



UNIVERSITY OF WASHINGTON

The Information School

Guest Faculty Support and Resources

Welcome to the Information School (a/k/a iSchool)! We offer the following information to help you orient yourself to the Information School and help you get started with course preparation. An electronic version of this document can be found on the Guest Faculty web site <http://projects.ischool.washington.edu/extfac/index.htm> for future reference and live links.

Cris Mesling (crism@u.washington.edu), the Academics Administrator is your contact for any general or administrative questions, especially those related to the logistics of teaching for the iSchool. Nancy Gershenfeld (ngersh@u.washington.edu), is the Guest Faculty liaison for pedagogical issues (grading standards, syllabus questions, course curriculum matters, etc.). The chair for the program in which you are teaching is an additional resource for you. You can always start with Nancy, and she will forward on as appropriate or direct you to the proper resource.

Guest Faculty Web Site

We provide a resource guide to help you maneuver through the University, the Information School, and your class. The guide is accessible via the web at <http://www.ischool.washington.edu/extfac/>. This guide includes Frequently Asked Questions (FAQ) at <http://projects.ischool.washington.edu/extfac/faqs.htm>. Please check the FAQ section for information on cancelling class due to illness or inclement weather. By the way, this site is linked as "Guest Faculty Resources" off of the main Information School webpage "Quick Links" menu.

Network and Building Access

Once you have received your Employee ID (EID) number, you are authorized to obtain UW network access by establishing a UWNNetID and a Husky Card for building and room access. Sign up or re-activate your UWNNetID at <http://www.washington.edu/computing/uwnetid/> and pick up your Husky Card the Husky Card Account & ID Center on the ground floor of Odegaard Library. See http://hfs.washington.edu/husky_card/default.aspx?id=1707 for more information on the Husky Card location and hours. If you have questions about your EID, contact Crystal Yost (crystal@u.washington.edu) in HR.

Dates for Instruction

The first and last days of instruction for the quarter, as well as the final exam schedule, due date for grades and any University holidays (when class is not held and the labs are closed) can be found on the academic calendar, at <http://www.washington.edu/students/reg/calendar.html> . These dates should also be listed on the home page of our Guest Faculty web site.

Class Information

Time Schedules are posted online via the iSchool Class Schedule page at <http://www.ischool.washington.edu/courses/schedules.aspx>. Also, please check your class information on the MYCLASS application of MYUW (<http://myuw.washington.edu> - click on the Teaching tab if this information is not displayed when you log in), for schedule, class size and grading option. Contact the Curriculum Coordinator, Carmen Cook (carmenc@u.washington.edu) if you have any issues with any of those areas. Also, please update the Final Exam information to match your class, and add your course web site URL when it is ready.

Graduate Assistant Support

If you are teaching in our Informatics program, you are assigned a Teaching Assistant (TA) and that person should provide all support for your course. For everyone else, I encourage you to utilize our Graduate Assistant Crew for all of your course support needs by emailing gahelp@ischool.washington.edu. Our GA Coordinator, Jan Boyd, will match GAs with faculty requests as they come in through the gahelp line. If you are planning on utilizing electronic reserves (e-reserves) for course readings, preparing printed course materials for the copy center, need help with putting together a course website, need some research done or need another pair of eyes, ears and legs on campus, the GA Crew is here to help!

Online Syllabus

The Information School is committed to providing online syllabi to all classes. It can be a simple syllabus document or a more elaborate course web site. The GA Crew will help you with the necessary resources. Please see <http://projects.ischool.washington.edu/extfac/courseContent.htm#syllabus> for required and suggested language inclusions for your syllabus.

Class Registration

If you are contacted by any student about registering for your class, be aware that this is handled via the normal University registration system and students should not be involving the instructor in the process. Available space in your class will be filled on a first-come, first-served basis during Registration Period III, which begins the first day of the quarter. Please note that your class roster may well change several times during the first week of class, and that there may be two sections listed to accommodate the state-supported and fee-based student structure.

Bio/Photo

We like to include a picture and some brief biographical information about you on our Faculty webpage <http://www.ischool.washington.edu/people/facdirectory.aspx>. Please send a photo and bio information to Crystal Yost (crystal@u.washington.edu). If you don't have a photo, please set up an appointment with Crystal to take your picture.

Orientation

Nancy Gershenfeld is available to meet with you to go over the above information, answer your questions, or simply give you a walking tour of the school and your classroom. Please email ngersh@u.washington.edu to set up a time.

Quick Contact Reference

Administrative issues	Cris Mesling	crism@u.washington.edu
HR/Personnel issues	Crystal Yost	crystal@u.washington.edu
Class Schedule	Carmen Cook	carmenc@u.washington.edu
Graduate Assistant Support	Jan Boyd	gahelp@u.washington.edu
Pedagogical issues	Nancy Gershenfeld	ngersh@u.washington.edu

We look forward to seeing you during the quarter and thank you for your contributions to the iSchool.