STONEHILL COLLEGE

New Faculty Welcome Book

An Introduction to Stonehill College

2013

STONEHILL COLLEGE

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Welcome

<div align="right">July 1, 2013</div>

Dear New Faculty Colleagues,

It is my distinct honor to welcome you as a member of the faculty at Stonehill College. This year the College celebrates its sixty-fifth year of living its mission to educate *"the whole person so that each Stonehill graduate thinks, acts, and leads with courage toward the creation of a more just and compassionate world."* You are now an important part of this mission.
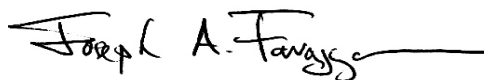
Each member of the Stonehill faculty is distinguished by a sustained commitment to teaching, scholarship and creative work, and service to the college and community. In all of our work, we model for our students active and engaged learning and invite them to join us in the satisfying yet perilous journey known as the life of the mind.

The work of the faculty is informed by a student-centered approach, whether it is designing innovative and experiential classes, partnering with students in research, or mentoring students in their decisions about careers, graduate school or post-graduate service. Stonehill faculty will attest that the classroom is only the starting point; learning occurs in multiple venues and contexts on our beautiful campus and beyond.

I hope this Welcome Book will assist you as you navigate your transition to Stonehill. While there is much to learn, there are many who stand willing to assist you as these pages will attest.

I wish for you a successful year and I genuinely look forward to working with you.

Sincerely,

Joseph A. Favazza
Provost and Vice President for Academic Affairs

How to Use This Book

We put this book together as an introduction to the offices and programs that are most likely to be of use to you in your first year at Stonehill. We imagine you using this guide in conjunction with the *Faculty Handbook*, *The Hill Book*, and **the Stonehill website**, which provide more detailed information about the Stonehill curriculum, your responsibilities as Stonehill faculty, and the resources available to you.

A good place to start is the "**Getting Started Checklist**" (p. 9), which gives you a quick overview of the things you'll need to do when you first get to campus. Following that is an introduction to some "**Basic Policies and Information**" (p. 11) that you should know, as well as a list of "**Important Dates to Remember**" (p. 15) for your first year. We've also included a brief list of the "**Grants, Awards, and Other Funding**" (p. 17) available to Stonehill faculty – both for your own professional development and to support innovative ideas you have for your classes.

The rest of the guide gives you snapshots of the different units on campus that will be supporting you in your first year. In these pages you can find out:

- how to set up **electronic reserves** for your course (p. 67)
- who the **administrative assistant** is for your building or department (p. 14)
- who to contact if you're **running late for class** (p. 12)
- what to do if you suspect a student is **in crisis** (p. 60-61)
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- how to **submit receipts** related to your faculty development funds (p. 13)
- where to learn more about **diversity initiatives** on campus (p. 53)
- how to update your **Faculty Information Page** on the web (p. 74)

And, most importantly, feel free to contact any of the people listed in the "**Who's Who**" box of each section with questions – these folks are here to help you succeed at Stonehill.

Getting Started Checklist

Before classes start:

❏ Look for an email from Information Technology (IT) about your computer and software needs

❏ Look for a letter from IT with information about your Stonehill username and password, email, and myHill the request is initiated by Human Resources)

❏ Check out IT's services on their web pages at http://www.stonehill.edu/it under Services, or use the quick list under the Get Started link.

❏ Work with Communications & Media Relations to create your mini-profile and have your picture taken for an announcement to be published about the new faculty

❏ Work with the Web Office to develop your "Faculty Information Page" for the website (start the process by entering your information using the following online form: http://www.stonehill.ed/faculty-updates/).

❏ Contact the Office of Academic Development if you have a grant deadline approaching before or near the beginning of the school year or if you need to transfer a current award.

❏ Complete your pre-employment paperwork with Human Resources (see p. 76)

When you first arrive on campus:

❏ Contact Nancy Dunsing (Provost's Office) regarding your office keys

❏ Go to Campus Police to process your Stonehill ID card and parking pass. Parking passes are also available in Human Resources.

❏ Contact Human Resources about enrolling in benefits and attend an HR Orientation (see p. 77)

❏ Advise HR and the Provost's Office of any new address or contact information

❏ If you have any questions about technology, including your computer, using eLearn (Stonehill's Learning Management System), your office phone, voice mail or email, please stop by the IT Service Desk in the lower level of Duffy, Room 025 or call x4357 (HELP) or email service-desk@stonehill.edu

❏ If you have any questions or requests regarding your office furnishings, contact Greg Wolfe in the Purchasing Department at ext.1357 or email gwolfe@stonehill.edu

❏ If you'll need copies made for your classes, contact the Document Center (located in Duffy 264) at x1264 or documentcenter@stonehill.edu

- ❏ If you have any payroll questions, contact Debra Walsh at ext. 1389 or dwalsh@stonehill.edu

During your first semester:

- ❏ Submit copies of your course syllabi from this semester to syllabus@stonehill.edu or mboyd@stonehill.edu (and continuing submitting them each semester)
- ❏ Don't forget to submit midterm deficiency grades
- ❏ Fill out a Faculty Interest Survey for the Office of Academic Development
- ❏ Attend New Faculty Seminar lunches (see p. 29)
- ❏ Attend New Employee Orientation lunches (TBA)

Basic Policies and Information

We will cover much of the following information during New Faculty Orientation, but here's an overview of some basic policies and information you should be aware of. These – and other policies you should get to know – are described in more detail in the *Faculty Handbook* and *The Hill Book*, which you'll receive at orientation.

Office Hours

At least four hours a week of scheduled office hours are recommended for full-time faculty, with availability at other times by appointment. Office hours must be communicated to departmental administrative assistants and department chairs, and posted on faculty doors.

Suggested Statements for your Syllabus

Honor Code Statement

All members of the College community have the responsibility to be familiar with, to support, and to abide by the College's Academic Honor Code. This responsibility includes reporting known or suspected violations of this policy to the appropriate faculty member or to the Director of Academic Services or designee. The *Faculty Handbook* and *The Hill Book* have further details.

We recommend including a statement about the Honor Code in your syllabi. The following are four examples of statements that you may consider using:

> *My expectation is that you will adhere to the Academic Honor Code and Academic Integrity Policy that are provided on pages 105 – 107 in the 2010 – 2011 edition of the Hill Book. [update with pages from current Hill Book]*
>
> *In this course, [provide your definitions, limitations, requirements, and expectations when it comes to: students working with one another and producing a single collaborative product or individual products, instances and restrictions on when and what types of information can be shared, examples of unauthorized assistance, preferred citation style along with examples, concept of original work, examples that illustrate and differentiate paraphrasing from plagiarism, etc].*
>
> *When in doubt, always verify with me if something is being done properly or is allowable in this class rather than simply make an assumption based on the fact that it was or is currently allowable in another class.*
>
> *A violation of Stonehill's Academic Integrity Policy may, at my discretion, result in but is not limited to [provide possible sanctions].*

Classroom Accommodation Statement

It's likely that you will teach some students who need disability accommodations in order to fully participate in your classes. In order to create an environment in which students feel comfortable approaching you about any necessary accommodations, Stonehill encourages the use of a syllabus statement and class announcements to invite students to disclose their needs. The following is one example of such a statement:

> Students with documented disabilities: Stonehill College is committed to providing all students an inclusive learning environment. The Office of Disability Services within the Center for Writing and Academic Achievement is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with the Office of Disability Services, who have an Accommodations Verification Letter requesting accommodations, are encouraged to contact the instructor early in the semester.

See the section below on the Office of Disability Services for more information.

Absence/late to class

In order to simplify the process by which students are notified of a class cancellation, we advise faculty to email each class directly through eLearn. You should do this as early as possible for the sake of our commuter students and your email should include any assignments to be completed in lieu of the cancelled class. In addition, and this is very important, you should cc: Nancy Dunsing and Mary Boyd on your message to your students. This will allow our office to post the cancellation on the Stonehill TV monitors and to field questions from students.

In an emergency, you should just call the Provost office at 508-565-1311 and we will notify students.

If you are delayed due to traffic or weather conditions and you want your class to wait for you please call 508-565-1311 and we will go to the classroom and inform the students.

Monday Free Period

No classes are scheduled on Mondays from 11:30 – 12:45 so that meetings can more easily be scheduled. During a typical month, the Monday Free Periods are reserved as follows:

- 1st Monday: Faculty Senate Meetings and New Faculty Seminar Luncheons
- 2nd Monday: Department Chairs Meetings and New Employee Orientation Luncheons
- 3rd Monday: Committee Meetings
- 4th Monday: Department Meetings
- 5th Monday: Faculty Assembly

Bias Response Protocol

The Bias Response Protocol provides our community with an appropriate, timely and productive response to acts of bias and hate crimes. We believe in the inherent dignity of all people and in the education of the whole person so that each Stonehill graduate thinks, acts, and leads with courage toward creating a more just and compassionate world. To achieve these goals, and to support our community in realizing these goals, we are committed to fostering an environment free of harassment and hostility based on personal identity.

What is a bias-related incident?

An act directed against a person, group or property expressing hostility or bias on the basis of perceived or actual gender, race, religion, national or ethnic origin, sexual orientation or disability is a bias incident. Bias incidents may consist of slurs, epithets, name calling, use of degrading language, graffiti or slurs, intimidation, harassment or coercion directed at the targeted person or group. Bias acts occur whether the act is intentional or unintentional or is directed toward an individual or group and may contribute to creating an unsafe/unwelcoming environment for victims and social identity groups. Bias acts are considered such even when presented as a joke, prank, or delivered with humorous intent.

What do I do if I witness or am a target of a bias-related incident?

Immediately notify Campus Police x5555 to report the incident. Please note that reports will be filed with Campus Police, regardless of the presence of an alleged perpetrator (e.g., graffiti, etc). Campus Police will respond to the scene, collect evidence, interview witnesses, and file a report that states the situation may be a bias incident. Please do not touch any evidence of a bias related act; Campus Police has specific protocols for documenting, gathering, and removing of bias-related graffiti or property damage. For more information about how to get involved with stopping hate on our campus, contact Intercultural Affairs at x1409 or email diversity@stonehill.edu

Travel Reimbursements and other Forms

Forms connected with conference and research travel can be found at http://www.stonehill.edu/faculty/forms/. Please note that **detailed original receipts** for all purchases/reimbursements must be submitted with the appropriate form. Once the form has been completed, reviewed and approved by the Chair of the department, the form and receipts should be sent to the Office of the Provost, Duffy 134.

Information Change

Please advise the Provost's Office, as well as Human Resources, with any changes in name, residence, or telephone.

Administrative Assistants

Administrative Assistants are available to answer questions on a variety of matters. They are a valuable resource in getting settled and acclimating yourself during your first year at Stonehill. The Administrative Assistants are located as follows:

- Business Administration Department: Carolyn McGuinness
- Cushing-Martin Building: Beth Pearson
- Duffy Building: Wendy Hanawalt
- Education Building: Donna Driscoll
- Martin Institute Building: TBD
- Science Building: Romelle Berry

Document Center

The Document Center can assist you with larger and more complicated copying jobs. It is located in Duffy 264 and can be reached at x1264 or documentcenter@stonehill.edu

Mail

The Mail Services Department is located on the first floor of the Commons. If you have a mail-related question, contact Sharon Moody at ext.1438 or smoody@stonehill.edu.

Phone

If you have any questions about your office phone or voice mail, contact the IT Service Desk in the lower level of Duffy, Room 025 or call ext.4357 (HELP) or email service-desk@stonehill.edu

Office Furnishings

If you have any questions or requests regarding the furnishings in your office, contact Greg Wolfe in the Purchasing Department at ext.1357 or email gwolfe@stonehill.edu.

Important Dates to Remember

August 2013

Tues – Wed	20-21	New Faculty Orientation
Fri	23	Opening Meeting of the Faculty and Individual Department Meetings
Mon	26	Into the Streets Day
Tues	27	Opening Mass of the Holy Spirit 11:30am (all are welcome to attend)
		Departmental meetings with students
Wed	28	Classes Begin (follow a Monday schedule)
Wed	28	New Faculty Seminar

September 2013

Mon	2	Labor Day (no classes)
Thurs	5	New & "Gently Used" Faculty Mixer
Friday	20	Presidential Inauguration

October 2013

Mon	7	New Faculty Seminar
Mon	14	Columbus Day (no classes)
Tues	15	Academic Development Day (no classes except those held at 6:00 pm or later)
TBA		Mid-Semester Deficiency Reports Due

November 2013

Mon	4	New Faculty Seminar
Mon	11	Veteran's Day (classes will be held)
Wed – Sun	27 - Dec 1	Thanksgiving Recess

December 2013

Mon	2	New Faculty Seminar
Wed	11	Last Day of Classes
Thurs	12	Reading Day; New Faculty/Mentor Lunch
Fri - Thurs	13-19	Final Exams Administered
Thurs	26	Semester Grades due on-line

January 2014

Mon	13	Classes Begin
Mon	20	Martin Luther King Day (no classes)

February 2014

Mon	3	New Faculty Seminar
Mon	17	President's Day (classes will be held)

March 2014

Mon	3	New Faculty Seminar
Sat – Sun	8-16	Spring Vacation
TBA		Mid-Semester Deficiency Reports due

April 2014

Wed	2	Academic Development Day (no classes except those held at 6:00 pm or later
Mon	7	New Faculty Seminar
Thurs - Mon	17 - 21	Easter Break/Patriot's Day – No Classes

May 2014

Thurs	1	Last Day of Classes
Fri	2	Reading Day
Sat – Fri	3 – 9	Final Exams Administered
Mon	12	Semester Grades due for Seniors due on-line
Wed	14	Semester Grades for 2014, 2015 & 2016 due on-line
Thurs	15	Tenure & Promotion Retreat
Sat	17	Baccalaureate Mass – (4:00 pm)
Sun	18	Commencement

Grants, Awards, and Other Funding

The following is a list of funding and other opportunities available to Stonehill faculty. These are all *internal* opportunities – to learn more about *external* grant opportunities, visit the Office of Academic Development.

Grants & Awards

Classroom Innovation Grant – due October 1 and April 1

Administered by the Center for Teaching and Learning, this grant provides up to $1000 for the support of innovative projects meant to enhance student learning (including innovative use of instructional technology). Details on the CTL website (www.stonehill.edu/ctl.xml).

Conboy Award for Faculty Development – due first Friday of December

Administered by the Dean of the Faculty, this grant provides a course release in one semester to advance the research of an Assistant or Associate Professor. Criteria and procedure for application are available in the *Faculty Handbook*.

Inclusive Excellence Grant – due 1st of each month

Administered by the Office of Intercultural Affairs, this grant supports projects which seek to foster inclusiveness of diverse perspectives across campus. Additional details online (http://www.stonehill.edu/x13241.xml).

Pedagogy Travel Grant – due 1st of each month

Administered by the Center for Teaching and Learning, this grant provides up to $750 for support of faculty travel to teaching-related workshops and conferences. Details on the CTL website (www.stonehill.edu/ctl.xml).

Professional Development Grant – due first Friday in October

Administered by the Office of the Provost, these grants will fund up to $5,000 for Research, Writing, and Artistic Production and up to $2,000 for Seminar/Institute Support. All full-time faculty members with continuing employment at the College are eligible to apply. Criteria and procedure for application are available in the *Faculty Handbook*.

Publishing Support Grants – no deadline

Administered by the Dean of the Faculty, these grants are available to help subsidize the cost of publication for scholarly works (e.g., page charges, indexing, editing). Approximately $10,000 is available each year; maximum of $1,500 per faculty member. Criteria and procedure for application are available in the *Faculty Handbook*.

Scholarship of Teaching and Learning (SOTL) Research Grant – due April 1

Administered by the Center for Teaching and Learning, this grant provides $2500 for support of faculty research in the scholarship of teaching and learning. Details on the CTL website (www.stonehill.edu/ctl.xml).

Other Opportunities

Faculty Initiatives in Technology – Due April 1 (spring semester pilots) & October 15 (fall semester pilots)

Administered by the Department of Information Technology, FIT supports faculty in piloting new instructional technologies. Participating faculty receive a stipend along with dedicated support from a trained student assistant. More details online (www.stonehill.edu/it).

Faculty-Librarian Partnership Program – due April 15

Organized by the MacPháidín Library and the Center for Teaching and Learning, the Faculty-Librarian Partnership Program (FLPP) offers faculty members the opportunity to explore how they can better collaborate with librarians to further their curricular goals. Participating faculty receive a $1000 stipend and dedicated support from a research librarian in one of their classes.

Stonehill Undergraduate Research Experience Program – due early in December

Administered by the Office of Academic Development, the SURE Program provides students the opportunity to work with faculty on their research projects over an 8 or 10 week period during the summer. In addition to research assistance from the students, faculty also receive a stipend. Visit the SURE website (http://www.stonehill.edu/offices-services/sure/) for more information.

Teaching and Learning Strategies Seminar – due December 1

Administered by the Center for Teaching and Learning, the T&LS Seminar provides faculty with a course release so that they can participate in a weekly teaching seminar and complete a teaching project related to their work. Details on the CTL website (www.stonehill.edu/ctl.xml).

Other Funding

Student Research & Creative Projects and Travel Grants – no deadline

Student Research & Creative Projects Grants and Travel Grants are available through the Office of the Dean of Academic Achievement. They provide modest funds (up to $300) to students to support the research and creative projects they conduct under the guidance of faculty mentors.   This includes funding for the purchase of research supplies, to help offset travel costs for research purposes, as well as to support travel to professional meetings to present results of original research, discuss a unique academic program, or participate in a visual, performance or creative arts competition. Additional information as well as grant applications are available at www.stonehill.edu/x23602.xml.

Funds for Co-Curricular Programming and Transportation – no deadline

The Academic Division has developed an "Application for Co-Curricular Funding" form that you can submit when you need financial support for a class activity (such as transportation for a class trip) or a co-curricular event.   Contact Todd Gernes (x1799), Craig Almeida (x1840), or Patrick Keaney (x1308) for more information.

Funds for General Education Initiatives

Limited funding is available to full and part-time faculty in the form of summer stipends for curriculum development in General Education, typically supporting the development of learning communities and the integration of writing into General Education courses. Funds are also available for other course-enrichment activities--field trips, class activities, guest speakers, etc. Contact Todd Gernes, Assistant Dean of General Education and Academic Achievement, for more details or specific requests.

Office of the Provost

Provost and Vice President for Academic Affairs

The Provost works to shape the intellectual culture of the College by

- building a community of teaching, learning, and scholarly excellence;
- providing the organizational and financial structure to support that community; and
- collaborating with the President and other members of the College's leadership team to advance institution-wide goals.

The Provost is responsible for strategic planning, academic budget planning and management, overall assessment of student achievement, and professional growth for faculty and administrators in the Academic Division. The Provost also evaluates faculty for hiring, sabbatical leave, unpaid leave of absence, professional development grants, pre-tenure review, tenure, and promotion. He oversees all academic support systems, including the Registrar's Office, Academic Services, the MacPháidín Library, Career Services, and Academic Development.

Associate VP for Academic Affairs and Dean of the Faculty

The Dean of the Faculty has direct oversight of academic departments, curriculum in all major programs of study, and faculty development and evaluation. She works with department chairs on curriculum development and program assessment. She is responsible for coordination of the New Faculty Orientation, Faculty Mentoring Program, Conboy Award, and Publishing Support Grant program. She works closely with the Rank and Tenure Committee and the Academic Appeals Board.

Dean of Academic Achievement

The Dean of Academic Achievement is responsible for the coordination and delivery of all academic resources to Stonehill students to insure their academic success across the continuum of ability and achievement. In addition to having direct responsibility for the Post-Graduate Fellowship Programs and Pre-Health Professional Advising, the Dean oversees the work of the Associate Dean of Student Achievement/Director of Academic Services, Assistant Dean of General Education and Academic Achievement, Director of International Programs, and Director of the Honors Program. The Dean also collaborates with the Office of Career Services.

Who's Who

Joseph Favazza
Provost and VP for Academic Affairs
jfavazza@stonehill.edu

Nancy Dunsing
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ndunsing@stonehill.edu

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mcurtin@stonehill.edu

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Administrative Assistant
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Craig Almeida
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Paula Lutton
Administrative Assistant
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General Education (Cornerstone Program)

Mission

The mission of the Cornerstone Program is to lead students to examine critically the self, society, culture, and the natural world. The program honors Stonehill College's commitment to free inquiry and social responsibility in the tradition of Catholic higher education. Through the development of the knowledge, competencies, and values that are central to the Cornerstone Program, every Stonehill student will be prepared for a life of learning and responsible citizenship.

Expectations for Students

The Cornerstone Program puts students at the center of their own learning by providing a cohesive framework that helps to unify and deepen the variety of experiences that comprise a Stonehill education. Through innovative and inspiring learning experiences (such as First-Year Seminars and sophomore Learning Communities) students connect knowledge of academic content and disciplines with the development of core competencies: intellectual engagement, effective communication, leadership and collaboration, social responsibility, and personal growth and discovery

Contact Information
Duffy 131
508-565-1946 or 1799

Who's Who

Todd Gernes
Assistant Dean of General Education and Academic Achievement
508-565-1946
tgernes@stonehill.edu

Patty Mead
Administrative Assistant
508-565-1799
pmead@stonehill.edu

Overview of the Cornerstone Program

The Cornerstone Program fosters active learning and personal growth by engaging students in the major modes of understanding the world and helping them to hone essential intellectual skills—effective communication, analytical thinking, and the ability to deal with unstructured problems. The curriculum features a two-part sequence of writing-intensive courses: a First-Year Seminar and an advanced Writing in the Disciplines course situated in the student's major). One course in each of four humanities disciplines is required: History, Literature, Philosophy, and Religious Studies. One course in each of three scientific/mathematical approaches to understanding the world is required: Natural Scientific Inquiry, Social Scientific Inquiry; and Statistical Reasoning. Students typically complete a yearlong sequence of foreign language study.

In the sophomore year, students enroll in a Learning Community--a distinctive feature of the Cornerstone Program--to study an issue or problem, applying knowledge and skills gained from two disciplines or perspectives. During the junior year, students take one course in Moral Inquiry, which may be rooted in philosophical or religious ethics or engage significant moral questions from a disciplinary perspective, from history or political science, for example. In the third or fourth year, students take one of a variety of courses in Catholic Intellectual Traditions, a category

that reflects the Stonehill's Catholic identity. Finally, as seniors, students demonstrate mastery of a discipline or field of study through a relevant capstone course or experience. Courses that fulfill Cornerstone requirements are ordinarily taken at Stonehill College.

First Year

In the first year, each student enrolls in a First-Year Seminar, an opportunity to explore an engaging topic or question in a small-class format emphasizing writing, discussion, critical thinking, and academic inquiry. Because effective writing is integral to critical thinking, all First-Year Seminars emphasize frequent writing, close examination of texts, rigorous analysis and reasoning, and information literacy. First-Year Seminars may be rooted in individual disciplines or may be interdisciplinary in nature. All First-Year Seminars bear four credits, have no prerequisites, and are open to all first-year students on a space-available basis, regardless of major. Many First-Year Seminars fulfill other Cornerstone requirements or requirements for specific majors.

First-year students also take a sequence of foundational humanities courses: Philosophy, Religious Studies, Literature, and History. All of these courses develop students' critical thinking skills and sharpen their ability to read and write critically, to formulate compelling questions suitable for intellectual inquiry, and to distinguish between critical argumentation, statements of opinion, and summary. Philosophy and Religious Studies are taken in the first year; Literature and History may be taken in the first *or* second years.   In most cases, students complete a year of foreign language study (a yearlong sequence of Arabic, Attic Greek, Biblical Hebrew Chinese, French, German, Italian, Latin, or Spanish), experiencing the diversity of human culture.

Second Year

In the second year, students enroll in a Learning Community (LC). LCs at Stonehill feature linked or collaboratively taught classes from different disciplines or perspectives and are designed to foster students' ability to integrate learning across courses, over time, and between campus and community life. In most cases, two stand-alone-courses are linked with a third LC Integrative Seminar. In some cases, professors co-teach an individual seminar in an extended, four-credit format. Many LCs feature short-term travel or community-based learning. LCs bear variable credit, depending on the design, and may fulfill other Cornerstone requirements (*e.g.* Natural Scientific Inquiry, Statistical Reasoning, Moral Inquiry, etc.).

Third Year

In the third year, students take two pivotal courses that raise important questions about values, ethics, faith, and belief: Moral Inquiry and Catholic Intellectual Traditions. The main goal of Moral Inquiry courses is to provide students with the ability to understand the varying or conflicting solutions that, in a global world, have been proposed to fundamental moral and ethical questions. Courses that fulfill the Catholic Intellectual Traditions (CIT) requirement explore, from a variety of disciplinary perspectives, enduring questions, both theological and

philosophical, that emerged from and shaped Catholicism, from ancient times to the present. CIT courses invite students to address these questions so that each student will have a sustained, critical engagement with Catholic thought and practice. In some cases, one course will fulfill both the Moral Inquiry Requirement and the CIT requirement.

Another feature of the third year at Stonehill is the Writing-in-the-Disciplines (WID) requirement. Writing-in-the-Disciplines (WID) courses introduce students to the stylistic and scholarly conventions of particular disciplines and fields. Students fulfill this requirement through advanced writing-intensive courses offered in their majors. These courses build on students' experiences in First-Year Seminars and provide valuable opportunities to practice the craft of writing in the context of their chosen disciplines or fields of study.

Distributed Requirements

Three Cornerstone requirements may be fulfilled in years one – four: Social Scientific Inquiry, Natural Scientific Inquiry, and Statistical Reasoning. Social Scientific Inquiry courses help students develop theoretical and evidence-based thought and to apply social scientific theories, concepts, research findings and methods to identify and comprehend broad societal trends and important events. The primary goal of the Natural Scientific Inquiry courses is to equip students with some basic tools to address issues involving science so that they can make informed decisions about the impact of science and regulatory policies on their lives and eventually become more active and engaged citizens. The study of Statistical Reasoning, emphasizing numerical and quantitative data, allows students to develop and apply the requisite skills and tools to determine whether the results of empirical studies are meaningful enough to encourage change in one's behaviors, attitudes, and/or beliefs.

Fourth Year

The focus of the student's fourth year is synthesis, integrating and applying the many parts of a Stonehill education into a cohesive and meaningful whole. Capstone Courses and Experiences, situated within a student's major, draw together threads from the Cornerstone Program, major and minor courses, electives, co-curricular activities, and community-based learning experiences and frame them within a real-world or disciplinary context. If First-Year Seminars are the gateway into the academic community, Capstone Courses and Experiences provide a sense of closure. Internships, typically undertaken in the third or fourth year, are another way of applying a Stonehill education and of transitioning into the workplace or advanced study.

Faculty Governance

Overview

Faculty, represented by the Faculty Senate, hold a substantive role in decision-making in several identified areas in the life of the College including the curriculum, faculty professional development, and criteria for tenure and promotion.

Faculty Senate

The Faculty Senate is the elected representative body of the Faculty and has legislative powers concerning academic policies and procedures including curriculum, faculty governance, and promotion and tenure criteria (pending ratification by the Provost and Vice President for Academic Affairs and the President of the College).   The Senate also has advisory powers concerning College-wide issues.

Who's Who

Marilena Hall
Faculty Senate President
508-565-1182
mhall@stonehill.edu

George Piggford, C.S.C.
Faculty Senate Vice President
508-565-1713
gpiggford@stonehill.edu

The Senate invites all full-time faculty to vote in all faculty elections. All faculty members are invited to attend the meetings of the Faculty Senate, scheduled for the first Monday of each month during the Activity Period.

Faculty Assemblies

The Senate expects all full-time faculty members to attend all meetings of the Faculty Assembly (held during the activities period whenever there is a fifth Monday of a month and at other times to be announced).

Faculty Committees

For a list of the current faculty committees established by the Senate, see the content tab on the Faculty Senate eLearn site. Faculty are encouraged to serve on any one of these committees usually after their first year of service.

Submitting a Motion

If you would like to submit a proposal to the Faculty Senate, complete the Senate Motion Form Letter (found under the content tab on the Faculty Senate eLearn site) and submit it to the Senate Vice President at least **fourteen** days before the next senate meeting.

Senate Membership

The full list of faculty currently serving as senators and on Senate committees is found on the Faculty Senate eLearn site.

Center for Teaching and Learning

Overview

The Center for Teaching and Learning (CTL) was founded in 2007 in order to support faculty in their various roles as educators at Stonehill. To that end, the CTL strives to provide faculty opportunities for:

- **Consultation:** providing *confidential* consultation services for faculty regarding a wide range of questions related to teaching (including course planning, classroom management, assessment strategies, inclusive teaching techniques, and engaged learning pedagogies);
- **Collaboration:** organizing on-going programs and other events where faculty can exchange ideas regarding teaching and learning with each other and with leading experts in the field; and
- **Research:** collecting resources related to the latest scholarship on teaching and learning (SOTL) in addition to supporting faculty in their own SOTL research through grants and consultation.

Complete information about the CTL's programs and services is available on the Stonehill website (www.stonehill.edu/offices-services/ctl/). Some programs of particular interest to new faculty are listed below.

Contact Information
Duffy 114
508-565-1324
www.stonehill.edu/offices-services/ctl/

Who's Who
Stacy Grooters
Director
sgrooters@stonehill.edu

Patricia Neagle
Administrative Assistant
pneagle@stonehill.edu

New Faculty Seminar

The New Faculty Seminar is meant to continue the discussions begun at New Faculty Orientation about teaching and the other professional obligations of new faculty at Stonehill – as well as to provide new faculty a safe place for discussing their experiences (good and bad) throughout the year. Lunch is provided.

These luncheon seminars are scheduled monthly during the Monday free period (from 11:30 – 12:45), and all new full-time faculty are encouraged to attend. Although each seminar will focus on a specific topic, there will also be time at each meeting for more general discussion of participants' recent classroom experiences and any questions or concerns. The full seminar schedule will be distributed at New Faculty Orientation.

Mentoring Program

The CTL also assists the Dean of the Faculty in overseeing the mentoring program, which pairs new full-time faculty with more experienced faculty either within or outside their department. You will receive more information about the mentoring program toward the end of the summer.

Mid-semester feedback

As part of the CTL's consultation services, Stacy often works with faculty to gather formative feedback about a course while it is still in progress. Most commonly, faculty ask Stacy for help in gathering feedback from their students – either through **written commentary** or in-class **group interviews** – or by having her **observe a class**.

In any case, all data collected and the entire consultation process is completely voluntary and confidential. See the CTL website for more information (under "Consultation Services").

Instructional Development Grants

The CTL has funding available to assist faculty in their development as teachers. Of most interest to new faculty are the **Pedagogy Travel Grant** (which helps support travel to teaching-related workshops and conferences) and the **Classroom Innovation Grant** (which provides "start-up" funds for innovative projects meant to further student learning in the classroom).

Further information, including examples of past successful grant proposals and the downloadable proposal instructions, can be found on the CTL website (under "Grants").

Faculty Reading Room

The CTL also has a substantial collection of teaching-related books and other print resources that are available for check-out through our central library catalogue. Located in Duffy 114, the Faculty Reading Room is also a quiet place for faculty to work or relax between classes.

Office of Community-Based Learning

Overview

Initially funded by a generous grant from the Davis Foundation, the Office of Community-Based Learning (OCBL) is part of the Center for Teaching and Learning. Founded in 2009, the OCBL is charged with building faculty and community capacity to adopt best practices for civically engaged teaching that positively impact student learning and community life.

Contact Information
Duffy 114
508-565-1904
www.stonehill.edu/offices-
services/community-based-

What is Community-Based Learning?

While there are many competing definitions of CBL (and the Office recognizes a diversity of approaches and pedagogies), an effective working definition is "a pedagogical approach that integrates community service, research and/or action with academic study to enrich learning, teach civic responsibility, and strengthen communities."

Best practices in CBL include such goals as:

Who's Who
Corey Dolgon
Director of Community-Based Learning
cdolgon@stonehill.edu

Cassie White
Coordinator of Brockton Promise/Stonehill Mentoring Project
MACC/AmeriCorps*VISTA
cwhite@stonehill.edu

- meeting community needs through service, research and action projects;
- collaborative design between faculty and community partners;
- fully integrating experiences into course curriculum and related academic experiences;
- structured reflection and assessment of student learning and community impact;
- fostering participatory citizenship and social responsibility.

Why use CBL?

Numerous studies show that CBL components enhance both student learning and overall student retention. Students are not only challenged to grapple with material on a theoretical level, but they also learn about the power of knowledge when it is applied to real life situations. Meanwhile, college students and faculty can bring resources, research, analysis, and new energy to under-resourced communities, service organizations, and people in neighborhoods around the world who hope to make their communities better places to live.

What the OCBL Can Offer You:

Workshops
Our office offers 2-3 workshops a semester on Community-Based Learning in the classroom. Topics range from creating a syllabus that involves the community to social justice and diversity issues.

Diversity Trainings
Many of our students have never been to Brockton before taking a CBL course and were not prepared for working with different populations of people. In response, OCBL worked with the Intercultural Affairs Office, Massasoit Community College, Bridgewater State University and several community members to design a training where students would benefit from an understanding of diversity before serving the community. The purpose of this simulation is to help students develop an understanding of structural inequality within communities.

Support with Course Creation
Staff from the OCBL will meet with faculty one-on-one to help with course design, syllabi and finding the right fit for a community partner.

Site Visit Coordination
If you are interested in visiting different locations in hopes of forming partnerships for purposes of research or partnering for a course, our office would be happy to coordinate the logistics. We also can help bring students to different sites so they can decide where they would like to volunteer.

Assistance with Transportation Planning (on a case-by-case basis)
Though our office does not have a van, we can help you identify transportation options for your students to get to their service sites. We also support bringing community groups and youth to campus to celebrate CBL projects and open up our gates to community members.

Information about upcoming grants and conferences on service-learning, as well as support for engaged scholarship and related SoTL projects
Our office tries to stay up to date with all grant, conference and trainings available for faculty. When we learn of something exciting that benefits you, we are sure to send the information your way! If you have a specific idea that may require grant money or you would like us to look out for a particular kind of conference, please let us know. We are also happy to help with literature searches, editing, and other assistance for faculty and students working on publications.

Resources
We have a plethora of books, blogs, websites, and webinars that can help explain Community-Based Learning and all sub-groups under it! Feel free to peruse our bookshelves, website and ask for any particular resources if you have questions.

Office of Academic Development

Overview

The Office of Academic Development (OAD) serves the faculty and staff of the College in helping to obtain external funding for scholarly research, academic program and curriculum development, and community service projects. The College requires all applications for external funding for these academically-related projects, including Fellowships, to be submitted through the Office of Academic Development.

External Grant Support

We offer the following services to members of the Stonehill College community seeking outside grant support:

Who's Who
Bonnie L. Troupe
Director
btroupe@stonehill.edu

Stephanie DesRosiers
Administrative Assistant
sdesrosiers@stonehill.edu

- We provide information on potential sources of grant funds through the myHill portal (myResources/Research Support) and in response to individual requests.
- We will help you in your own search for funding using web sources that include *Grants Search*, an electronic database supported by the Grants Resource Center.
- We obtain application materials and information for you from funding agencies.
- We maintain a mini-library of resources on project development and proposal-writing (e.g., books, sample proposals).
- We help edit draft proposals.
- We work closely with you on project budget development.
- We process proposals through institutional channels and obtain required institutional signatures.
- We prepare cover sheets and other official forms.
- We duplicate, assemble, and transmit final proposals, including electronic submissions.
- We help to set up funded projects and monitor them through closeout, insuring compliance with external agency policies.
- We assist you in dealing with other College offices dealing with funded projects, such as the Controller's Office and Purchasing.
- We serve as the College's liaison to external funding sources.

Institutional Review Board

The Institutional Review Board (IRB) is an institution-wide committee certified by the US Department of Health and Human Service's Office of Human Research Protections whose job is to protect the rights of human participants in research conducted at the College. Any research involving human participants conducted either at Stonehill College or under its sponsorship at another location, must be reviewed and approved by the College's IRB. For more information see (http://www.stonehill.edu/offices-services/institutional-review-board/).

NB: Stonehill has established an Institutional Animal Care and Use Committee (IACUC) which oversees the appropriate and ethical use of animals in basic research and for instructional purposes. The IACUC office is located in room 217 of the Shields Science Center. You can find out more at the IACUC website (http://www.stonehill.edu/offices-services/iacuc/).

SURE Program

Our office also administers the SURE program. SURE stands for Stonehill Undergraduate Research Experience Program. It is an opportunity for students who have completed their first year at Stonehill to perform significant, publishable full-time research under the guidance of and in collaboration with an experienced faculty researcher. The experience, available in all disciplines, helps to solidify and define students' career choices, both through graduate school decisions and in post-college employment. All SURE Scholars receive a stipend for an eight or ten-week full time summer session.

SURE benefits faculty by providing them with research assistance on their scholarship, as well as the opportunity to work more closely with their students. Faculty are also compensated for their participation in SURE.

SURE applications are **due in early December.** Applications are made jointly by the student and the faculty mentor. The SURE website (http://www.stonehill.edu/offices-services/sure/) provides additional information.

Frequently Asked Questions

What should I do when I first get on campus?
- Complete and submit a Faculty Interest Survey to our office.
- Contact us if you are planning on transferring an award or would like to submit a proposal before your official start date.

What should I do to prepare for the grant process?
- Discuss your ideas about academically-related projects with us.
- Commitment of college resources that might be required to carry out your proposed activities has to be confirmed with the appropriate offices in conjunction with the Office of Academic Development.

What happens when a grant proposal is funded?
- The Office of Academic Development will oversee the administration of the funded project, serving as a liaison among you (the Principal Investigator or Project Director), the College's financial office, and the funding agency.
- After the award letter has been received, the OAD will schedule a meeting which will include the Principal Investigator, the College Controller, and any departmental personnel who may be affected, to review the project, fiscal policies and procedures, and decisions.
- The College Controller will establish a separate account for the grant project. All purchase orders and check requests must be processed through the OAD. The PI or Project Director is responsible for incurring expenses as presented in the project budget. Variations from the original budget must be cleared with the funding agency. The Controller, together with the OAD, will be responsible for submitting required fiscal reports to the funding agency.
- *If the award is made directly to you (a fellowship award, for example):* In most cases, you alone are responsible for reporting to the funding agency and you will be responsible for taxes on the fellowship/award. However, you need to work through the OAD on these awards so we can assist in the process as well as to confirm any institutional commitment on your behalf.
- *Program reporting:* most grant awards require you to provide a follow-up report on your programmatic use of grant funds. In some cases, you will be required to complete several interim reports, as well as a final report; in others, only a final report is requested. Frequently, some format for these reports is furnished. The OAD will help you submit these reports and remind you when they are due.

Office of Academic Assessment

Academic Assessment is focused on student learning and has primary responsibility for the coordination of the College's ongoing academic assessment processes. It is a practice designed to evaluate if expected learning outcomes are being achieved. And, if not, to close the assessment loop by strategically implementing a plan that impacts the desired change.

The Director of Academic Assessment advises the department chairs on their annual program assessment reports, the mid-cycle program report, and the external program review process.

Academic assessment monitors the gathering, analyzing, and interpretation of the evidence that determines just how well student performance matches the expectations and standards set by the academic program/departments.

Academic assessment is dependent on both direct and indirect evaluation strategies. Integrated assessment data that helps to inform decision making is gathered from various survey instruments administered by the Office of Planning and Institutional Research as well as by data queried directly from Banner student records.

Contact Information
Duffy 128
508-565-1799 or 1475

Who's Who
Linda Dillon
Director
ldillon@stonehill.edu

Patty Mead
Administrative Assistant
pmead@stonehill.edu

A faculty member is encouraged to contact the Director of Academic Assessment for assistance in learning more about the academic profile of our enrolled students or for information about educational outcomes as reported by our students who complete institutional or national surveys such as the National Survey of Student Engagement (NSSE), Your First College Year (YFCY) survey, the CIRP Survey administrated by Student Affairs, the Senior Exit Survey (SES) and the One Year Out (OYO) survey.

This position serves as the liaison with national, regional, state, and local organizations promoting educational evaluation and the assessment of student learning.

Office of Academic Services and Advising

Overview

The Office of Academic Services and Advising develops, coordinates, and provides systems that enable faculty to be effective advisors and students to reach their educational, personal, and career goals. Working within the strategic plan of the College, the Office of Academic Services and Advising marshals all of the College's resources to focus on and advocate for individual student success. The Office fosters advising and support services that bring faculty and students together to work toward intellectual and personal excellence.

Services

We provide students with academic advising, transfer student services, study skills strategies, academic coaching and problem solving, and help in choosing/declaring majors. We also provide assistance to students in managing long-term absences, course withdrawals and college withdrawals.

Programs

We oversee the following programs:

ACE (Academic Community Experience) Program - ACE is an intensive three-week program for incoming first-year students that is specifically designed to prepare them for college life. Students take a three-credit general education course, complete a one-credit writing skills course, and participate in a variety of workshops designed to sharpen critical reading, note taking, time management, and other essential skills. The intimate size of the program allows students an opportunity to make valuable connections to faculty, staff, advisors, and future classmates prior to the start of the fall so that they can hit the ground running with an established support network behind them.

Applications of Learning Theory – a one credit study skills course for first year students. Covers the Cornell system of note taking, individual learning style assessment, exam strategies and SQ3R method of textbook reading. Students learn how to break

Contact Information
Duffy 104
508-565-1306
www.stonehill.edu/offices-services/academic-services/

Who's Who
Kevin S. Piskadlo
Assistant Dean of Academic Services and Advising
kpiskadlo@stonehill.edu

Shelley Leahy
Associate Director of Academic Services
sleahy@stonehill.edu

Darcy Lynch
Associate Director of Academic Services
dlynch@stonehill.edu

Richard Dufault
Academic Advisor/Transfer Student Advisor
rdufault@stonehill.edu

Donna Myles
Office Manager
dmyles@stonehill.edu

up large tasks and complex ideas into small understandable parts. Strategies learned in this course have shown to produce significant improvements in GPA.

Back on Track – Academic Coaching

Program designed to assist students who have experienced academic difficulty. Students meet with a professional academic advisor regularly throughout the semester to develop the academic skills necessary for success at Stonehill College.

Academic Warning System

Professors who have concerns about a student should contact the Office of Academic Services and Advising directly to report their concerns. We then arrange to meet with the student to determine how best to be of assistance.

Mid-Term Deficiencies

Eight weeks into the semester professors submit deficiency notices for students who currently have grades of C- or below and our advisors contact students with multiple deficiencies.

End of Semester Report

Twelve weeks into the semester we contact all faculty asking if any student is in danger of failing a course. When possible, Academic Services and Advising staff will work directly with these students to assist them.

Center for Writing and Academic Achievement

Overview

The Center for Writing and Academic Achievement (CWAA) strives to provide academic support services in a welcoming, professional environment that emphasizes collaborative learning and peer tutoring, supplemented with professional-level support. The CWAA offers a variety of academic support services, mainly Writing Tutoring, Subject Tutoring, the undergraduate Teaching Assistant Program and the Writing Fellows Program. The CWAA also offers a variety of additional services for students in need of extra support.

We believe in providing educational opportunities which contribute toward a lifelong love of learning for all Stonehill students. With over 130 faculty-selected undergraduate Teaching Assistants, 15 writing tutors, and more than 30 content tutors available, the Center provides one-to-one support and small group tutoring for more than 100 courses. All services are offered at no additional cost. Students are invited to take advantage of this great opportunity to enrich their academic experience.

Contact Information
MacPháidín Library, 314
508-565-1208

Who's Who

Devon Sprague, MFA
Associate Director
dsprague@stonehill.edu

Ursula Gorman
Administrative Assistant
ugorman@stonehill.edu

Writing Tutoring

Peer writing tutors use a series of questions to work with students individually to address "higher-order concerns," such as argumentation, organization, and voice, before moving on to "later-order concerns," such as grammar, syntax, mechanics, and citation formats. Tutors can help students with assignments from any discipline or at any stage of the writing process.

During an appointment, tutors will read or listen to a student's paper, ask clarifying questions, and suggest revisions. Writing tutors are not content experts. Although tutors do not edit or proofread papers, they will help with editing and proofreading techniques. Students are responsible for the quality and integrity of their revised papers. Here are some areas that writing tutors typically address:

- Getting started
- Understanding an assignment or text
- Interpreting a professor's comments on a paper
- Brainstorming, finding a suitable topic, or drafting
- Organizing, listing, diagramming, or outlining

- Developing a draft with new ideas and information
- Writing style, voice, and persona
- Creating a thesis statement or supporting claims with evidence
- Constructing an argument or writing to persuade
- Researching a topic, documenting sources, or understanding citation styles
- Paragraph organization, topic sentences, and transitions
- Editing to improve clarity, cohesiveness, or conciseness
- Grammar issues and writing mechanics
- Proofreading and formatting techniques

Writing tutors take a three-credit seminar, WRI 369: Writing and Peer Consulting, which is offered in the fall semester. In addition to learning theory and grammar instruction, the seminar includes structured experiences designed to prepare students for the tutoring role.

The Associate Director relies on faculty nominations to find potential writing tutors to enroll in this class. If you would like to recommend a first- or second-year student who is proficient in writing and demonstrates an aptitude for working with other students, kindly forward his or her name to the Associate Director, Devon Sprague. Ideally, prospective writing tutors are mature students with strong interpersonal and analytical skills. Tutoring gives them an opportunity to enhance their inter-personal communication skills, build their confidence, and reinforce their own knowledge. Peer tutors are paid student employees.

Subject Tutors

Tutors provide content tutoring in specific courses, and they are available to meet one-on-one with students. Our Tutor Program is nationally recognized and certified by the International Tutor Certifications Program/College Reading and Learning Association, and we offer training to all students who participate. Content-area tutors or generalist tutors can be arranged at the Center for Writing and Academic Achievement. Students seeking to schedule an appointment with a tutor may contact Ursula Gorman at 508-565-1208.

Writing Fellows

The Writing Fellows Program provides support for the First Year Writing Seminars. Writing Fellows are undergraduate teaching assistants who are charged specifically with supporting writing activities in or out of the classroom, which includes responding to student work and facilitating the portfolio process. Fellows must successfully complete WRI 369, receive ongoing training and close supervision during the school year, and serve as liaisons to the CWAA.

Teaching Assistants (TAs)

Teaching Assistants are undergraduate students who have demonstrated superior knowledge in a course and are interested in providing academic support in that course in the future under the mentorship of the faculty member. TAs are chosen by their faculty. They must hold a grade point average of 3.0 or higher, must demonstrate knowledge in the content area, and must have the appropriate disposition for working with fellow students. TAs receive compensation for their time and effort through the CWAA.

It is important to recognize that there are duties TAs can/cannot perform. All faculty who request a TA and students who wish to work for faculty as a TA must agree to the following guidelines in the CWAA TA/Faculty Contract:

Teaching Assistant duties can include:	Teaching Assistant duties cannot include:
- Communicate regularly with faculty member - Provide group review/PLTL sessions - Assist with class and/or exam preparation - Correct but not grade objective assignments - Review and comment on subjective assignments - Lead class discussions - Provide lab support for students - Conduct course related research	- Proctor examinations - Tutor individual students - Evaluate and/or grade subjective assignments "Teach" class without faculty present - Conduct clerical or departmental support - Act as a Research Assistant - Discipline students

Faculty will receive notice near the end of the semester when it is time to request a TA for the upcoming semester. The TA Request Form is available on the CWAA website at Stonehill.edu. Faculty are sent a TA/Faculty Contract once a request has been submitted. Both forms are due by June 30 for fall and by the first week of January in the spring. We do have limits on the number of TAs we can support each semester.

Office of Disability Services

Students with Disabilities

Students with documented disabilities, who are seeking academic accommodations should first register with the Office of Disability Services. The student then provides faculty members with an Accommodations Verification Letter that details the specific academic accommodations the student for which qualifies.

We encourage students to be self-advocates and to communicate the details of their accommodations to their professors. Elizabeth Orlando, Associate Director of Disabilities Services, is available to answer any questions or concerns.

Please note that faculty members are only required to provide academic accommodations to students who are registered with the Office of Disabilities Services. This is the only office designated to determine eligibility for academic accommodations.

"Classroom Accommodations" Syllabus Statement

In order to create an environment in which students feel comfortable approaching you about any necessary accommodations, we encourage faculty members to use a syllabus statement and class announcements to invite students to disclose their needs. The following statement, which can also be found on our website, should appear in your syllabus:

Contact Information
Duffy 104
508-565-1306
ods@stonehill.edu

Who's Who

Elizabeth Orlando, MA
Associate Director,
Disabilities Services
eorlando@stonehill.edu

Donna Myles
Office Manager
dmyles@stonehill.edu

Students with documented disabilities: Stonehill College is committed to providing all students an inclusive learning environment. The Office of Disability Services within the Office of Academic Services and Advising is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with the Office of Disability Services, who have an Accommodations Verification Letter are encouraged to contact the instructor early in the semester.

Students who have a disability, or who have a question about Disabilities Services, are invited to contact Elizabeth Orlando for a confidential consultation at 508-565-1306.

Registrar's Office

Overview

At the Registrar's Office we are dedicated to supporting the instructional mission of the College by providing quality support services that are responsive to the needs of the entire College Community.

Our mission is to safeguard the accuracy, integrity, confidentiality, and security of the student information system and of student's academic records; and to provide the accurate and timely dissemination of course and scheduling information.

Services

The Registrar's Office facilitates the following processes:

- Academic Calendar
- Classroom Scheduling
- Course Scheduling
- Course Registration
- Degree Audits
- Directed Study and Internship Registration
- Enrollment & Degree Verification
- FERPA related questions/issues
- Final Exam Scheduling
- Grading and Grade changes
- Graduation Clearance
- HillBook (College Catalogue)
- Major and Minor Declarations and Changes
- Transcript Processing
- Transfer Credit, AP, IB Evaluation
- Veteran's Affairs issues

Who's Who
John D. Pestana
Registrar

Nancy Krushas
Associate Registrar

Zach Brown
Associate Registrar

Irene Russo
Manager of Student Information Systems

Veronica Dunn
Data Specialist

Julie Murteira
Scheduling Assistant

Robin Gendreau
Administrative Assistant

Lisa Tressel
Administrative Assistant

Who to contact with a question about …

The Academic Calendar, Academic Policy, HillBook, FERPA, or the Curriculum:
John D. Pestana   jpestana@stonehill.edu   or   X-1104

Degree Audit, Transfer Credit Evaluation, or Graduation Clearance issues:
Nancy Krushas   nkrushas@stonehill.edu   or   X-1480

Course Scheduling or Course Registration issues
Zach Brown   zbrown@stonehill.edu   or   X-1656

The Banner Student Information System:
Irene Russo   irusso@stonehill.edu   or   X-1027

Data Reporting needs or Grading issues:
Veronica Dunn   vdunn@stonehill.edu   or   X-1473

Classroom Scheduling, Final Exam Scheduling, or Veteran's Affairs issues:
Julie Murteira   juliem@stonehill.edu   or   X-1104

Transcript requests, Internship, Major Changes, or HillBook issues:
Robin Gendreau   rgendreau@stonehill.edu   or   X-1317

Enrollment and Degree Verification, Directed Study, or Cross Registration issues:
Lisa Tressel   ltressel@stonehill.edu   or   X-1464

Residence Life

Overview

The Residence Life team works to create in our residence halls a safe and secure environment that supports the academic mission of the college, encourages individual student development, and fosters a community of responsibility and compassion. The living-learning environments that we strive to build are characterized by civility and cooperation, where individual needs and desires are balanced with the common good. By providing an enriching residential experience, we will afford students the opportunity to develop life-long skills to become contributing members of society.

Community Associate Program

Since 1993, we have worked to connect the curricular and co-curricular experiences within the residence community through our Community Associate (CA) program. CAs are faculty members who pair up with each of our 56 student Resident Assistants, with the goal of enhancing meaningful student-faculty interactions outside the classroom. A CA interacts mostly with the RA's floor and residents and often joins students in fun events such as BBQs, community service projects, and game nights within the residence halls. A successful CA-RA relationship truly makes the residential community a more special one. If you are interested in serving in this role, please contact Kelly Treseler in the Residence Life Office.

Special Interest Housing

The purpose of the special interest housing program at Stonehill is to support purposeful lifestyles and educational programs that uplift residence hall living for individual student groups, as well as for the general residence community. It is meant to enhance the connection between academic life and student life. In January a group of students can initiate a project around a common interest and then request to live together for the upcoming year. In such a setting, students can learn from each other and share their knowledge with the greater Stonehill community. While students can initiate these groups on their own, we encourage faculty to talk to their students about this exciting living-learning opportunity and to serve as a faculty advisor to such a group.

Contact Information
Duffy 145
508-565-1290
www.stonehill.edu/offices-services/residence-life/

Who's Who
Kristen Pierce,
Director
kpierce1@stonehill.edu

Andrew Anderson
Associate Director for Housing and Operations
aanderson@stonehill.edu

Kelly Treseler
Assistant Director for Staff Development and Training
ktreseler1@stonehill.edu

Jeanice Banks
Administrative Assistant
jlbanks@stonehill.edu

Did you know?
Approximately 2300 students live on campus.

There are 8 professional staff members called **Residence Directors,** who live and work in the halls.

There are 56 student leaders called **Residents Assistants** who serve as resources and mentors to their residents.

Office of Student Activities

Overview

The Office of Student Activities oversees many aspects of campus life and supports the overall College mission to educate the whole person. Our goal is to provide involvement opportunities that will empower Stonehill students to create a fun and positive campus community. We enjoy a great working and advising relationship with the Student Government Association, the Class Committees, and many of the student clubs and organizations.

We also sponsor and provide several events and services such as:

- **Co-Curricular Programs**
- **Leadership Development Opportunities**
- **New Student Orientation Programs**
- **Family Weekend**
- **Roche Commons Information Desk**

Resources for Faculty

The Office of Student Activities enjoys a strong working relationship with Stonehill's faculty. Our office is here to support course projects that require students to create programs or events for the campus community. The staff is skilled at assisting students to understand the procedures and policies of event planning that exist to ensure programs are correctly and effectively coordinated and registered.

Given our relationship with students clubs and organizations, we also support those faculty and staff who volunteer their time to be advisors to the various groups. Student involvement and leadership within student organizations are vital aspects in helping create a vibrant campus community. The advisor role assists the club in not only fulfilling its mission and purpose, but also allows the faculty or staff member to interact with students on a different level than they normally would in their official capacity.

We also seek faculty involvement and ideas in co-curricular programming, new student orientation and Family Weekend. If you have any ideas to enhance the out of classroom experience of our students, please contact us at x1308. We look forward to working with you this coming academic year!

Contact Information
Roche Commons
Lower Level, Room 103
508-565-1308
http://www.stonehill.edu/offices-services/student-activities

Who's Who

Jim Hermelbracht
Director
jhermelbracht@stonehill.edu

Patrick Keaney
Assistant Director for Co-Curricular Programs
pkeaney@stonehill.edu

Lina Macedo
Assistant Director for Programming
lmacedo@stonehill.edu

Vacant
Brother Mike's Manager

Cheryl Wilder
Information Desk Manager
Administrative Assistant
cwilder@stonehill.edu

Office of Intercultural Affairs

Overview

The mission of the Office of Intercultural Affairs is to contribute to the creation, influence, and sustainability of a community where the dignity of all people is respected. Intercultural Affairs works to support underrepresented students in academic, cultural, and personal endeavors and facilitates dialogue with faculty, staff, and students on issues of privilege, power, and social justice.

Contact Information
Duffy 149
508-565-1409
diversity@stonehill.edu
www.stonehill.edu/offices-services/intercultural-affairs/

Programs

All of the programs and opportunities offered by the Intercultural Affairs are rooted in academic and scholarly learning outcomes. The office provides diverse programs that draw on current research and are designed to contribute to intellectual, social, spiritual and personal development. If you are interested in participating in one of our programs or are interested in collaborating with our department, please contact us at diversity@stonehill.edu or at x1411 or x1339.

Diversity Networking Group

An informal group of administrators, faculty, and staff, these monthly discussion groups serve as an opportunity to connect and network with people across departments around a similar interest in diversity issues. This is NOT a working group in which members are expected to have an end product; therefore membership to the Diversity Networking Group is flexible.

Who's Who
Liza Talusan
Director
508-565-1411
ltalusan@stonehill.edu

Tiffany Enos
Assistant Director
508-565-1409
tenos@stonehill.edu

Jan McGovern
Office Manager
508-565-1411
jmcgovern@stonehill.edu

Raising Awareness of Cultural Experiences (R.A.C.E.) Discussion Group

R.A.C.E. is a 5-week discussion group for members of the Stonehill community to explore issues of race, racism, power and privilege in our lives. Through activities, readings, and intergroup dialogue, R.A.C.E. participants will engage in meaningful conversations that seek to educate and empower. R.A.C.E. discussion groups meet as a cohort, and group members are expected to attend each session. Each semester, a new cohort will be offered, and a 'series' length is 5 weeks.

Inclusive Excellence Grant

The Inclusive Excellence Grant supports proposals for innovative and educational projects, programs, and activities that create or improve programs which address the importance of including diverse views, cultures, or methods of teaching and learning. Successful proposals

encourage participation of all Stonehill community members in diversity initiatives and increase learning and support of groups from historically underrepresented groups.

Lunch with Twelve Strangers

This is an opportunity to read a book related to intercultural topics, meet people in the Stonehill community, and share knowledge and experiences as they are informed by the book. Limited to twelve people per session, this dialogue group offers an informal and academic way to engage in learning. Open to students, faculty and staff.

Conference on Diversity and Inclusion

This is a campus based conference that invites focused presentations given by select guests and members of the Stonehill community. Faculty and staff who are engaged in research addressing diversity related topics are encouraged to present. All are welcome, and this is wonderful opportunity to meet students who are interested in diversity and inclusion as well as meet staff and other faculty who share a social and intellectual commitment to social justice.

Various heritage month events

All of the heritage programs are designed with academic learning outcomes and connect well with curricular outcomes. Sponsored by our office occur on a frequent basis, these events range from topics that address cultural identity, race relations, gender identity, sociology, psychology, business, and intercultural communication. Although we hold events during particular heritage months, we believe that intercultural education should occur year round, not just during a single month.

Faculty and Staff of Color Luncheons

These social gatherings are meant to connect faculty and staff of color throughout the campus. Luncheons are usually held in the middle and at the end of the semester.

LGBT (Lesbian, Gay, Bisexual, Transgender) Ally and Safe Zone Workshops

These trainings are held two times a year for members of the Stonehill community to learn more about LGBT experiences and connect ways to foster an inclusive environment. Participants who have completed a Safe Zone training are given a "**Stonehill Safe Zone**" card for their offices or residence hall rooms.

Don't Cancel That Class

If you need to cancel a class due to a planned absence, you may contact the Intercultural Affairs staff to request a teach-in opportunity. The staff will work with your desired learning outcomes and design a lesson plan in your absence. Please give 2-3 weeks notice for this request.

GenOne

GenOne is a community support program for students, faculty and staff who identify as First Generation College Students. The group of students meets twice a month to discuss issues salient to first-generation college students, and welcome staff and faculty participation and support.

Office of Career Services

Overview

The Office of Career Services provides comprehensive career development for its students and alumni. They help individuals achieve their academic and/or career goals through self-assessment, career exploration, experiential and employment opportunities, and advanced degree information, and the acquisition of life-long career management skills.

Collaborating with faculty, employers and alumni, Career Services provides programs and services that students can utilize to achieve their individual career goals.

Resources for Faculty

Career/Alumni Panels

Career Services can help organize a panel of Stonehill alumni and other professionals to speak to majors in your discipline about career possibilities. Contact Andrew Leahy for more information.

Don't Cancel That Class!

If you need to miss a class for a planned absence, our office can talk with your students about a range of career-related topics.

Advising Resources

If you need assistance in directing your advisees to appropriate career resources, please don't hesitate to call us.

Programs for Students

- Sophomore Disorientation Conference
- Senior Transitions Conference
- Career Planning Program – Strong Interest Inventory interpretations
- Graduate School Information Sessions
- Career Panels/Fairs

Who's Who

Amy Brunswick
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x1325/dgeggatt@stonehill.edu

Heather Heerman
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x1326/hheerman@stonehill.edu

Andrew Leahy
Assistant Director
x1916 /aleahy@stonehill.edu

Kristine Shatas
Assistant Director
X1134/kshatas@stonehill.eud

Kris Silva
Associate Director
x1559 /ksilva@stonehill.edu

Services for Students

- Résumé, CV, and Cover Letter Critiques
- Mock Interviews
- Post-Graduate Service Advising
- Coordinating local Internships, as well as semester-long programs in New York, Washington, D.C. and Los Angeles
- Alumni Mentor Database
- Graduate School Advising
- Career Connection – Job and Internship Database
- On-Campus Recruiting
- Major/Career Advising

Staff Areas of Expertise

Heather Heerman:
Career and Internship Advising

Christina Burney:
On-Campus Recruiting for Seniors, Employer Outreach

Kris Silva:
Post-Graduate Service Options; General Career Counseling

Andrew Leahy:
Career/Alumni Panels; Sophomore Outreach; Pre-Health Advising

Kristine Shatas:
Domestic Internships -Local and Semester-Long Programs; Employer Outreach

Amy Brunswick:
General Career Counseling; Freshmen Outreach

TBD:
Graduate School and Alumni Assistance; General Career Counseling

Office of International Programs

Overview

The Office of International Programs is centered on the development of students as global citizens by providing international opportunities that assist them with meeting both their academic and personal goals and that foster the education of the whole person. The Office of International Programs assists students with the inclusion of global learning into their four-year plan by offering opportunities for engagement through studying or interning abroad.

Study Abroad

With 40% of students spending a semester abroad, Stonehill is currently ranked #18 in the nation among baccalaureate institutions for semester-long study abroad programs. Stonehill students can choose from over 120 programs in 35 countries.

Stonehill also has five direct-affiliate programs with the National University of Ireland, Galway, Royal Holloway in England, University of Glasgow in Scotland, Umbra Institute in Italy and Granada Institute for International Studies in Spain. Students are strongly encouraged to explore this option as part of the academic plan.

Who's Who
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Patty Mead
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International Internships

The International Internship Program places students from all majors in internships in public or private organizations and corporations, where they gain first-hand knowledge of a specific field, and apply their classroom learning to a working environment in a foreign setting.

Semester-long internships are available in Dublin, London, Madrid and Paris. Students earn academic credit based on a research paper, professional journal and site supervisor's evaluation. The Dublin and London programs include a course component while the Madrid and Paris programs focus on language immersion. The International Internship program allows students to live and work as a professional in another culture.

G.R.A.S.P. course

G.R.A.S.P. stands for **Global Reflections Abroad Shape Potential**. It is an exciting new course developed by the Office of International Programs in an effort to prepare students for their study abroad experience and assist them in maximizing their time abroad. Using a three-pronged approach, G.R.A.S.P. students will enroll in a 1-credit course prior to their semester abroad, another 1-credit on-line course while they are abroad and the remaining 1-credit course upon returning to campus.

Courses taken abroad

General elective courses taken abroad must be pre-approved by the Office of International Programs in conjunction with the Registrar's office.

Students are allowed to take courses to fulfill major and/or minor requirement, however those courses must be pre-approved by the respective department chair. Based upon the study abroad policy of each academic department, students will be allowed to transfer no more than half of the required credits within the major and/or minor.

Courses taken abroad to fulfill General Education Cornerstone Program requirements must be pre-approved by the Assistant Dean of General Education and Academic Achievement and/or the Chairperson of the Department of Foreign Languages, if fulfilling the language requirement.

Faculty Advising

As part of Stonehill's Office of International Programs application process, students are advised to meet with their Faculty Advisor and to develop a 4-year plan that includes studying or interning abroad. Students and their advisors should discuss how being abroad for one or two semesters will fit into their academic plan, as well as how taking courses abroad will enhance their academic goals. The approval of transfer of credit for courses taken abroad is the responsibility of the student's major Department Chairs and the Office of International Programs.

Counseling Services

Overview

Counseling Services seeks to support students in their efforts to attain self-understanding, integrity, and academic success. It works to enhance the mission of the college by supporting and assisting students within the college community.

Support Offerings

Counseling Services offers students individual counseling, assessment and educational programs on topics such as body image, happiness, intimacy & sexuality, stress relief, and time management. The clinicians work with administration, faculty, and staff to address student concerns and are available to discuss concerns or to make formal presentations on specific topics.

Referring a Student

Referrals to Counseling Services can be grouped into three different types: **Routine**, **Urgent**, and **Emergency**. Please feel free to call the office at 508-565-1331 and to speak with a staff member about your concerns for students.

Consulting with faculty, administration, and staff is one of the many services provided by the clinicians. We cannot share information with you about a specific student, but we can help you work through challenges you are experiencing with students.

Routine Referrals

You feel that a student would benefit from talking to a counselor but they are not in current danger to themselves or others and their ability to function in their lives is not significantly impaired.

- This referral is best managed by suggesting the student consider counseling and sharing your reasons for this belief.
- Direct contact by the referring person with Counseling Services is generally not necessary, although checking in with the student to see if they have tried counseling may be appropriate.

Who's Who

Maria Kavanaugh, LICSW
Director

Kelly Fitzgerald. LMHC
Associate Director

Meghan DeCarvalho LICSW
Staff Social Worker/
AOD Coordinator

Aldo Pena Moses, MA
Staff Clinician

Jennifer Pretsch, LCSW
Staff Clinician

Grace Mushrush, MD
Consulting Psychiatrist

Glenda Vandross
Office Manager

In addition to professional staff, interns from local graduate programs in counseling and social work join Counseling Services each year to provide additional support and clinical services to students.

Urgent Referrals

The student is not in current danger to themselves or others, but is having significant difficulty functioning academically, interpersonally, and/or vocationally. If a student is expressing concern over suicidal thoughts or feelings of disconnection with themselves or reality, they should be seen the same day.

- Discuss your concern with the student and communicate clearly the reasons that you feel that the student should seek help through Counseling Services
- Call Counseling Services directly at 508-565-1331, tell the office manager that you have a student with an **urgent** need, and have the student make the appointment.
- The student will be given the first available urgent appointment slot.
- If you are concerned about whether the student will keep the appointment, make a plan with the student for checking to see how the appointment went such as asking how things went the next day.
- You may be able to speak with a counselor and give information about the student. If you would like a confirmation of the student's attendance, please express that and the counselor will ask the student for the student's permission to convey attendance back to you. It is the student's choice whether to give such permission or not.
- To assure the student's confidentiality, it is best to communicate with Counseling Services personnel by phone about a student concern. E-mail and campus mail do not assure confidentiality, and may not always ensure information is communicated in as timely of a manner as possible.

Emergency Referrals

You are concerned that a student is or may soon be in danger to themselves or others, or you are concerned that a student is not able to be fully connected to reality.

- **If you are concerned in any way that the student is or may become violent or is imminently at risk for harm to self or others, needing immediate help, call Campus Police first at 508-565-5555.**
- If there does not appear to be imminent risk, however you feel the situation is still highly concerning and an emergency, call the Counseling Services at 508-565-1331 and tell the office manager that you have an **emergency** situation and need to speak with a counselor as soon as possible. The office manager will contact a clinician for you.
- The clinician will speak with you, assess the situation and give you further advice.
- If a clinician is not available, contact Campus Police (508-565-5555), the Office of Student Affairs (508-565-1363) or the Office of Residence Life (508-565-1290) for assistance.

Mission Division

Overview

The Mission Division works with students and the entire Stonehill community to live the values of a Holy Cross education. This division encompasses Campus Ministry, the Center for Nonprofit Management, the Farm at Stonehill, the Extension Programs, the Post-Graduate Service Program, and also organizes New Employee Orientation.

The following are some programs of particular interest to faculty.

Campus Ministry Programs

Into the Streets

Into the Streets (ITS) is a student-run program that encourages students to go "into the streets" of our local community to participate in meaningful service experiences which challenge and teach them to be agents of social change committed to the creation of a just and compassionate world. Faculty often participate in our **Into the Streets Day**, when all first-year students go into the community to do service. This year ITS Day is held the afternoon of Monday, August 26th.

H.O.P.E.

Honoring our neighbor, **O**rganizing for Justice, **P**racticing Peace, **E**ncountering God (H.O.P.E.) is Campus Ministry's Alternative Spring Break Program. Each year, students travel to several different international and domestic sites to immerse themselves into another culture and give back to the receiving community through service. Employee leaders accompany each trip; faculty are encouraged to inquire about participating.

Retreats

Retreats are available for students to deepen their faith life and spirituality. Campus Ministry sponsors the Stonehill Encounters Christ Weekend, a Senior Retreat, Women's Retreat and less formal opportunities to discuss faith issues and share prayer.

Contact Information
Office for Mission
Duffy 124
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Who's Who
Rev. James M. Lies, C.S.C., Ph.D.
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Sarah Varadian
Interim Director, CNM
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Rev. Hugh Cleary, C.S.C.
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Rev. Tom Halkovic, C.S.C.
Campus Minster
for Retreat Programming
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MaryAnne Cappelleri
Campus Minister
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Center for Nonprofit Management

The Center for Nonprofit Management (CNM) builds the leadership and management capacity of non-profits in southeastern Massachusetts and Providence County, Rhode Island. CNM has three main focus areas in terms of its programs & services: Learning Programs; Resource Room Offerings; and Internship Programs.

CNM designs and sponsors learning programs, facilitates the engagement of the Stonehill community in short-term consulting projects, conducts research, convenes community groups, sponsors forums, and serves as a physical resource. CNM also trains the next generation of civic leaders by encouraging Stonehill students to lend their expertise, participating in workshops and internships offered to the nonprofit community that draw on students' majors.

The Farm at Stonehill

The Farm at Stonehill is an initiative of the Mission Division and was established in February 2011 to grow produce and flowers with and for our local community. 100% of its organically grown produce is donated to organizations that distribute food to our neighbors living in areas designated as 'food deserts' (areas with limited access to fresh and affordable food). In our first season we donated over 12,000 pounds to over 3,000 individuals through our partners in Brockton, MA.

The Farm aims to enrich students' academic endeavors by providing them with the opportunity to actively engage in social justice issues pertaining to food in neighboring communities through coursework or by volunteering at the farm. The Farm is a meeting ground for all members of the college community and all are welcome to join in its efforts.

Post-Graduate Service Programs

At Stonehill College, it is our hope that each graduate thinks, acts and leads with courage toward creating a more just and compassionate world. Upon graduating, many seniors feel the call to advocate for others and give back to their local and global community. In 2009, Stonehill launched its own post graduate year-of-service program, International Extension, with sites in

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Claire Sullivan
Office Manager
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Bridget Meigs
Farm Manager
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Kris Silva
Director of Post-Graduate
Programs and Extension Programs
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the Dominican Republic, Honduras and India. In 2013, the College created a program in neighboring Brockton, MA. Partnering with local service agencies, volunteers have the opportunity to serve in teaching, community organizing, youth ministry, mentoring, and more. Through these programs, Stonehill graduates live in and serve the community as an expression of Stonehill's Catholic tradition. Volunteers espouse to the program's core principles of service, simple living, community and spirituality.

New Employee Orientation: "The Spirit of Stonehill"

Fr. John Denning, C.S.C., President, would like every new employee at the college to participate in this exciting four-‐‑part orientation program entitled, *The Spirit of Stonehill. The Spirit of Stonehill* is an opportunity for you to learn more about Stonehill's mission, history, students and aspirations.

Leadership and Organization: Welcoming Breakfast: Fr. John Denning, C.S.C., President, and members of his senior staff will welcome new employees by way of introduction and orientation to learn more about Stonehill's mission, history, students, and aspirations.

Living the Mission: At this session you will receive an overview of Stonehill's mission and its foundation in the history and spirituality of the Congregation of Holy Cross.

A Walk through Time: The College Archivist will present a virtual tour of the Stonehill campus highlighting its evolution from the Ames Estate to the present.

Envisioning Stonehill's Future: At the final session you will hear discussion on the college's efforts at envisioning and planning for its future. The office of Intercultural Affairs will also join the session to communicate the integral role in the education, promotion, and support for diversity at Stonehill.

MacPháidín Library, Archives, & Collections

Transformation via Discovery
Explore Evaluate Engage

Overview

The MacPháidín Library, Archives, and Historical Collections provides faculty with the resources needed to teach students to become successful seekers and users of information. Through our collections and consultations we enable faculty to transform their teaching via discovery and delivery of new ideas. In the Library and Archives, faculty can engage with rich collections and find unique opportunities for experiential teaching.

The librarians are available to assist you in integrating library resources and research into your class assignments. Please do not hesitate to contact us if we can be of assistance.

Library Research

You will find information about the library and links to our catalog, electronic reserves, subscription databases, streaming media, and other Internet sites on our home page. Virtually all of our electronic resources are available campus-wide and most are accessible from off campus.

Librarians are able to create research guides for your course, including content in your eLearn site.

Librarians are available for consultations for faculty research projects.

Committees may request a librarian to assist with research.

Library Collections

Faculty members are invited to order print and electronic books, print and streaming media, and journals and databases for the library's collections. Our primary focus is support for the curriculum, but we also purchase material to support faculty research needs.

Contact Information
MacPháidín Library
Circulation Desk 508-565-1313
Reference 508-565-1203
http://www.stonehill.edu/libra

Who's Who

Cheryl McGrath
Director
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Susan Conant
Associate Director
Circulation & Reserves
sconant@stonehill.edu

Liz Chase
Collections, Assessment, and User Engagment
echase2@stonehill.edu

Geri Sheehan
Periodicals
gsheehan@stonehill.edu

Nicole Casper
Archives & Historical Collections
ncasper@stonehill.edu

Library Liaisons

Each department has a liaison librarian available to provide instruction, research assistance, and collection development support.

Trish McPherson	Heather Perry	Jane Swiszcz	Liz Chase	Joe Middleton
Philosophy	Chemistry/ Biology	Sociology	English	Business
History	Math	Criminology	Writing	Economics
Religious Studies	Physics	Psychology	Visual and Performing Arts	Healthcare
Foreign Languages	Environmental Studies		Gender Studies	
	Computer Science		Communication	
	Neuroscience			
	Education			

Course Reserves

Contact the circulation desk by August 15th to put material on reserve for your fall courses. Formats can be electronic (accessible via our web page or your eLearn page) or in hard copy.

Information Fluency

Librarians will be happy to work with you to provide course-related instruction in research methods and help students learn to identify their information needs, evaluate sources and use data to answer questions and solve problems. Librarians will customize assignments, create specialized web pages for your courses and tailor instruction throughout the course for point of need access to information for students.

Interlibrary loan

The library provides free interlibrary loan services for faculty and students. You can fill out a request form online or contact the reference department to make a request. Interlibrary Loan is provided for you free of charge.

Frequently Asked Questions

How do I order books or media for the library?
Send requests for books, streaming media, DVDs and music or spoken CDs to Liz Chase (echase2@stonehill.edu ext. 1329). Please identify items that are needed for course reserves so we can order and process them as quickly as possible.

How do I request a new journal subscription or database?
Contact Geri Sheehan (gsheehan@stonehill.edu, ext. 1293) to request a new journal subscription or database trial.

How do I put something on reserve?
Contact Susan Conant (sconant@stonehill.edu, ext. 1289) or call the circulation desk (ext 133) for detailed information about putting material on reserve in either electronic or paper format.

How do I have a reference librarian give a class on research methods in one of my courses?
Contact the reference team (reference@stonehill.edu, ext. 1203 or 1103) or your liaison librarian to discuss your requirements and schedule a session in the library's instruction room or in your classroom.

How do I request something through interlibrary loan?
Contact Heather Perry (hperry@stonehill.edu, ext. 1538) or the reference desk (ext. 1203 or 1103). An online form is available at the library web site Using ILLiad for Interlibrary Loan.

How do I access the library's electronic resources from home?
For detailed instructions, go to the link for **Help with Off-Campus Access** (http://www.stonehill.edu/library/get-help/off-campus-access/) on the library's home page.

If you have problems connecting to our web page or e-resources, please contact the reference desk (ext. 1203) or the Systems Librarian, Jennifer Macaulay (ext. 1238, jmacaulay@stonehill.edu).

Information Technology

IT provides a robust infrastructure, a variety of networked resources, and accessible support services to enhance the teaching and learning environment for the Stonehill community.

Stonehill Username and Password

You will use your Stonehill username and password to access many campus services including the campus network, hillspot secure wireless, email, our learning management system (eLearn) and the campus portal (myHill).

Faculty Computers

Full-time faculty members are provided with a computer and can select from our standard offerings either a desktop computer or a laptop with the Windows or Mac operating system.

Network Access

Network access is available by plugging into the jack in your office or connecting your laptop to the cable on the classroom podium. Our wireless network provides complete coverage in all campus buildings.

Some resources, such as department file shares, require that you use our Virtual Private Network (VPN) for remote access when you are not on campus. Visit our Services section on the IT web page under the Accounts & Network Access heading for more information.

Learning Spaces

All classrooms have projectors and most are equipped with a Windows-based PC on the podium. Faculty also have the option of connecting their laptop (PC or Mac) at the podium to the projector, sound system, and network. Additionally, 10 teaching labs with Windows-based computers are available in various locations around campus. Students utilize general access labs in Stanger Hall and the library as well as the teaching labs when classes are not in session. More information including the list of licensed software can be found under Teaching & Learning in our Services section on the IT web page.

Teaching with Technology

IT provides a wide range of instructional applications and support services for faculty to enable the integration of technology into their teaching. Workshops and showcases are held regularly throughout the year. Our Faculty Initiatives in Technology (FIT) program enables faculty to try technologies that may enhance teaching or learning.

eLearn Learning Management System

eLearn utilizes Blackboard's Angel learning platform. eLearn provides simple yet powerful tools that enable delivery of course content, management of student outcomes and enhanced collaboration. eLearn course shells are created for all courses each semester and populated with students, including their photos.

Lecture Capture

Lecture Capture enables video recording, webcasting, computer screen capture and classroom video content management which can be used to enhance learning. Faculty may add the Panopto Content nugget to their eLearn course to enable our lecture capture capabilities. Content can be created and provided to students or the tools can be made available for student use. Cameras and other equipment are available for loan or short term experimentation through our Equipment Loan Program. More information can be found under Teaching & Learning in our Services section and in our Knowledge Base under the Support section.

Email

Email accounts for faculty are provided on our Microsoft Exchange platform, an integrated email and calendaring system. Faculty use Outlook on both PCs and Macs as the supported email client. Off-campus access to email via a web browser is also available through Outlook Web Access at webmail.stonehill.edu. Students have email through Microsoft's Office365 service. They are issued an email address ending in @students.stonehill.edu and are included in our Global Address List which is accessible in the address book through Outlook and Web Access.

myHill Portal

myHill is Stonehill's secure portal where students, faculty and staff access announcements, information and online services. Portal content is targeted to specific user groups, enabling access to relevant information in one location. Faculty use myHill to view student rosters, email their classes, run an advisee's audit, post grades, view their pay stub and more. Browse to myHill.stonehill.edu to access the portal.

Support

The Service Desk is the single place to seek assistance with technology issues and is accessible via email, the phone or in person. Contact the Service Desk with any technology problems or questions.

Communications & Media Relations

Mission

Communications & Media Relations (CMR) highlights the accomplishments of our faculty, staff, students and alumni, using the following vehicles:

- *Monday Morning Update* newsletter
- *Stonehill Alumni Magazine*
- *Stonehill Snapshot,* photo essay
- *Picture of the Week*
- *Flashback Friday*
- News stories on www.stonehill.edu/news-media/
- Hometown news
- Social media – Facebook and @stonehill_info Twitter feed

CMR also oversees press releases, many photography projects, media inquiries and pitching stories to the media.

We also promote faculty expertise to the media. If you have a specialized area of expertise that you would be willing to discuss with reporters or comment on when news breaks, we would love to work with you and include you in the Faculty Experts section of our web page. Please call our office if interested.

We also serve as official College spokespersons, especially during emergencies.

Introducing New Faculty

To introduce new faculty members to the community and to other constituencies, we create mini profiles of each new member, along with a photo, in an announcement we post to the Web.

During the summer, we contact faculty for input on the profiles and to schedule photos. We look forward to working with you and appreciate your assistance.

For more about our office and the areas we cover, please visit www.stonehill.edu/news-media/.

Contact Information

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Merkert-Tracy
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tkelly@stonehill.edu

Who's Who

Martin McGovern
Director
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Kristen Magda
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Lu Ann Totman
508-565-1675
Design Specialist
ltotman@stonehill.edu

Got News? If you think you have a news opportunity – an interesting student, unique research, or a timely perspective on a current event, let us know via email or online at www.stonehill.edu/news-media/.

Stonehill Web Office

Overview

The Stonehill Web Office is part of the Marketing Department within the Division of Enrollment Management and Marketing. We are responsible for the administration of Stonehill.edu, the College's public web site. The Web Office is also charged with the administration of search engine optimization and search engine marketing programs, as well as with the analysis of web activity and tying that activity to the College's strategic goals. Finally, we manage Stonehill's social networking presences on sites like Facebook, Twitter, Instagram and Pinterest.

The Web Office does not administer the Learning Management System (E-Learn), the calendar system or administrative computing systems like MyHill.

Faculty Information Pages

Every faculty member at Stonehill has a "Faculty Information Page" hosted within their departmental website. Please contact the Web Content Manager at the beginning of the academic year about developing the content for your information page. See below for information on how to request updates to your page once it is posted.

How Content is Managed on Stonehill.edu

The College currently uses a distributed content model. Content authors and approvers within departments and offices develop, post and approve their own content.

Generally, the Marketing Department is responsible for managing the content on the high-level pages of the site: home page, Academics, Admissions & Financial Aid, Campus Life, About Stonehill, Athletics & Recreational Sports. We can also assist in the development of blogs which are currently found at www.stonehillblogs.org.

Contact Information
Donahue Hall
508-565-1970
weboffice@stonehill.edu

Blog:
Stonehillblogs.org/marketing

Who's Who
Shane LaPrade
Associate Director of Web Marketing

Shane is responsible for the web marketing strategy. He also administers the Big Tree Content Management System.
slaprade@stonehill.edu

Geoff Smith
Web Content Manager

Contact Geoff with general questions about departmental site content, student, faculty or alumni profiles and faculty information pages.
gsmith1@stonehill.edu

The web team will assist in the planning and layout of Office pages but content updates should be managed by an assigned content provider within each office.

Regarding academic content on the site, the Web Office is largely responsible for updating:

- academic department sites,
- major, minor and program pages,
- developing student, faculty and alumni profiles,
- developing content areas around the SURE Program and other strong academic programs.

Finally, the Web Office is here to help academic departments and programs post news and event information on their department sites. Please note: Communications & Media Relations handles college-wide news, press releases and major event promotion.

Frequently Asked Questions

How do I publish or update a Faculty Information Page?

Please visit this web form to submit a request to the Web Content Manager to either initiate or edit a Faculty Information Page:

http://www.stonehill.edu/faculty-updates

Whom do I contact if I would like to get a news or event item posted on the site?

If you would like to submit a story to be used on the website you can go to the faculty gateway and find the blue box to contribute a story. We will contact you once the story has been reviewed. Events should be entered into the R-25 Calendar system.

Whom do I contact if I see an error on the website?

You may contact the Web Office with information about errors on the site by emailing weboffice@stonehill.edu; if the page is one that the Web Office administers, the Web Content Manager can make the change. If the error is on a page administered by another office at the College, that office will be notified.

Human Resources

Overview

As a strategic partner of Stonehill's leadership, the Human Resources Department is committed to providing quality services to all members of the Stonehill Community. Our core services and competencies include recruitment and selection, wage and salary administration, employee and labor relations, benefits, training and professional development, programs designed to support the mission of the college and the development and interpretation of policies and procedures. We strive to foster a work force dedicated to the diversity and the well-being of all members of the Stonehill Community.

Services

The goal of the Human Resources Department is to support your needs. We are dedicated to ensuring you have the support, tools, resources and benefits for a long and successful career with Stonehill College. Each member of the HR Department is committed to helping you get acclimated into your new role as quickly and smoothly as possible. Our commitment to you as a new employee is to:

- Educate you on the various health and welfare programs that you are eligible for as an employee of Stonehill College.

- Listen to your needs and answer them in a timely fashion.

- Strive to resolve issues as they arise. When we don't know an answer we seek out the information and respond to you as quickly as possible.

Below is a check list that may help you understand the services provided by our office. For additional assistance with your questions, please contact Lisa O'Donnell, Associate Director of HR. (ext 1120 or lodonnell@stonehill.edu). Please visit the HR website for a listing of benefits & services offered by HR.

Contact Information
Merkert-Tracy Room 150
508-565-1105
HR@stonehill.edu
www.stonehill.edu/x10506.xml

Who's Who

Maryann Perry
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Lynne Thomas
Administrative Assistant
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Human Resources Checklist

Before classes start, pre-employment paperwork:

- ❏ Return your signed employment agreement
- ❏ Process I-9 Employment Eligibility Verification
- ❏ Complete tax forms & direct deposit paperwork
- ❏ Attend Human Resource New Employee Orientation
- ❏ Human Resources is responsible for advising IT of your start date, which then initiates the process for creating an email account and user access. You should receive a letter from IT with your assigned user name and initial password.

When you first arrive on campus:

- ❏ Advise HR of your current address and local contact information
- ❏ Update myHill (Employee Services) with your office location and campus phone number
- ❏ Enroll in benefits (if applicable)
- ❏ Review retirement benefits, supplemental benefits, tuition reimbursement, Employee Assistance Program & on campus resources for which you are eligible
- ❏ Review the Employee Policies/Handbook (available on HR website)

Anytime throughout the year:

- ❏ Advise HR of any change to your contact information
- ❏ Adjust your retirement contribution
- ❏ Accident reports, Family Medical Leave (FMLA) applications, & tuition inquiries
- ❏ Benefit inquiries (health, dental, vision, life, long-term disability, AFLAC)
- ❏ Assistance with recruitment searches you may be conducting
- ❏ Inquiries about various training programs offered by HR