



ADJUNCT FACULTY RESOURCE GUIDE

Spring 2022

This resource guide is an internal document for the use of adjunct faculty members of the UConn School of Social Work community. Selling or giving this resource guide to external organizations or individuals is forbidden.

TABLE OF CONTENTS

UConn Hartford Campus.....	2
Contact List	3
SSW Deans and Directors.....	3
SSW Offices	4
Hartford Campus Contacts.....	5
Emergency Contacts	5
Phone Instructions	5
Adjuncts - Getting Started	6
Adjuncts - Helpful Information	7
Helpful Links.....	9
Student Resources	10

UConn Hartford Campus

***Please check your UConn email regularly for updates on Hartford Campus building hours.**

School of Social Work Building (HSSW)

38 Prospect Street
Hartford, CT 06103
www.ssw.uconn.edu

*Adjunct faculty office: Room 217
Adjunct mailboxes: Room 103 ~ lock code: 2018*

Hartford Times Building (HTB)

10 Prospect Street
Hartford, CT 06103

UConn Library at the Hartford Public Library (HPL)

500 Main Street
Hartford, CT 06103

Library Hours:

<https://lib.uconn.edu/about/library-location-hours/hartford-campus-library/>

CONTACT LIST

SSW Deans and Directors

Dean and Co-Director PhD Program – Nina Rovinelli Heller

Office: 959-200-3648

Nina.heller@uconn.edu

Associate Dean for Academic Affairs – Joanne Corbin

Office: 959-200-3645

Joanne.corbin@uconn.edu

Associate Dean for Research – Vacant

Office: 959-200-3612

MSW Program Director – Brenda Kurz

Office: 959-200-3635

Brenda.kurz@uconn.edu

BSW Program Director – Paula Nieman

Office: 959-200-3654

Paula.nieman@uconn.edu

Field Education Director –Nicole Campbell

Office: 959-200-3656

Nicole.campbell@uconn.edu

Director of Strategic Programming – Milagros Marrero-Johnson

Office: 959-200-3606

Milagros.marrero-johnson@uconn.edu

Finance and Administration Director – Stephen Marchillo

Office: 959-200-3614

stephen.marchillo@uconn.edu

SSW Offices

Office of Field Education – HSSW Room 112

Office: 959-200-3636

sswfielded@uconn.edu

Field education gives students insight into the wide range of social work settings where graduates may become employed. By working in the field with social work professionals who are qualified UConn Field Instructors, students have the opportunity to integrate theory with practice. Students in the Master of Social Work program participate in two field education internships.

Office of Outreach and Continuing Education – HSSW Room 206

Office: 959-200-3617

SSWCE@uconn.edu

socialworkce.uconn.edu

Our Continuing Education Program offers practitioners the opportunity to stay current with new ideas and methods being introduced into practice. Every social worker and human service professional has the responsibility to ensure that they are providing quality services for their clients, agencies, and communities. Continuing Education programs are offered throughout the year. Instructors are experts in their fields and the topics they address are current and the most relevant to today's social work practice.

Office of Student and Academic Service (OSAS) – HSSW Room 106

Office: 959-200-3687

sswstudentservices@uconn.edu

OSAS provides support to Non-Degree, BSW, MSW and PhD students during their academic program. OSAS also serves as a resource liaison in connecting students to appropriate services and administers the admission process.

Information Technology Support (ITS) – HSSW Room G02

Office: 959-200-3666

Select option #1: In class

Select option #2: General support

The primary mission of Hartford ITS is to support and facilitate the technology needs of the campus community in their pursuit of research, teaching, learning, outreach, and engagement in the greater Hartford area.

Hartford Campus Contacts

UConn Library at the Hartford Public Library – 500 Main Street, Hartford, CT 06103

Main Office: 959-200-3466

SSW Librarian: Janice Mathews (959-200-3461, Janice.mathews@uconn.edu)

Website: lib.uconn.edu/libraries/hartford-campus-library/

UConn Barnes and Noble Bookstore – 18 Front Street, Hartford, CT 06103

Main Office: 860-263-2260

Manager: Laurie Bompert (860-263-2270, Laurie.bompert@uconn.edu)

UConn Transportation Services

Office: 860-486-1448

transportation@uconn.edu

The Hartford Campus Shuttle provides continuous-loop service between Front Street, the School of Business, the CT Convention Center Garage, and the CT Science Center Garage between the hours of 6PM – 10PM, Monday – Thursday. Visit <https://hartford.uconn.edu/student-life/parking-transportation/> for more information.

Emergency Contacts

Emergency police dispatch – 911

UConn Police (non-emergency police dispatch) – 860-486-4800

SSW Security desk – 959-200-3683

Phone Instructions

- Calling from one Hartford campus phone to another:
 - Dial # followed by the last 5 digits of the extension
- Calling to an outside line:
 - Dial 10-digit phone number

ADJUNCTS - GETTING STARTED

NetID and Email

Once an adjunct has been hired and paperwork has been processed, they receive a NetID activation email that will include an activation code, as well as instructions for activating their NetID. Additionally, they can find their NetID, activate their NetID, and reset a password on the NetID Management webpage. The NetID and password will be their credentials for logging into their UConn email, Student Admin and HuskyCT.

NetID Management: <https://netid.uconn.edu/>

Email Log in: <https://email.uconn.edu/>

Parking at the UConn Hartford Campus

Street parking is available outside of the School. For those interested, UConn parking permits are available at the nearby parking garages. UConn Hartford adjuncts should apply online using the link below. Please be sure to select the option for Special Payroll permits. For additional information, contact Parking Services at 860-486-4930.

Parking Permit Application: <https://park.uconn.edu/employee-parking-general-information/>

General UConn parking information: <https://park.uconn.edu/downtown-hartford-campus-staff/>

Parking Garage Information:

Convention Center Parking Garage – 860-728-2598

Front Street North Garage – 860-524-8622

Science Center Parking Garage – 860-987-6512

Course Textbooks: Adopting Textbooks and Desk Copies

Instructors must adopt textbooks for their class(es) each semester by emailing Laurie Bompert (laurie.bompert@uconn.edu) at the UConn Hartford Bookstore as soon as possible. If your class does not require a textbook, please email Laurie Bompert to let her know. Instructors can request **desk copies** via online portals on publishing websites. Please email Tessa Cugno (tessa.cugno@uconn.edu) for assistance.

ADJUNCTS - HELPFUL INFORMATION

Instructor Support

The **Center for Excellence in Teaching and Learning (CETL)** is dedicated to the support and advancement of best practices in teaching and learning at the University of Connecticut.

Office: 860-486-0457

Email: cetl@uconn.edu

Website: <http://cetl.uconn.edu/>

CETL frequently offers online webinars on HuskyCT. Visit <https://fins.uconn.edu/> for upcoming opportunities.

UConn's learning management system, "**HuskyCT**," is powered by Blackboard Learn. Use HuskyCT to electronically send announcements, post content, collect and grade assignments, give quizzes, hold discussions, post grades, and more. HuskyCT also offers Collaborate, the Blackboard web conferencing tool, for university-wide use.

Website/Log In: <https://huskyct.uconn.edu/>

HuskyCT Support: <https://confluence.uconn.edu/ikb/teaching-and-learning/huskyct>

Offering Permission Numbers

Clarification on SSW's policy: Permission numbers are used for instructor consent classes, over-enrollment and overriding requisites. Students in need of permission numbers need to request them from the instructor of the course. For instructors, step-by-step instructions on how to obtain permission numbers can be found at: <https://studentadmin.uconn.edu/help/instructors-and-advisors/view-and-create-class-permission-numbers/>

Procedure for Cancelling a Class

Instructors should email their students through Student Admin or HuskyCT to notify them of class cancellation. Notify OSAS (preferably by email) with the cancelled class name, date, time and building/room number. OSAS will then post a sign next to your classroom indicating the class cancellation if the instructor is unable to do so.

For Students with Academic Difficulties

If you have a student in your class that is having academic difficulties, please contact the MSW or BSW Program Director immediately—they will provide you with the name and contact information of the student's faculty advisor for follow-up.

Posting Grades or Grade Changes

Instructors are to change grades through their student administration account – visit Student Administration's [Instructors and Advisors Guides](#) for step-by-step instructions.

Accessing Student Evaluations of Teaching

Office of Institutional Research and Effectiveness

Alex Walsh, *Research Analyst* – (860-486-1908, alexander.walsh@uconn.edu)

Email: SETeaching@uconn.edu

For instructions on how to access your student evaluations of teaching, please review the following website: <https://oire.uconn.edu/set/>. Evaluations can now be done in class or outside of class, using smart phones, tablets or laptops.

EPAS Evaluations

To ensure the School of Social Work is teaching according to the standards of our accrediting body, Council on Social Work Education, instructors teaching method and foundation courses will be required to complete a spreadsheet evaluating their students. These spreadsheets are due to the Program Assistant in the Dean's office by the final grade submittal date of each semester. You'll receive your spreadsheet and instructions by mid-semester.

Emergency Information

Please visit the Office of Public Safety's website to learn about all information and resources regarding the Police Department, Fire Department, Office of Emergency Management, and Fire Marshal & Building Inspector: <https://publicsafety.uconn.edu/>.

- In the event of an emergency, please contact 911.
- In the event of a non-emergency, please contact UConn Dispatch at 860-486-4800. They will immediately radio the UConn Hartford Police to send an officer.

Campus Closing

24-hour emergency closing information number: (860) 486-3768

Sign up for text message alerts: <https://alert.uconn.edu/get-alerts>

For infrastructure and weather related emergency closings, class cancellation and delay information, please call the emergency line, check your local TV stations, or refer to alert.uconn.edu to determine if there is a class cancellation or delay. "Emergency Closing Make up Dates" can be found on the Academic Calendar at registrar.uconn.edu.

In the event that the University is closed due to inclement weather or other emergency on a regularly scheduled class day, instructors are expected to make reasonable attempts to complete all stated course learning objectives by the last day of classes. When scheduling a make-up time please check with the Scheduler for the Hartford Campus, Nicole Ariyavatkul: 959-200-3833, to avoid conflict and ensure space availability.

Snow Parking Ban Information

When heavy snowfall is predicted, the Mayor may declare a snow emergency parking ban to ensure roads remain open for DPW and emergency vehicles. During a snow emergency parking ban, all on-street parking is prohibited throughout the City of Hartford, cars left parked on City streets will be ticketed and towed.

Blue lights have been installed at 16 major intersections, and will be illuminated 6 hours before a parking ban takes effect. The light will remain illuminated throughout the duration of the parking ban. The purpose of the blue lights is to notify residents that it is necessary to move cars parked on city streets and there is an active parking ban. Vehicles MUST be removed from City Blue Light lots 6 hours after the parking ban has been lifted.

To sign up for parking ban notifications please register with the City's emergency services alert system <http://www.hartford.gov/emergency-services>.

Residents without access to off-street parking may move their vehicles to the following “Blue Light Lot” locations:

- 130 Sisson Ave
- 2434 Main St
- 135 Main St
- 50 Curcombe St
- 20 Francis Ct
- 547 Park St
- 60 Chadwick Ave
- 45 Evergreen Ave
- 77 Laurel St
- Sigourney and Homestead
- Learning Corridor Parking Garage - Brownell St Entrance

Also available are City Parks and Centers, and All Hartford District School Parking Lots. For more information, please visit <https://www.hartfordct.gov/Government/Departments/Public-Works/Snow-Parking-Ban>.

Helpful Links

BSW Student Handbook and Schedules: <https://sww.uconn.edu/bsw-students-2/>

HuskyCT: <https://huskyct.uconn.edu/>

MSW & Course Schedules: <https://sww.uconn.edu/calendars-and-schedules/>

MSW Student Handbook: <https://sww.uconn.edu/msw-students/>

BSW Student Handbook: <https://sww.uconn.edu/bsw-students-2/>

SSW Website: <https://sww.uconn.edu/>

SSW Website – Adjunct Page (password: SSWADJUNCT): <https://sww.uconn.edu/adjuncts/>

Student Admin: <https://studentadmin.uconn.edu/>

Student Admin: [Helpful Guides](#)

UConn Email Log in: <https://email.uconn.edu/>

STUDENT RESOURCES

Center for Students with Disabilities - Hartford – HTB Student Services Suite 107

Katie Halbruner, Regional Campus Coordinator for Hartford

Email: katie.halbruner@uconn.edu

Phone: 959-200-3872

Website: <http://csd.uconn.edu/>

Mental Health Resource Center – HTB Room 113

Naa Opoku Gyamfi, Clinical Case Manager

Email: naa.opoku-gyamfi@uconn.edu

Phone: 860-486-9143

Website: <https://mhrc.hartford.uconn.edu/>

Registration Assistance – HSSW Room 106

Office of Student and Academic Services

Office: 959-200-3687

Course registration is through Student Admin: <http://studentadmin.uconn.edu/>

Veteran's Benefits – HTB Room 207

Peter Tribuzio

Email: peter.tribuzio@uconn.edu

Phone: 959-200-3803

Writing ("W") Center – HTB 218

Email: hartfordwriting@gmail.com

Website: <http://wcenter.hartford.uconn.edu/>

Make an appointment: <https://hartford.mywconline.com/>