

Tips for New Faculty in the Department of Government (June 2006)

This sheet is designed to provide information that will ease your transition to Georgetown. Not all issues are covered but the goal is to put some of the things that get passed on through word of mouth onto paper.

Getting in the System and To Campus

In the System

First, if you are not “in the system” you will not be able to complete most of the tasks discussed here. To ensure you have been registered properly with Human Resources contact the Department Administrator, Ileana Aguilar at ima2@georgetown.edu or (202) 687-5958.

Parking

Before you are able to get a parking permit you must be in the system. On your first trip to campus you should enter through either the Canal Road or Prospect Street entrances. If you inform the booth attendant that you are there to pick up your parking permit you can obtain a free half an hour parking pass, otherwise you will have to pay \$12 to park for the day. You can then obtain your parking pass from the Office of Transportation Management located on the Mezzanine level of Kennedy Hall (large dorm just south of the Multi-Sport Field; go to the archway on the West side of the building and enter the Northernmost door on the West side and go down to the M level). After obtaining your permit you can park at the Southwest Garage (under Kennedy Hall). If you do not have your ID card (GOCard) (which you likely will not since you left your car with only a half an hour permit) go through the Canal Road attendant booth and to the Southwest garage where you can show your new parking pass to the attendant in the visitor lane. For more information go to: <http://otm.georgetown.edu/>.

Alternatives to Parking

You can also get to Georgetown via free shuttle buses (GUTS: Georgetown University Transportation Shuttle) or a combination of the Metro and walking or the Metro and GUTS buses. On your first visit inform the GUTS driver that you are going to campus for official Georgetown business. For schedules and other details visit: <http://otm.georgetown.edu/index.cfm?fuse=alternatives>.

Your ID card, aka GOCard

Provided you are in the system and have a photo ID with you, you can obtain your Georgetown ID card, known as the GOCard. You can fill out the forms, have your picture taken and receive your GOCard at Darnall Hall G-3. For more information go to: <http://gocard.georgetown.edu/>.

Email Account

Once you are in the system a NetID will be generated; this is your electronic identifier and is necessary to access email and other services. To set up your email account, go to St. Mary's Hall room G-39 where you can fill out a form and get a temporary password. You will need to show your GOCard before getting your temporary password. You can then change your password by going online (the staff at St. Mary's Hall can explain this process and give you the appropriate web address). For more information see: <http://uis.georgetown.edu/netid/>.

General Information

Access+ provides one-stop shopping for information about benefits, class lists, grade rosters, etc. Visit: <http://www.georgetown.edu/access/>.

Teaching

Ordering Books

Books can be ordered through the Georgetown University Bookstore. Contact Linda Newcomb at 202-687-7628 or ln@georgetown.edu. The preferred dates for orders follow: April 15 for Fall; October 15 for Spring; and March 15 for Summer. You can also order books on line using eFollett at <http://www.efollett.com/>.

Course Packs and Reserves

Course packs can also be distributed through the Georgetown University Bookstore. Contact Linda Newcomb (see above). For material requiring copyright permission allow 4-6 weeks lead time.

Alternatively, most faculty members use the Lauinger Library reserve system. Through this system you can put material on reserve in both hard copy and electronic format. If you provide the library with the required forms (see web address below) and clean photocopies of the material you would like place on reserve, the reserves staff will scan in the material and create a pdf file (up to 40 items per professor, per course, per semester). Students can then access the pdf files by logging in to the Library website. For more details, including access to the forms, visit: <http://www.library.georgetown.edu/service/course.htm>. You can also contact the Reserves staff at (202) 687-7644 or reserves@georgetown.edu.

Classroom Technology

Most classrooms have a variety of built in technologies including computers (with web access, DVD players etc.) hooked up to projectors, overhead projectors, and VCRs. To find out which features are available in your classroom and request that you have access to these features, go to the Classroom Educational Technology Services (CETS) office in ICC 121. For more information call (202) 687-7491 or visit: <http://www.library.georgetown.edu/dept/cets/cetshome.htm>. Experience suggests that it

is easiest to request that all of the built in features be accessible for all class meetings during the term. Please note that even if your room is equipped, you must request use of the multimedia technology or it may be locked or disabled.

Course Management

The Center for New Designs in Learning and Scholarship (CNDLS) offers a variety of tools to assist with teaching at Georgetown. See: <http://cndls.georgetown.edu/>.

Blackboard

The Blackboard system can be used to manage your course, including uploading documents for use by students, sending messages, generating online tests, and holding discussions. More information is available at <http://cndls.georgetown.edu/blackboard/> and to sign in go to <https://campus.georgetown.edu>.

Research Support

Funding

The Graduate School of Arts and Sciences (see: <http://grad.georgetown.edu/index.cfm>) has a variety of information about internal funding opportunities. Note that applications for external grants **must** be vetted by and processed through the Office of Sponsored Programs:
http://www9.georgetown.edu/grad/osp/osp_www/.

Undergraduate RAs

The Georgetown Undergraduate Research Opportunities Program (GUROP) allows faculty to apply to employ an undergraduate student of his/her choice for up to 70 hours over the course of the semester, with additional (though more competitive) possibilities for work with an undergraduate RA over the summer. More information can be found at: <http://gervaseprograms.georgetown.edu/guop/>.