



**Northeastern
Illinois
University**

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Memorandum

TO: NEIU-El Centro Instructors

FROM: Daniel López, Jr., Ph.D., Associate Dean of Academic Development & Director of El Centro

DATE: August 21, 2008

SUBJECT: NEIU-El Centro Guidelines and Expectations --Fall 2008

CC: Lawrence P. Frank, Provost
Deans
Department Chairs

Welcome to Northeastern Illinois University- El Centro! We are very glad that you have chosen to teach at NEIU-El Centro. If you are new to NEIU-El Centro or if you need to update your Personal Information Form please fill out the attached form and return it to our receptionist. Don't forget to provide us with a copy of your course syllabus [NOTE: syllabus should include your phone number or email address so that students can get in contact with you instead of calling the NEIU-El Centro line]. In addition here are a few other reminders:

- **Office hours-** Monday-Friday 8:30am-9:00p.m and Saturdays 8:00a.m.-5:00p.m.
- **Office space** – Instructor may use the office space located in room 116 to fulfill office hours obligations and to meet with students, prepare for class, check email or use the campus phone. *Please note this is a shared space therefore, we ask that you keep it organized. Also, do not leave valuables unattended.*
- **Course authorizations-** If you wish to add more students to your class please send them to the reception desk to obtain the authorization forms.
- **ID's** – For your personal safety, student, staff and visitors will be expected to show a form of identification as you enter the building. Please carry your ID's at all times. ID's pictures for NEW instructors will be taken at El Centro during the first two week of classes.
- **Mailboxes** – You have a mailbox, please check and empty frequently.
- **E-mail-** We will be communicating with you via email, therefore please make sure you have an active NEIU-email account—check your email frequently!
- **Blackboard** - Instructors are encouraged to use Blackboard in their classes. See Fausto for more details.
- **Photocopies-** Exams, practice work- 4 pages max. Longer should be copied at your academic department. Instructors are asked to please bring work to be copied at least a week in advance. You are also encourage to post your handouts on Blackboard and/or create electronic files to avoid photocopying.
- **Board markers-** Please keep with you or leave in your mail box.

- **Academic, social, and cultural activities** are planned each semester and instructors and students are encouraged to attend. NEIU-El Centro staff will periodically put flyers in your mailboxes, please make announcements in your classroom.
- **Parking** – For now parking is limited to city streets. We recommend you plan to arrive early to find a spot. We are expect to have parking spaces available soon.
- **Building Policy**
 - No smoking is allowed anywhere in the building (including the restrooms).
 - Children- parents need to supervise their children at all times to prevent them from disrupting classes.
- **Classroom Policy (see Employment Obligations and Expectations handout attached)**
 - Please observe the maximum student classroom capacity guidelines. No exceptions will be allowed!
 - It is not permitted to move furniture at any time in/from any classroom.
 - As a general courtesy, instructors are expected to erase the white boards at the end of each class period.
 - Instructors are expected to remove and keep their markers.
 - Food is not allowed in any classroom.
 - Please keep rooms clean. Report any signs of vandalism immediately to the NEIU-El Centro staff.
- **Academic Support Programs**
 - Student Progress Reports/Academic support referrals - You may be asked to complete s student progress report. This report will allow us to monitor student academic progress in your classroom and to identify student needs.
 - Math and Writing Tutoring is available at NEIU-El Centro. Please encourage your students to utilize this service. A tutoring schedule will be forthcoming.
- **Computer Room Policy**
 - For computer labs open hours, please see the reception desk.
 - Students, faculty, and staff, and instructors have priority for using computer labs.
 - Children are NOT allowed to use the computer room at any time.
 - Food or drinks are not permitted in the computer room.
 - As of any room students need to refrain from using inappropriate language and behavior.
 - Keep noise level to a minimum.
- **Staff assistance** – We have several staff members here to assist you with your classroom needs. Please do not hesitate to contact us for assistance.

Staff	Location and Extension
Daniel López, Jr., – Director	Room 104, Ext. 4081
Maria Luna Duarte, Assistant Director	Room 113, Ext. 4084
Fausto Ortiz, Coordinator of Technology Resources	Room 115, Ext. 4083
Silvia Romero, Coordinator of Academic Support Services	Room 114, Ext. 4082
TBD, Coordinator of Student Retention and Outreach	Room 103, Ext. 4095
Alma Hernandez, Secretary III	Room 103, Ext. 4080
Laura Castro De Cortes, Extra Help	Room 103, Ext. 4080
Reina Gallo, Security Officer	Room 103, Ext. 4080

Thank you for your cooperation and have a successful and productive semester.