



ADJUNCT FACULTY RESOURCE GUIDE

Fall 2024

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

TABLE OF CONTENTS

Adjuncts - Getting Started	3
Complete Your Paperwork in PageUp	3
Obtain Your NetID and UConn Email and Create Passwords for Both	3
Get Your UConn ID	3
Obtain the Master Syllabus for the Course You are Teaching and Begin Working on Course Materials	3
Course Textbooks: Adopting Textbooks and Desk Copies	3
Request Your HuskyCT Site and Begin Building Your Course	3
Attend Adjunct Orientation (*if teaching in Fall or Spring)	4
EPAS Evaluations (*if teaching in Fall or Spring)	4
UConn Hartford Campus INFORMATION	4
<i>Adjunct faculty office</i>	4
<i>Adjunct mailboxes</i>	4
<i>Printers</i>	4
Parking at the UConn Hartford Campus	5
UConn Hartford Employee Parking	5
Parking Garage Information	5
Emergency Information	5
Campus Closing	5
Snow Parking Ban Information	5
Hartford Campus Contacts.....	6
UConn Library at the Hartford Public Library	6
UConn Barnes and Noble Bookstore	6
UConn Transportation Services	6
SSW Contact List	7
SSW Deans and Directors	7
Phone Instructions	8
Emergency Contacts	8
SSW Offices	8
Office of Practicum Education	8
Office of Outreach and Continuing Education	8
Office of Student and Academic Service (OSAS)	8
Information Technology Support (ITS)	8

Adjuncts - Helpful Information 9

Instructor Support..... 9

Offering Permission Numbers..... 9

Procedure for Cancelling a Class..... 9

For Students with Academic Difficulties 9

Posting Grades or Grade Changes 9

Accessing Student Evaluations of Teaching..... 9

Student Resources 10

Center for Students with Disabilities - Hartford 10

Mental Health Resource Center..... 10

Registration Assistance 10

Veteran’s Benefits 10

Writing (“W”) Center..... 10

Quick Links 11

School of Social Work Links and Resources..... 11

UConn Employee Information and Resources 11

Safety Information and Resources 11

UConn Instructor Systems and Resources..... 11

Student Resources..... 12

ADJUNCTS - GETTING STARTED

Complete Your Paperwork in PageUp

You will receive an email from the UConn hiring system with action items that require your attention. Please contact Iris Strong (iris.strong@uconn.edu) with questions. **Your hire request must be fully approved prior to the first day of class or you will be unable to teach.**

Obtain Your NetID and UConn Email and Create Passwords for Both

The NetID and password will be your credentials for logging into most University systems, including UConn email, Student Admin and HuskyCT.

- NetID Management: <https://netid.uconn.edu/>
- Email Log in: <https://email.uconn.edu/>
- Contact UConn Hartford ITS for support: hartford.its@uconn.edu

Get Your UConn ID

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

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

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

Course Textbooks: Adopting Textbooks and Desk Copies

Instructors must adopt textbooks for their class(es) each semester by emailing Laurie Bompert (Laurie.bompert@uconn.edu) at the UConn Hartford Bookstore as soon as possible. If you are teaching a course with multiple sections, the course lead will adopt the textbook for all sections. All textbook adoptions and questions can be fielded through Laurie Bompert. If your class does not require a textbook, please email Laurie Bompert to let her know.

Instructors can request their own **desk copies** via online portals on publishing websites. You will receive a guide to requesting desk copies. Please email Chelsea Lebron (chelsea.lebron@uconn.edu) with questions.

Request Your HuskyCT Site and Begin Building Your Course

UConn's learning management system, "**HuskyCT**," is powered by Blackboard Learn. Use HuskyCT to electronically send announcements, post content, collect and grade assignments, give quizzes, hold discussions, post grades, and more.

- **How to Request a HuskyCT Site for your Class(es):**
[https://kb.uconn.edu/space/SAS/10776805549/Requesting+HuskyCT+Courses+\(Instructors\)](https://kb.uconn.edu/space/SAS/10776805549/Requesting+HuskyCT+Courses+(Instructors))
- **Student Administration System Login:** <https://studentadmin.uconn.edu/>
- **HuskyCT Website/Log In:** <https://huskyct.uconn.edu/>
- **HuskyCT Support:** <https://edtech.uconn.edu/huskyct/>

Attend Adjunct Orientation (*if teaching in Fall or Spring)

Please refer to the SSW Pedagogy Workshops and Check-In Schedule located here (under the Adjuncts section): <https://socialwork.uconn.edu/info-faculty-staff/>

EPAS Evaluations (*if teaching in Fall or Spring)

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

UCONN HARTFORD CAMPUS INFORMATION

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

School of Social Work Building (HSSW)

38 Prospect Street

Hartford, CT 06103

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

Adjunct faculty office: HSSW Room 223

Adjunct mailboxes: HSSW Room 103 ~ lock code: 2018

Printers are located on HSSW 3rd floor

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

Hartford Times Building (HTB)

10 Prospect Street

Hartford, CT 06103

UConn Library at the Hartford Public Library (HPL)

500 Main Street

Hartford, CT 06103

Library Hours:

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

PARKING AT THE UCONN HARTFORD CAMPUS

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

- UConn Hartford Employee Parking: <https://park.uconn.edu/employees/hartford/>

Parking Garage Information:

Convention Center Parking Garage – 860-728-2598

Front Street North Garage – 860-524-8622

Science Center Parking Garage – 860-987-6512

EMERGENCY INFORMATION

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

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

Campus Closing

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

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

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

In the event that the University is closed due to inclement weather or other emergency on a regularly scheduled class day, instructors are expected to make reasonable attempts to complete all stated course learning objectives by the last day of classes. When scheduling a make-up time please check with the Scheduler for the Hartford Campus, Sierra Colon (sierra.colon@uconn.edu), to avoid conflict and ensure space availability.

Snow Parking Ban Information

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

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

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

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

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

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

HARTFORD CAMPUS CONTACTS

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

Main Office: 959-200-3466

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

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

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

Main Office: 860-263-2260

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

UConn Transportation Services

Office: 860-486-1448

transportation@uconn.edu

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

SSW CONTACT LIST

SSW Deans and Directors

Dean – Laura Curran

Office: 959-200-3648

Laura.curran@uconn.edu**Interim Associate Dean for Academic Affairs – Scott Harding**

Office: 959-200-3628

Scott.harding@uconn.edu**Associate Dean for Research – Jennifer Manuel**

Office: 959-200-3612

Jennifer.manuel@uconn.edu**MSW Program Director – Rachel Schwartz**

Office: 959-200-3635

rachel.schwartz@uconn.edu**BSW Program Director – Paula Nieman**

Office: 959-200-3654

Paula.nieman@uconn.edu**Director of the PhD Program – Cristina Wilson**

Office: 959-200-3674

Cristina.wilson@uconn.edu**Director of the Practicum Education Department – Liane Lussier-Smith**

Office: 959-200-3608

Liane.lussier-smith@uconn.edu**Senior Director of Strategic Initiatives and Community Engagement – Milagros Marrero-Johnson**

Office: 959-200-3606

Milagros.marrero-johnson@uconn.edu**Director of the Office of Student and Academic Services – Carlton Jones**

Office: 959-200-3687

Carlton.jones@uconn.edu**Finance and Administration Director – Stephen Marchillo**

Office: 959-200-3614

stephen.marchillo@uconn.edu

<p>Phone Instructions</p> <ul style="list-style-type: none"> • Calling from one Hartford campus phone to another: Dial # followed by the last 5 digits of the extension • Calling to an outside line: Dial 10-digit phone number 	<p>Emergency Contacts</p> <p>Emergency police dispatch – 911 UConn Police (non-emergency police dispatch) – 860-486-4800 SSW Security desk – 959-200-3683</p>
---	--

SSW OFFICES

Office of Practicum Education – HSSW Room 112

Office: 959-200-3636

sswfielded@uconn.edu

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

Office of Outreach and Continuing Education – HSSW Room 206

Office: 959-200-3617

SSWCE@uconn.edu

socialworkce.uconn.edu

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

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

Office: 959-200-3687

sswstudentservices@uconn.edu

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

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

Information Technology Support (ITS) – HSSW Room G02

<https://hartford.uconn.edu/its/> (Submit a support ticket to Hartford IT)

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

ADJUNCTS - HELPFUL INFORMATION

Instructor Support

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

Office: 860-486-0457

Email: cetl@uconn.edu

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

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

Offering Permission Numbers

Clarification on SSW's policy: Permission numbers are used for instructor consent classes, over-enrollment and overriding requisites. Students in need of permission numbers need to request them from the instructor of the course. For instructors, step-by-step instructions on how to obtain permission numbers can be found at:

<https://kb.uconn.edu/space/SAS/10776805547/Viewing+and+Creating+Class+Permission+Numbers>

Procedure for Cancelling a Class

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

For Students with Academic Difficulties

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

Posting Grades or Grade Changes

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

If you need to submit an 'Incomplete' grade for a student, please complete the [MSW Incomplete Agreement Contract](#).

Accessing Student Evaluations of Teaching

Office of Institutional Research and Effectiveness

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

Email: SETeaching@uconn.edu

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

STUDENT RESOURCES

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

Katie Halbruner, Regional Campus Coordinator for Hartford

Email: hartford.csd@uconn.edu

Phone: 959-200-3872

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

Mental Health Resource Center – HTB Room 113

Naa Opoku Gyamfi, Clinical Case Manager

Email: naa.opoku-gyamfi@uconn.edu

Phone: 959-200-3905

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

Registration Assistance – HSSW Room 106

Office of Student and Academic Services

Office: 959-200-3687

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

Veteran's Benefits – HTB Room 207

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

Writing ("W") Center – HTB 218

Email: jacob.horn@uconn.edu

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

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

QUICK LINKS

School of Social Work Links and Resources

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

UConn Employee Information and Resources

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

Safety Information and Resources

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

UConn Instructor Systems and Resources

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

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

Student Resources

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