Welcome to the University of South Florida

New Faculty Orientation

August 12 - August 15, 2013
Monday, August 12, 2013

8:30 am Provost Office Orientation Kick-Off Breakfast
Marshall Student Center Room 3707

9:30 am Please join USF’s Administrative Team for a “Welcome to USF” breakfast. You will have the opportunity to meet a number of your fellow new faculty members and be introduced to members of the university’s administrative leadership team.

9:45 am Welcome to USF: A Discussion with the Senior Vice Provost
Marshall Student Center Room 3709

10:45 am Dwayne Smith, Senior Vice Provost, will discuss university policies and procedures regarding a number of issues including plagiarism, students with disabilities, attendance, disruptive students, grading, grievance procedures, and Florida’s “Sunshine” public records laws.

11:00 am Office of Research & Innovation Presentation
Marshall Student Center Room 3709

12:00 pm Paul Sanberg, Vice President for Research & Innovation will give you an overview of USF’s Office of Research & Innovation’s mission.

12:00 pm Campus Resource Expo & Lunch
Marshall Student Center Ballroom A & B Room 2100

- Athletics
- Bookstore
- Committee on Issues of Sexual Orientation & Gender Equality
- Community Engagement
- Computer Store
- Diversity & Equal Opportunity
- Honors College
- Human Resources
- Information Technology
- Office of National Scholarships
- Patel Center for Global Solutions
- Research & Innovation
- Students of Concern
- Assistance Team
- Student Success
- Sustainability
- Tutoring & Learning Services
- International, Graduate & Undergraduate Admissions
- Undergraduate Research
- United Faculty of Florida (UFF)
- University Police/ Public Safety
- USF Foundation
- USF World
- Women in Leadership & Philanthropy

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12:00 pm Official University Portrait (Professional attire recommended)
Marshall Student Center Ballroom C Room 2100

5:00 pm Please stop by the photography studio to have your complimentary official university portrait taken. This photo will be used throughout your career at USF in publications and websites. Portraits will be taken on a walk-in basis, and no appointment is necessary. If you are unable to take advantage of this complimentary opportunity, your official USF portrait may be taken at a later date by appointment for a cost.

1:30 pm Overview of the Office of Graduate Studies
Marshall Student Center Room 3709

2:00 pm Dwayne Smith, Senior Vice Provost & Dean of the Office of Graduate Studies, will discuss the operations of the Office of Graduate Studies and the services it provides to faculty. Included in this presentation will be information pertaining to the Office of Postdoctoral Affairs.

2:00 pm Overview of USF World
Marshall Student Center Room 3709

2:30 pm Roger Brindley, Associate Vice President for Global Academic Programs, will give a brief discussion of USF World as well as emphasize USF’s role as an Engaged Global Research University.

2:30 pm USF Public Safety
Marshall Student Center Room 3709

3:00 pm The University of South Florida is committed to providing a safe and welcoming campus environment that is conducive for living, learning and working. To ensure the health, safety and security of the USF community, multiple university divisions work collaboratively to improve the quality of life in the community through training, communication, prevention activities and effective response when situations arise. This presentation will describe campus safety programs and resources specific to USF and will outline the services provided by the USF Police Department.

3:15 pm Human Resource Workshop
Marshall Student Center Room 3709

USF is pleased to offer Faculty employees a generous variety of pre-tax and post-tax insurance choices through the State of Florida and private insurance providers. Join us as we offer an overview of all of the benefit programs including health, dental, life, disability, voluntary products, HSA/FSAs and retirement options. We will also provide information on our leave programs, how to locate valuable information on the USF and State websites and what to expect from People First, the State plan administrator.
A Guide to Student Affairs (Breakfast will be provided)
Marshall Student Center Room 3707
Student Affairs works to ensure a premiere student-centered learning environment at the University of South Florida. We believe that an integrated student experience is critical in educating the “whole” student. Therefore, we strategically partner with faculty and other university and community stakeholders to ensure that students are successful at the university and able to compete in a global society.

This session is designed to assist with your transition to the University of South Florida by providing you with essential information from Student Affairs. We will:
- Discuss details of responding to emergencies and strategies for managing distressed students
- Provide guidelines for disability accommodations in the classroom
- Present information on sustaining our community values through the Student Code of Conduct
- Inform you about ways to connect with students through the work of Student Affairs

This session will allow us the opportunity to explore ways in which we can continue providing our students the best educational experience at USF.

Teaching Workshops
Business Administration Building Auditorium Room 115
Join us for an introduction to teaching at USF, including important information about support offices, faculty-facing training and development, and faculty opportunities and events designed to improve teaching. We will also hear from experienced faculty members on what to expect as you transition to USF.

Student Success Networking Luncheon
Business Administration Building “Multi-Purpose” Room 225
Enjoy a casual buffet lunch with the Office of Student Success and the Provost’s Office Leadership Team.

Teaching Workshops
Business Administration Building “MBA Classrooms” Rooms 230 & 231
Join us for breakout sessions on issues in teaching and learning, such as effective lecturing, classroom management, interactive techniques, and teaching with technology. We will also have sessions about teaching presented by several offices on campus, such as the USF Library, Experiential Learning, and USF World.

Historical Tour of Tampa & Lunch at the Columbia
Meet the bus for pick-up outside of the Marshall Student Center by the northwest entrance
Historical Tour of Tampa and Lunch
Join your colleagues on a narrated bus tour through beautiful Tampa Bay and stop in historic Ybor City to enjoy a luncheon at the famous Columbia Restaurant – a Florida tradition since 1905.
Meet & Greet Social hosted by the Office of the Provost
Interdisciplinary Sciences Teaching & Research Facility
Seventh Floor
New Faculty Orientation will conclude with a reception in your honor in USF’s new Interdisciplinary Sciences Teaching & Research Facility. This event, for you and a guest, will occur on the private 7th floor. Dress is business casual.

Using Canvas for Face to Face Teaching (Limited seating)
Communications & Information Sciences Building Room 1035
We offer a morning session (9:00 a.m. – 12:00 p.m.), repeated in an afternoon session (1:30 – 4:30 p.m.). All sessions take place in the CIS Building, Room 1035 (Note: Even if you have previous experience with Canvas or a similar teaching tool, we recommend that you participate in one of these sessions).

- Set Profiles and Notifications
- Navigate Canvas’ Interface
- Set Home Pages and Calendars
- Upload a File
- Create a Basic Page, Module and Assignment
- Post a Syllabus
- Gather Course Statistics
- Enable SpeedGrader and Plagiarism Tools

Library Information Sessions (Limited seating)
Library Room 309
We offer a morning session (10:00 – 11:00 a.m.), repeated in an afternoon session (2:00 – 3:00 p.m.). Both sessions take place in the Library, Room 309.

USF librarians will provide an overview of essential services, resources, and technologies, including resources delivered to your office, remote access to electronic resources, and resource guides tailored to your classes.

Lunch (on your own)
Campus-wide
The Marshall Student Center offers several dining options this week, including Einstein Bros. Bagels and Beef O’Brady’s, on the first floor. Top of the Palms, on the third floor of the Marshall Center, offers a sophisticated dining restaurant with buffet selections, carving station, exhibition cooking and assorted desserts. Starbucks, located on the first floor of the library, offers sandwiches, pastries and plenty beverage options. A few other locations include Camille’s Sidewalk Café, located in the Morsani Center of USF Health, Pollo Tropical, and Juniper-Poplar Dining Hall.

Thursday, August 15, 2013
9:00 am to 12:00 pm
Using Canvas for Face to Face Teaching (Limited seating)
Communications & Information Sciences Building Room 1035
We offer a morning session (9:00 a.m. – 12:00 p.m.), repeated in an afternoon session (1:30 – 4:30 p.m.). All sessions take place in the CIS Building, Room 1035 (Note: Even if you have previous experience with Canvas or a similar teaching tool, we recommend that you participate in one of these sessions).

Find out about a variety of Canvas’s easy-to-use, intuitive features designed to make teaching and learning easier. After the session, you should be able to:

- Set Profiles and Notifications
- Navigate Canvas’ Interface
- Set Home Pages and Calendars
- Upload a File
- Create a Basic Page, Module and Assignment
- Post a Syllabus
- Gather Course Statistics
- Enable SpeedGrader and Plagiarism Tools
These events have been planned to familiarize you with the University of South Florida and hopefully will make your first weeks of teaching easier. Kindly visit the New Faculty Information website http://www.acad.usf.edu/Resources/New-Faculty/ for additional information and also to RSVP for the events.

Seating is limited for some events, so please be sure to submit your electronic RSVP by Wednesday, July 31, 2013 (Note: for planning purposes, we need to know if you will or will not attend). If you have any questions, please call (813) 974-5534 or e-mail nfo@usf.edu and we will be pleased to assist you. We look forward to meeting you soon!

*If you require special accommodations, please contact us in advance and we will endeavor to assist you. You may call (813) 974-5534 or e-mail nfo@usf.edu.*