own
Communication & Information Sciences
- Using Canvas for Face to Face Teaching - CIS 1035
- Lee Roy Selmon Athletics Center
- Meet & Greet Social hosted by the Provost Office - Hall of Fame Conference Room, Lee Roy Selmon Athletics Center

Tuesday, August 11, 2015
Business Administration Building
- Teaching Workshops - BSN 115
- A Guide to Student Affairs Luncheon - BSN 225
- Teaching Workshops - BSN 230 & 231

Wednesday, August 12, 2015
Patel Center for Global Sustainability
- Historical Tour of Tampa & Lunch at the Columbia
  *Bus pick-up at the CSS Circle, Patel Center for Global Sustainability
These events have been planned to familiarize you with the University of South Florida and hopefully will make your first weeks of teaching easier. Kindly visit the New Faculty Information website http://www.usf.edu/provost/faculty-info/faculty-events.aspx for additional information and also to RSVP for the events.

As seating is limited for some events, please be sure to submit your electronic RSVP by Friday, July 31, 2015 (Note: for planning purposes, we need to know if you will or will not attend). If you have any questions, please call (813) 974-5534 or e-mail nfo@usf.edu and we will be pleased to assist you. We look forward to meeting you soon!

If you require special accommodations, please contact us in advance and we will endeavor to assist you. You may call (813) 974-5534 or e-mail nfo@usf.edu.

Thank you for your support!