



ADJUNCT FACULTY RESOURCE GUIDE

Fall 2023

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.

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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

<https://socialwork.uconn.edu/>

Adjunct faculty office: HSSW Room 217

Adjunct mailboxes: HSSW Room 103 ~ lock code: 2018

Printers are located on HSSW 3rd floor

Resources for SSW Faculty and Staff: <https://socialwork.uconn.edu/info-faculty-staff/>

Hartford Times Building (HTB)

10 Prospect Street

Hartford, CT 06103

UConn Library at the Hartford Public Library (HPL)

500 Main Street

Hartford, CT 06103

Due to significant water damage sustained at the Hartford Public Library as the result of a burst pipe, the Hartford Public Library (HPL) and all UConn Library spaces located in HPL are closed to the public. In the interim, UConn Library will provide reference consultations in person or virtually by appointment.

Library Hours:

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

CONTACT LIST

SSW Deans and Directors

Dean – Laura Curran

Office: 959-200-3648

Laura.curran@uconn.edu

Interim Associate Dean for Academic Affairs & Co-Director of the PhD Program – Scott Harding

Office: 959-200-3628

Scott.harding@uconn.edu

Associate Dean for Research – Jennifer Manuel

Office: 959-200-3612

Jennifer.manuel@uconn.edu

MSW Program Director – David Byers

Office: 959-200-3635

David.byers@uconn.edu

BSW Program Director – Paula Nieman

Office: 959-200-3654

Paula.nieman@uconn.edu

Interim Co-Director of the PhD Program – Cristina Wilson

Office: 959-200-3674

Cristina.wilson@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

<https://socialwork.uconn.edu/current-students/>

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

Due to significant water damage sustained at the Hartford Public Library as the result of a burst pipe, the Hartford Public Library (HPL) and all UConn Library spaces located in HPL are closed to the public. In the interim, UConn Library will provide reference consultations in person or virtually by appointment.

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

Visit <https://hartford.uconn.edu/about/transportation/> for more information.

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/>

UConn Hartford Employee Parking: <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

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

Emergency Contacts

Emergency police dispatch – 911

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

SSW Security desk – 959-200-3683

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://universitiesafety.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>.

ADJUNCTS - GETTING STARTED

Complete Your Paperwork in PageUp

You'll receive an email from the PageUp system with items that need your attention. Contact Iris Strong (iris.strong@uconn.edu) with questions.

Obtain Your NetID and UConn Email and Create Passwords for Both

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/>

Contact UConn Hartford ITS for support: hartford.its@uconn.edu

Get Your UConn ID

Be sure to request your Husky One Card (UConn ID): <https://onecard.uconn.edu/>
Contact the One Card Office (860-486-3129) with questions.

Obtain the Master Syllabus for the Course You are Teaching and Begin Working on Course Materials

You'll receive a copy of the master syllabus of the course you will be teaching via email from the program director, faculty course lead, or program assistant.

Course Textbooks: Adopting Textbooks and Desk Copies

Instructors who are using a textbook must adopt textbooks for their class(es) each semester by emailing Cheyann Plecity at Cplecity@bncollege.com (while Laurie Bompat is on leave), please contact Cheyann as soon as possible. All textbook adoptions and questions can be fielded through Cheyann Plecity. If your class does not require a textbook, please email Cheyann to let her know. Instructors can request **desk copies** via online portals on publishing websites. You will receive a guide to requesting desk copies. Please email Chelsea Lebron (chelsea.lebron@uconn.edu) with questions.

Request Your HuskyCT Site and Begin Building Your Course

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.

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

Requesting HuskyCT Courses: <https://kb.uconn.edu/space/SAS/10776805549>

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

Attend Adjunct Orientation

Please refer to the Fall and Spring 2023-2024 – Pedagogy Workshops and Check-In Schedule located here (under the Adjuncts tab): <https://socialwork.uconn.edu/info-faculty-staff/>

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 are 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 toward the end of the semester.

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.

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://kb.uconn.edu/space/SAS/10776805547/Viewing+and+Creating+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

<https://bpir.uconn.edu/home/institutional-research/set/>

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.

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: 959-200-3905

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

<https://hartford.uconn.edu/veterans/>

Writing ("W") Center – HTB 218

Email: jacob.horn@uconn.edu

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

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

QUICK LINKS

School of Social Work Links and Resources

- SSW Website: <https://socialwork.uconn.edu/>
- SSW Resources for Faculty and Staff: <https://socialwork.uconn.edu/info-faculty-staff/>
- SSW Academic Calendars and Class Schedules: <https://socialwork.uconn.edu/calendars-and-schedules/>
- MSW Student Handbook: <https://socialwork.uconn.edu/msw-students/>
- BSW Student Handbook: <https://socialwork.uconn.edu/bsw-students-2/>
- Office of Outreach and Continuing Education: <https://socialwork.uconn.edu/ssw-continuing-education/>

UConn Employee Information and Resources

- NetID Management: <https://netid.uconn.edu/>
- Email Log in: <https://email.uconn.edu/>
- UConn One Card Office (UConn ID): <https://onecard.uconn.edu/>
- UConn Hartford Transportation: <https://hartford.uconn.edu/about/transportation/>
- UConn Hartford Employee Parking: <https://park.uconn.edu/downtown-hartford-campus-staff/>
- UConn Hartford Library Hours: <https://lib.uconn.edu/about/library-location-hours/hartford-campus-library/>

Safety Information and Resources

- University Safety: <https://universitiesafety.uconn.edu/>
- UConn Alerts: <https://alert.uconn.edu/get-alerts>
- City of Hartford Alert System: <https://www.hartfordct.gov/Government/Departments/Emergency-Services/AlertSystem>
- Hartford Snow Parking Ban Information: <https://www.hartfordct.gov/Government/Departments/Public-Works/Snow-Parking-Ban>

UConn Instructor Systems and Resources

- Student Admin: <https://studentadmin.uconn.edu/>
- Student Administration System Guides for Instructors: <https://kb.uconn.edu/space/SAS/10758194594/Instructors>
- Guide on Viewing and Creating Permission Numbers: <https://kb.uconn.edu/space/SAS/10776805547/Viewing+and+Creating+Class+Permission+Numbers>
- UConn's Learning Management System, HuskyCT: <https://huskyct.uconn.edu/>
- HuskyCT Support: <https://edtech.uconn.edu/huskyct/>

- UConn Hartford Information Technology Services (IT): <https://hartford.uconn.edu/its/>
- UConn Knowledge Base (guides and policies on various topics): <https://kb.uconn.edu/>
- Center for Excellence in Teaching and Learning (CETL) (upcoming events and workshops): <https://fins.uconn.edu/>
- Student Evaluation of Teaching: <https://bpir.uconn.edu/home/institutional-research/set/>
- UConn Hartford Library: <https://lib.uconn.edu/location/hartford-campus-library/>

Student Resources

- Center for Students with Disabilities: <https://csd.uconn.edu/>
- UConn Hartford Mental Health Resource Center: <https://mhrc.hartford.uconn.edu/>
- The Writing Center at UConn Hartford: <https://wcenter.hartford.uconn.edu/>