College of Behavioral and Social Sciences
University of Maryland

Faculty Resource Guide
2013

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IMPROVING STUDENT LEARNING AND ACADEMIC PERFORMANCE

Learning Assistance Center

- **Learning Assistance Center Website -** http://www.counseling.umd.edu/LAS/
- The Learning Assistance Center supports University of Maryland students in providing provide innovative and supportive services to help all students achieve success in college and life.
  - The Learning Assistance Center fosters the education, critical thinking and intellectual growth of UM students.
  - The Learning Assistance Center also helps students develop personal and academic strategies, positive attitudes toward learning and the self, and behaviors which empower them to be successful in college and life.
  - Students typically visit the LAC to improve academic performance, develop more effective studying and test taking strategies, or assist other students in succeeding in courses.
- Point of contact: Marcy Marinelli, PhD

Writing Center

- **Writing Center Website -** http://www.english.umd.edu/academics/writingcenter
- The UM Writing Center works with UMD undergraduates and seeks to develop skilled, successful, and self-sufficient writers through one-on-one consultations, online writing resources, and a variety of workshops and events.
  - The UM Writing Center works to expand on students' critical thinking, editing, and revision skills.
  - The Writing Center makes available printed and online materials, and hosts workshops related to teaching and writing.
- Point of Contact: Leigh Ryan

Office of Multi-Ethnic Student Education

- **Tutoring service at the Office of Multi-Ethnic Student Education -** http://www.omse.umd.edu/tutoring.html
- This is a free, walk-in tutorial program that covers most key courses in Writing, Mathematics, Biology, Chemistry, and Economics, among other courses. Individual and small group tutoring is available each semester in most undergraduate courses.
- Students can drop in for services, or make an appointment.
- Point of Contact: Yanira Pacheco, Assistant Director

Oral Communication Center

- **Oral Communication Center Website -** http://www.comm.umd.edu/oral-communication-center
- The Oral Communication Center at the University of Maryland works to provide consultation and training in the art of oral communication.

- o Purpose is to ensure that students are better able to reap the personal, professional, academic and civic benefits associated with oral communication skills.
- The Oral Communication Center also trains students to become peer consultants in speaking and listening, and conducts research in oral communication to improve speaking and listening effectiveness.
- Point of Contact: Rowie Kirby-Strake, Director

Hearing and Speech Clinic

- **Hearing and Speech Clinic Website -** http://www.hespclinic.umd.edu
- The University of Maryland Hearing and Speech Clinic has provided speech, language and hearing therapy services to the University student and faculty community since 1949. The clinic is operated by the Department of Hearing and Speech Sciences as both a training and research facility for Audiology and Speech-Language Pathology. Students, faculty and their children are eligible to receive services at a reduced rate.
  - o Evaluations and therapy for articulation disorders, language disorders, accent reduction, stuttering, voice disorders and/or any neurologically based speech-language disorders are available.
  - o Hearing evaluations and hearing aid dispensing are also available.
- Point of Contact: Contact the Clinic Office at 301.405.4218 to make an appointment.

Disability Support Services

- **Disability Support Service Website -** http://www.counseling.umd.edu/DSS/
- DSS seeks to ensure that students with disabilities have equal access to University of Maryland programs. Specifically, DSS does this in three ways:
  - o Providing and coordinating direct services for students, faculty, staff, and campus visitors with disabilities. Services are tailored to meet the needs of individuals based on their specific disabilities.
  - o Educating and providing consultation to University faculty, staff, and administrators in order to increase their awareness and sensitivity toward individuals with disabilities.
  - o Providing students and staff with disabilities the opportunity to gain the skills necessary to effectively advocate for themselves within the University community.
- Point of Contact: Dr. Jo Ann Hutchinson, Director

OPPORTUNITIES FOR STUDENTS TO EXPAND THEIR ACADEMIC EXEPRIENCES

National Scholarships Office

- **National Scholarships Office Website -** http://www.scholarships.umd.edu/
- The National Scholarships Office provides undergraduates with the best possible information, guidance and support as they learn about and apply for national scholarships.
- The NSO provides students from various backgrounds and at different stages of their undergraduate career information on the available scholarships, and provides guidance and support when applying for such scholarships.
- Point of Contact: Francis DuVinage, Director

Maryland Center for Undergraduate Research

- **Maryland Center for Undergraduate Research website -** http://www.ugresearch.umd.edu/
- The Center's primary goal is to facilitate the development and expansion of research opportunities for undergraduate students.
  - o The Center provides information about on-campus research opportunities for students each semester, as well as information on where and how to publish and present research.
  - o During the summer, the Center hosts a seminar series that discusses such topics as applying for graduate school, how to effectively highlight research on a resume and how to present research at professional conferences.
- Point of Contact: Francis DuVinage, Director

Education Abroad Office

- **Education Abroad Office Website -** http://www.international.umd.edu/studyabroad/
- The Education Abroad Office at the University of Maryland advocates for international education to improve students' education and to enrich UMD's institutional identity.
  - o The Education Abroad Office provides international, academically-based, experiences for students' intellectual development, by identifying and developing safe, affordable and geographically diverse programs across a wide range of disciplines.
  - o The Education Abroad Office provides information on the available abroad courses for students who are interested in studying overseas.
  - o The Abroad Office also has information on scholarships and other financial assistance for study abroad programs.
  - o For faculty interested in developing abroad programs, the Abroad Office can be contacted for detailed information on the process of developing a course.
- Point of Contact: Catherine Donohoe, Interim Director

Individual Studies Program

- **Individual Studies Program Website -** http://www.ivsp.umd.edu/
- The Individual Studies Program (IVSP) is a degree-granting academic program under the direction of the Office of Undergraduate Studies.
  - This program allows students to create interdisciplinary curricula leading to the Bachelor of Arts or Bachelor of Science degree.
  - IVSP prepares students for contemporary challenges by encouraging and supporting creativity, innovation, flexibility of mind, and integrative learning.
  - The IVSP develops students' ability to combine different fields in an individually designed major, to apply the concepts of their interdisciplinary major in research projects, internships, service learning, and study abroad; and to synthesize material from different fields to approach problems and produce meaningful results.
- Point of Contact: Dr. Joan Burton, Program Director

Office of Community Services Learning

- **Office of Community Services Learning Website -** http://thestamp.umd.edu/student_involvement/lcsl
- The Office of Community Services Learning works to promote positive social change through transformative learning and community engagement.
  - The Office of Community Services Learning espouses several values to achieve such social change, including the importance of approaching problems collectively, promoting social responsibility, a commitment to ethical practice, promoting critical thinking, and generating, acquiring and disseminating knowledge.
- Point of Contact: Alice Bishop, Program Management Specialist.

Departmental Undergraduate Director and/or Advisor

- Undergraduate Directors (and Departmental Advisors, if the department has a separate advising office) are typically aware of several research and internship opportunities.

Pre-Law Advising

- **Pre-Law Advising Website -** http://www.prelaw.umd.edu/
- The Pre-Law Professions Advising Office serves all current and former pre-law students at the University of Maryland.
  - They offer a wide variety of advising services to guide students through the academic and administrative processes necessary to achieve their goals, and encourage students to learn through community service, pre-professional experience, and campus organizations.

- A goal of this group is to help students to become self-directed learners and to assume a significant role in their pre-professional education. Also, to encourage students to become broadly educated in order not to lose personal growth opportunities.
- Point of Contact, Gregory J. Shaffer, Esq., Coordinator

Pre-Health Advising

- **Pre-Health Advising Website -** http://www.prehealth.umd.edu/aboutus/prehealthadvising
- Pre-Health Advising serves all current and former students of UMD, as well as students enrolled in basic sciences graduate programs or the Science in the Evening Program.
  - Pre-Health Advising promotes the University of Maryland's commitment to health care education and the training of health care professionals for the 21st century and beyond.
  - The Health professions advisors encourage students to learn through community service, clinical exposure, laboratory research, and campus organizations. Also, they help students to become self-directed learners and to assume a significant role in their pre-professional education.
- Point of Contact: Wendy Loughlin, Director.

University of Maryland Summer Research Opportunities

- **Summer Research Initiative**
  - **Website -** http://www.bsos.umd.edu/diversity/summer-research-initiative.aspx
  - The Summer Research Initiative (SRI) works to increase the knowledge of, and interest in, doctoral-level training in the social, behavioral, and economic sciences, with a special emphasis on population groups underrepresented in the behavioral, social and economic science fields (i.e., African Americans, Hispanics, American Indians, Alaska Natives, Native Hawaiians or other Pacific Islanders).
    - The SRI assists in the University's goal of increasing the number of underrepresented minorities who pursue graduate degrees in the social, behavioral, and economic sciences.
  - The SRI works to achieve their goals by:
    - Providing rising juniors and seniors an opportunity to learn about graduate studies and the range of research and scholarship in the social, behavioral, and economic sciences.
    - Providing a laboratory experience that enhances basic research knowledge and skills.
    - Providing lectures, workshops, didactic exchanges, and other services to enhance students' knowledge of the graduate application process and challenges faced in graduate school.
    - Providing mentoring and networking opportunities for students to advance their training in the social, behavior, and economic sciences.
- Point of Contact: BSOSsri@umd.edu

- **Maryland Summer Scholars**
  - **Website -** http://www.ugresearch.umd.edu/summerscholars.php
  - The Maryland Summer Scholars program provides funding support to undergraduate students to enhance their academic experience.

- Students are provided funding to work closely with faculty mentors on scholarly research or artistic projects.
- The program requires that students have completed a minimum of 60 credit hours.
- Participants in the Maryland Summer Scholars program participate in activities over the summer that work to enhance scholarly experience, conduct and submit research reports over the summer, and participate in the Undergraduate Research Day the following spring.
- Students who take part in the Maryland Summer Scholars program gain valuable experience, and have a competitive edge when applying for graduate school, scholarships and other awards.
- Applications for the Maryland Summer Scholars program are available online.
- Point of Contact: Francis Duvinage, Program Director

- **McNair Program**
  - **Website -** http://www.aap.umd.edu/mcnairprogram.html
  - The University of Maryland Ronald E. McNair Post-Baccalaureate Achievement Program is designed to prepare students who are primarily from low-income, first generation and traditionally underrepresented groups to pursue doctoral studies.
    - Preparation for graduate school admissions tests; academic counseling;
    - Summer research internships.
    - Faculty-guided research and mentoring
    - Advanced writing classes.
    - Opportunities to present original research at national forums and academic conferences.
  - Point of Contact: Dr. Terri D. Wright, Associate Director

University Career Center

- University Career Center website - http://www.careercenter.umd.edu/section.cfm?section_id=1
- The Career Center offers a wide range of services from helping students discover what their interests are to findings job and internships.
  - Students can be tested meet with a peer career mentor in order to identify what careers and majors are best suited for their interests and skill set.
  - Students can get guidance on how to prepare for internships and employment.
- For more information, call 301.314.7225.

Career Counseling Services

- **Career Counseling Services Website -** http://www.counseling.umd.edu/Services/srv_car.htm
- Part of the Counseling Center, these services can help students determine what career future is best suited for them and how to prepare for that pathway.
  - Counselors assist in determining what major is best for particular career directions.
  - Help determine if career interest and personality tests can help.
  - Recommend specific career classes best suited to the student.
- The Career Counseling center can be contacted at 301-314-7651.

Counseling Center

- **Counseling Center Website -** http://www.counseling.umd.edu/
- The University of Maryland Counseling Center provides comprehensive psychological and counseling services to meet the mental health and developmental needs of students and others in the campus community.
  - Helps foster academic, personal, and career development in students, a wide range of counseling, consultation, and educational services are offered.
- Services include, but are not limited to:
  - Remediation/rehabilitation for individuals with problems.
  - Promoting psychological development through outreach and prevention; offering non-traditional modes of treatment; providing on campus consultation.
  - Proving support services to students with disabilities.
- The Counseling Center is located in the Shoemaker Building, between the Chapel and LeFrak Hall. You can reach the Center by calling 301-314-7651.

After-hours Nurse Line

- **After-hours Nurse Line Website -** http://www.health.umd.edu/about/emergency/nurseline
- The After-hours Nurse line is available to members of the UMD community when the Health Center is closed, or when hours vary due to semester breaks, summer sessions, holidays, severe weather, or other emergency closings.
  - The Nurse line can assist when sick or injured, and can provide assistance when making health care decisions such as deciding to go to an urgent care center, make a doctor's appointment or use self-care.
  - Also, the Nurse line is also available to answer questions about various health issues.
- The After-hours Nurse line can be reached at (301) 314-9386.

Help Center

- **UMD Help Center Website -** http://www.umdhelpcenter.org/
- The UMD Help Center is peer counseling and crisis intervention telephone hotline, where students can speak to a student peer-counselor in confidence about any matter that is of concern.
  - Help Center counselors are trained in interpersonal communication and crisis intervention and seek to provide support for a wide range of matters.
  - The Help Center also provides information regarding campus counseling services and contact information for other community resources.
- The Help Center is in Room 3105 on the 3rd floor of the South Campus Dining Hall.

Campus Police

- **Campus Police Website -** http://www.umpd.umd.edu/
- The University of Maryland Police Department is part of the Department of Public Safety.
    - o The purpose of the UMPD is to serve the university community, protect life and property, and to enforce the law.
    - o UMPD provides service 24/7, including emergency response to crimes in progress.
    - o There is a strong emphasis on campus safety, and UMD community members are encouraged to contact UMPD when they feel that safety may be compromised.
- UMD community members are encouraged to call 301-405-3555 for immediate police services.

Center for Teaching Excellence

- **Center for Teaching Excellence Website** - www.cte.umd.edu
- The Center for Teaching Excellence (CTE) is the campus' central partner for improving undergraduate education.
  - o CTE responds to the needs of all colleges, schools, and programs to ensure that the University of Maryland remains an international model of excellence in teaching and learning.
  - o CTE facilitates and supports new innovations in teaching, helps faculty teach more efficiently and effectively, works to ensure that all graduate teaching assistants develop as excellent teachers, and oversees faculty learning communities as they address current and future educational needs of the University.
  - o CTE works with campus units to recognize excellence in teaching through workshops, ceremonies, and awards. CTE administers more than 20 programs for faculty, graduate students, and undergraduate teaching assistants and is a portal for vetted resources for teaching and learning.
- Point of contact: Dr. Spencer Benson, Director

Division of Information Technology

- **Division of Information Technology Website** - www.oit.umd.edu
- The division supports tools and technologies for the academic environment, including classroom instructional technology, online course management, and 24-hour computing labs.
- Link to student specific info: http://www.oit.umd.edu/students.html

Instructional Facilities

- o Website: www.oit.umd.edu/as/if
- o The goal of the Instructional Facilities (IF) group is to provide faculty and students with a variety of learning environments designed to meet their needs.
  - IF does this by working closely with users in designing and supporting all types of instructional facilities (classrooms, conference rooms, distance learning rooms, etc.) as well as the technology found in them.
  - Just as important, the IF group provides assistance to faculty and students so they can use the technology appropriately to enhance learning.
- o Point of contact: Dr. Sue Clabaugh, Manager

Learning Technologies

- Website: www.otal.umd.edu
- The Learning Technologies (LT) group specializes in providing educational technology services and tools for faculty in support of their teaching and course management needs.
- New Enterprise Learning Management System (ELM) powered by Canvas.

- Point of contact: Chris Higgins, Manager of Learning Technologies

Software licensing (Students and Faculty)

- Access to Microsoft software at no or little cost: http://www.oit.umd.edu/techsavings/software.html
- Other software products available at reduced academic pricing.
- Point of contact: David Arsenault, Manager of Software Licensing

Office of Academic Computing Services (BSOS)

- Website: www.oacs.umd.edu
- Helpdesk services for your desktop.
- Video conferencing for multi-location teaching
- Equipment loans
- Instructional computer labs with SmartBoards in Lefrak Hall.
- Point of contact: Dan Navarro, Director

University of Maryland Library Subject Specialists

- **Website for identifying subject specialists:** http://www.lib.umd.edu/ues/guides/specialists-subject
- Librarians can help faculty identify and obtain materials necessary for teaching in their particular subject area

Departmental Undergraduate Director, Graduate Director and/or Advisor

- Within each department, individuals serving as directors of graduate or undergraduate studies and the advising staff often have expertise on the most effective ways to teach and manage the classroom environment.

SERVICES FOR FACULTY DEALING WITH STUDENT CONFLICT AND PROBLEM BEHAVIOR

Office of Student Conduct

- **Office of Student Conduct Website -** http://osc.umd.edu/OSC/Default.aspx
- The Office of Student Conduct deals with allegations of misconduct under the Code of Student Conduct and the Code of Academic Integrity.
  - o The Office of Student Conduct website provides electronic referral forms where students who violate codes of conduct can be referred for both academic and non-academic incidents.
- Point of Conduct: Andrea Goodwin, Director of Student Conduct

Behavioral Evaluation and Threat Assessment

- **Behavioral Evaluation and Threat Assessment Website -** http://osc.umd.edu/osc/BehavioralFacultyEvaluation.aspx
- The Behavioral Evaluation and Threat Assessment (BETA) team at the University of Maryland is part of the campus' Crisis Management Team, and is coordinated by the University Counseling Center.
  - o BETA is an active team of University of Maryland staff members who provide resource information helpful to other staff, faculty, and administrators dealing with individuals who may be threatening, disruptive, or otherwise problematic.
  - o The group also makes referrals to appropriate campus entities and, if necessary, off-campus agencies.
- If you are concerned about a student's behavior (e.g., disorderly, verbally aggressive, disturbing, destructive, stalking, or the possession of a weapon), you are encouraged to contact emergency services if a threat is imminent, and/or the BETA team for intervention and advice.
- Point of Contact: The BETA team can be contacted at 301.314.8428.

University of Maryland Ombuds Services

- **Ombuds Website -** http://www.umd.edu/ombuds/index.cfm
- The Ombuds Office helps member of the university community resolve conflict. This is a confidential service and the Ombuds officer is independent and impartial.
- Point of Contact for faculty: Ellin Scholnick

Office of Legal Affairs

- **Legal Affairs Website -** http://www.president.umd.edu/legal/index.html
- The Legal Affairs Office provides legal services to faculty in the performance of their duties. Staff have various areas of specialized expertise, including sponsored research, risk management, and ethics.
- To speak with someone on staff, call 301-405-4945.