



College of Liberal & Professional Studies  
**Penn LPS**

# **Faculty Manual**

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## **I. Introduction**

### **1. Teaching at LPS**

Welcome to the College of Liberal and Professional Studies (LPS). By deciding to teach in LPS, you have joined a superb faculty who, with dedicated staff, seek to meet the educational needs of our students. Whether they are undergraduate or graduate students, degree candidates or non-degree students, LPS students share with other members of the Penn community academic excellence, intellectual curiosity, and a love of learning. Unlike many Penn students, however, LPS students often must balance their education with demanding careers and family responsibilities. Besides providing challenging educational opportunities for LPS students, LPS classes also serve students from other parts of Penn, including the College of Arts and Sciences and Graduate Arts and Sciences. LPS is committed to providing support to both faculty and students to assure that our students have a challenging and stimulating experience in the classroom, and that our faculty find their teaching in LPS professionally rewarding.

In this handbook, we will introduce you to our programs and our students, describe our policies and procedures, and inform you about resources available to support LPS faculty and students. If you find, however, that you have questions that are not addressed or seek guidance on specific issues or particular students, we are always available to discuss them with you. You will find a list of LPS staff, with phone numbers and email addresses, at the back of this manual.

### **2. Getting Started**

#### **1) Getting on payroll**

Getting on payroll is the first step in your receiving a Penn Card, a PennKey, and a Penn email account. All of these are required in order for you to use other teaching resources at Penn, including Canvas, the instructional platform.

If you are not a current University employee please contact LPS (Joe Hallman or Chris Pastore) with your Legal Name, Home email address and Date of Birth. After that is done you will get emails from Workday with next steps regarding W-4, Direct Deposit and I-9 Verification.

#### **2) Documents to be submitted to LPS**

At LPS, we maintain electronic files for each course we offer. For this reason, we ask each instructor to send us via email their course syllabus with their course description included, as well as an up-to-date copy of their CV. These materials should be sent to Joseph Hallman ([halljo@sas.upenn.edu](mailto:halljo@sas.upenn.edu)) at your earliest convenience. In the upcoming academic year, if there are any changes to your CV or syllabus, please notify LPS.

#### **3) PennKey, ID, and Card**

##### **i) Obtaining Your PennKey**

All LPS instructors are required to obtain a PennKey. A PennKey is used to authenticate, or verify, an individual's identity and to access many of Penn's networked computer systems and services. Authorized users need a PennKey and password to access resources like Courses

InTouch, Canvas, certain library resources, and public campus computers. A PennKey is also required to obtain a Penn email account. Because much of what you do at Penn will require a PennKey password, you should select and register your PennKey as soon as possible after being put on payroll. The following web site provides more information about PennKeys:

<http://www.upenn.edu/computing/pennkey/>.

ii) Establishing your email account

We require our instructors to have a Penn email address to communicate with Penn students, faculty, and staff. In addition, LPS and other Penn offices will use your Penn email address to send you important information. To establish an email account, you first must have a PennKey and PennKey password. If your home department is in the School of Arts and Sciences (SAS), you can create your email account through SAS Computing at

<https://www.sas.upenn.edu/computing/penn365/faq>.

If your home department is outside SAS, please contact your home department for instructions to create your email account.

iii) Submitting information for the On-Line Directory

We require our instructors to list their Penn contact information in the Penn On-Line Directory so that others can contact you as soon as you arrive on campus. The website for updating the directory is [https://medley.isc-seo.upenn.edu/penn\\_portal/u@penn.php](https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php) (under My Personal Data). You will need a PennKey to access the directory.

iv) Obtaining your PennCard

All LPS instructors are required to obtain a PennCard, the official University of Pennsylvania identification for students, faculty, and staff. The PennCard provides access to University facilities and services including the library. To obtain a PennCard, bring a valid form of photo ID (driver's license, passport, etc.) to the PennCard Center, located on the 2<sup>nd</sup> floor of the Penn Bookstore, 3601 Walnut Street. Only instructors currently on payroll may receive a PennCard, which should be carried at all times. The PennCard website is <http://cms.business-services.upenn.edu/penncard/the-penncard-center/hours-and-location.html>.

4) How to establish a Canvas site for your course

The simplest and quickest way to have a Canvas site set-up for your course is to use the online request form, located at <http://guides.library.upenn.edu/canvas>. Instructors, or those acting on behalf of instructors, may use this form. After you submit your request, your course(s) will typically be available within one to two days. Students enrolled in your course will be given access to the Canvas site automatically, usually within 24 hours of the site's creation, as long as they have a Penn email address.

5) Policies on photocopying

LPS instructors should contact their home or affiliated department to have copies of syllabi, student assignments, and exams made for their courses. Most departments limit the amount of photocopying each instructor can do within the department. Please note that some departments have eliminated photocopying or restricted it severely in light of budget constraints. If you have course readings and other substantial documents to copy, you should arrange with Campus Copy Center to make a bulkpack available for your students to purchase, or you should work with Electronic Reserve in Van Pelt library to have the readings scanned for your students to access

through Canvas. LPS will not photocopy course materials for instructors, nor will we reimburse instructors for photocopying at a copy center.

Campus Copy Center: 3907 Walnut Street

Phone: (215) 386-6410

Fax: (215) 386-6268

<http://www.campuscopycenter.com/>

Electronic reserve: <http://www.library.upenn.edu/reserves/eres-submissions.html>

6) Office hours

LPS instructors are required to schedule office hours for students who may require assistance outside the classroom. Office hours are particularly important for students in courses requiring quantitative analysis, synthesis, intensive writing, research, or project development. Most instructors poll their classes on the first day to determine the most convenient day/ time for the majority of people, as well as offering office hours by appointment.

Instructors should check with their home department to see whether there is any available space to use for office hours. Another way to find an available space is to request space from the Registrar's office after the first full week of classes each semester by visiting the Classroom Technology Services website at <http://www.isc-cts.upenn.edu/finder/> and filling out the Academic Event request form.

7) Mailboxes

You will have a mailbox in your home department. Please check with your home department regarding departmental hours and the location of the mailbox.

8) Ordering books

There are two bookstores on or near campus used by Penn faculty to order course books.

- i) Penn Bookstore: The official bookstore of the University of Pennsylvania, run by Barnes and Noble.

Phone: (215) 898-7595

Email: [coursebk@pobox.upenn.edu](mailto:coursebk@pobox.upenn.edu)

<https://upenn.bncollege.com/shop/upenn/page/find-textbooks>

- ii) House of Our Own: Another independent academic bookstore serving the university community.

Phone: (215) 222-1576

Email: [hooo@bellatlantic.net](mailto:hooo@bellatlantic.net)

[https://www.biblio.com/bookstore/house\\_of\\_our\\_own\\_philadelphia](https://www.biblio.com/bookstore/house_of_our_own_philadelphia)

9) Reserve readings

Van Pelt Library will help you make standard (hard copy) and electronic reserve materials available to your students.

- i) Materials for standard reserve are placed in the Rosengarten Reserve Room in the basement of Van Pelt Library. You can find more information at

<http://www.library.upenn.edu/reserves/contacts.html>.

- ii) Materials for electronic reserve will be uploaded to your course's Canvas site. You can also provide links to licensed information and data bases, e-journals, and library image

collections. You can submit your electronic reserve request at <http://www.library.upenn.edu/reserves/eres-submissions.html>. If you submit the materials no later than approximately one week before the date when the term begins, they will be ready in time for your course.

#### 10) Ordering bulkpacks

If you need to order a bulkpack to make class materials available to your students, you can contact the following:

Campus Copy Center: 3907 Walnut Street  
Phone: (215) 386-6410  
Fax: (215) 386-6268  
<http://www.campuscopycenter.com/>

If you submit the materials no later than approximately one week before the date when the term begins, they will be ready in time for your course. If you submit the materials later, the bulkpack will be available in 2-3 days.

## II. Academic Calendar

LPS' Academic Calendar may differ slightly from the College calendar. It is advised that you refer to the LPS website for the term calendar: <http://www.sas.upenn.edu/lps/calendar>.

## III. Course Management

### 1. Course Enrollment Information

#### 1) General rules

Only students who have been admitted to the University of Pennsylvania may register for a LPS course. LPS and non-LPS students alike may advance register for LPS courses using Penn InTouch. Please note that LPS sets aside a minimum of 50% of seats in most classes for LPS students, who tend to register for courses late. Some select courses have all seats set aside for LPS students. These courses include writing seminars, science courses rostered for LPS pre-medical students, particularly in Biology and Physics, and some LPS graduate courses, among others. If students are not assigned a space in your course after the conclusion of the advance registration period, please direct them to try to enroll in it again during the Drop/Add period, in case another student drops the class and opens a seat. On the second day of the semester, LPS will release quotas for courses, with the exception of some courses, which non-LPS students are not permitted to take. If you have questions about the specific quotas and enrollment policies for your class, please contact Joseph Hallman at (215) 898-5982 or [halljo@sas.upenn.edu](mailto:halljo@sas.upenn.edu).

#### 2) LPS policies about matriculation, student registration, and permits

- i) Matriculation: If students are not on the official class list and/or are not matriculated, they should not be in your classroom. Please direct these students to their home division, or to LPS, for assistance.

- ii) Permits and Authorizations: A permit reserves a seat in the course; an authorization allows a student to enroll if a seat is available. LPS prefers not to issue permits for students to register, since permits override course enrollment maxes. In most cases, rather than issuing a permit or an authorization for students to register, LPS directs students barred from registering for a course to continue to try to register through Penn InTouch, and to be sure to try again on the second day of the semester, when LPS will remove registration quotas for most classes.

### 3) Courses InTouch/ IRQDB

- i) Courses InTouch: Class Lists, Course Problem Notices and Online Grading

Instructors who would like to view their class list should use a web-based system, Courses InTouch (CIT). You may access CIT in one of two ways:

- via the U@Penn Portal: [http://medley.isc-seo.upenn.edu/penn\\_portal/u@penn.php](http://medley.isc-seo.upenn.edu/penn_portal/u@penn.php) in the section labeled "Student Advising & Administrative Resources"
- via the following url: <https://srf.s.upenn.edu/faculty-staff-resources/courses-intouch>.

Please note that you will need to have a PennKey user name and password to access your class list.

CIT also houses the Course Problem Notice (CPN) function. CPN will provide instructors with an easy mechanism to alert students to potential problems in a course, in time for the student to take steps to correct the problem and obtain the appropriate support. Based on each school's configuration, the system can also inform the student's academic advisor(s) to ensure proper follow-up as needed. This new online system replaces the paper forms formerly used in some schools. The greatest use of this system is expected to be at the undergraduate level, although the system is available to any instructor and any school at Penn. A pre-requisite for effective use of this process is a valid email address for every student.

CIT is also used for submission of all final course grades and for change of grades.

- ii) Institutional Research Query Database (IRQDB)

The IRQDB is a tool you can use to gather student data from the University's Data Warehouse. Access requires a PennKey ID and password and you must be listed as the instructor of record for your course. You can use IRQDB to review your teaching history. You can access IRQDB at <http://www.sas.upenn.edu/irqdb>.

### 4) Late admission

Students who are not officially registered for your class should not be permitted to sit in the class. You should be certain to check a final class list after the end of the Drop/Add period for accuracy. If you have any students attending your class who are not on the final class list, please direct them to visit to their advisor. If you have difficulty viewing your class list on Courses InTouch, please contact us at [LPS@sas.upenn.edu](mailto:LPS@sas.upenn.edu) (with a subject line of "IN TOUCH HELP").

### 5) Exclusion of a student

It is your right to exclude any student who in your judgment disrupts the class as a whole. If you do so, you must inform your department chair and the Executive Director of LPS, Dr. David Bieber [(215) 573-4395, [dbieber@sas.upenn.edu](mailto:dbieber@sas.upenn.edu)] or the Assistant Vice Dean and Director of Academic Affairs, Dr. Kris Rabberman [(215) 898-9119, [rabberma@sas.upenn.edu](mailto:rabberma@sas.upenn.edu)].

6) LPS policies on auditing

Auditors receive neither grades nor credit but the course will be transcript-visible. They pay the regular evening or day tuition and fees depending on the course. Most courses (except for Romance Languages) are open to auditors on a space-available basis. No application is required; auditors simply come in and register through the LPS office.

7) Independent Study courses

LPS students enrolled in a degree program may register for Independent Study courses at LPS tuition rates. Students interested in pursuing an individualized study project should first approach an advisor and a faculty member and obtain their agreement to direct the project. Students must then obtain departmental approval for the independent study. Forms for this purpose are available in the LPS office. Independent Study courses may not duplicate LPS courses offered during the same semester, and the student must have completed an introductory course in the field of the Independent Study. Students should bear in mind that faculty members are not required to supervise an Independent Study course. But, in most cases, only standing faculty members can supervise an independent study. Guest Students in LPS are not eligible to register for Independent Study except by petition to the LPS Advising Staff.

8) High school students in LPS courses

i. The Young Scholars Program

LPS offers a special opportunity for academically exceptional local high school students to take college courses with Penn students and earn full college credit. The participants in this program are high school juniors and seniors who pursue their favorite discipline beyond the level offered by secondary schools, or explore a field such as anthropology, economics, advanced calculus, philosophy, linguistics, or experimental psychology. Once admitted, Young Scholars choose an appropriate undergraduate course offered by the School of Arts and Sciences. Classes may be taken during the day or evening, in the Fall or Spring terms. For participants who eventually enroll at Penn as regular undergraduate students, the credit and course grades earned as Young Scholars become part of their permanent record. In addition, liberal arts courses taken at Penn are usually transferable to other colleges and universities.

ii. The Pre-College Program

During Summer Session II, academically qualified high school students (who have completed their sophomore or junior year in high school by June) may enroll in pre-selected introductory courses. They are offered a wide range of regular undergraduate courses in the arts and sciences. They are integrated completely into regular undergraduate classes, although they are housed separately on campus. Some students take two classes, which is considered a full academic load. Students who successfully complete these courses receive college credit from Penn and official transcripts from the University. Course credits may be applied toward a Penn degree if the student is accepted into a degree program by the University, and are generally transferable to other institutions.

- 9) Senior Auditing Program  
Senior Auditors may audit hundreds of undergraduate lecture courses (courses numbered below 499) in Penn's School of Arts and Sciences. Senior Auditors may not enroll in graduate classes; classes in Wharton, Nursing, Engineering, or any of Penn's professional schools (e.g., Architecture, Medicine, or Fine Arts); classes designated as "seminars," "for majors only," "studios," "labs," or "recitations"; or courses in film and languages.

## **2) Class Meeting Times and Room Information**

- 1) General rules  
Many LPS classes meet one time per week, although there are some exceptions, notably language and math courses. Meeting times should begin no earlier than 5:00 PM on weeknights whenever possible to accommodate students' work schedules. During the Fall and Spring semesters, classes that meet one evening per week convene for three hours. Classes also are offered on Saturday mornings or afternoons.
- 2) Class times  
Every term's class meeting schedule is published in the LPS Course Guide at <https://www.sas.upenn.edu/lps/about/course-guides> and on the Registrar's website at <http://www.upenn.edu/registrar/>. Classes should begin and end on time, not only to provide the proper number of hours of instruction, but also for security reasons. Furthermore, courses must begin on the date stated in the catalog and end no sooner than the last week of classes. After classes begin, no class time may be changed without the unanimous agreement of the class, your department, and LPS.
- 3) Classroom location and change requests  
After LPS has contacted instructors to notify them that their class will be rostered in an upcoming semester, LPS will request information regarding AV and classroom needs. Since demand for seminar rooms and room equipped with A/V equipment is strong, instructors should submit their room requests early. Classroom assignments appear on the Course and Room Roster, which is listed on the registrar's website at <https://srf.s.upenn.edu/regISTRATION-CATALOG-CALENDAR/ROSTERS-TIMETABLES>.  
Usually, it's available about 4 weeks before the first day of the term.
- If it becomes necessary to change a classroom because of inadequate seating or because some feature of the classroom makes it undesirable for a particular course, please go to <http://www.isc-cts.upenn.edu/finder/> and click on the link to Course Classroom Change. All changes in room assignments are processed through this link, and only the instructor or the department may execute the change. If you make a room change within 1-2 weeks of the beginning of the term, a notice of the room change must be posted on the door of the original classroom.
- 4) Dropping/ Withdrawing from a course after the term begins
- i. Dropping: Students may seek to drop a class or change a grade type. For the Fall or Spring semester, the deadline is before the end of the first two and half weeks; for summer session, students have approximately one week to drop a course or change a grade type once the classes begin. This should be done carefully as the class may have to be taken again

or credit made up later. Students having difficulty in a class should contact their academic advisor regarding the issues related to dropping from a course. After this date, LPS students must contact the LPS office to drop a course or change grade type.

- ii. **Withdrawing from a Course:** An LPS student may withdraw from a course through the tenth week of the Fall or Spring semester with the permission of the instructor as well as the permission of the LPS Advising Staff. After the tenth week, the LPS Advising Committee will not permit any withdrawals without documentation of extenuating circumstances. Withdrawals will be indicated on the student's transcript by a report of W and will not affect the student's grade point average. Any LPS student who appears on the grade sheet and does not attend class must file a petition to withdraw through the LPS office.

**Please note that the Drop/Add deadlines for LPS are different than those for the College of Arts and Sciences.** Non-LPS students will be required to submit a petition to their home division. They should contact their advisor for procedures.

#### 5) Canceling a class meeting

If you should find it necessary to cancel a class, contact your department and ask them to post a note on your classroom door. You are obliged to reschedule that class at the convenience of all the students. Classes may not be rescheduled during Reading Days. LPS expects that you make every effort to make up missed classes, either by rescheduling them or by using newly developed technology or resources that the university has available to meet with your students virtually. We also expect that you will be in contact with your classes about the manner in which you intend to make up any missed classes.

You may request a classroom for a makeup class here: <https://www.isc-cts.upenn.edu/finder/schedule1.asp>.

You can find some wonderful suggestions on technology to use to make up contact hours at The Teaching Options for a Snow Day webpage from SAS Computing, located at [https://www.sas.upenn.edu/computing/teaching\\_resources/snow\\_days](https://www.sas.upenn.edu/computing/teaching_resources/snow_days).

#### 6) Weather conditions

In the event of bad weather, information about University course cancellations is available at (215) 898-MELT. LPS and Wharton Evening have a special code number (2102), which will be used in various radio broadcasts to indicate closings. In addition, if the University is open, but LPS cancels courses, that information will be posted on the LPS website at <http://www.sas.upenn.edu/lps/>. Evening classes will meet unless officially cancelled.

Please remember that evening students often travel great distances to attend classes and should therefore be notified as early as possible if circumstances prevent you from meeting your class or arranging a substitute instructor. These cancelled classes must be rescheduled at a time when all students can attend the class.

### **3. Attendance, Grading and Final Examinations**

#### 1) Attendance

Some professors and departments are very strict about class attendance; others do not consider it part of the grading system. Instructors should be certain to include their attendance policy in their syllabus. If an instructor thinks a student has an excessive number of absences, the instructor can use the Course Problem Notice function in Courses InTouch to alert the student and the student's academic advisor of the problem.

University policy dictates that students do not have to attend class on any major religious holidays that are regularly observed. (The university policy on Secular and religious Holidays are available at <https://almanac.upenn.edu/articles/recognized-holidays-for-fiscal-year-2020>. Faculty members should make every effort to avoid scheduling papers or exams on religious holidays, but students are required to make up any work missed.

If students are ill or must leave campus and cannot attend class, they are advised to contact their home division office, so that a representative of the division can notify the students' instructors.

## 2) General Rules

- i. Grades: Instructors can submit the grades through Courses InTouch at <https://www.registrar.upenn.edu/staff-resources/courses-intouch.html> using their PennKey and password.

Please see the academic calendar deadlines in this manual for deadlines to submit grades. You must give a grade or an incomplete to all students who are on your grade list. GR's (*No Grade Reported*) will be given to students by the Registrar when no grade is assigned by the instructor. You will submit the grade directly through Courses InTouch.

You can also contact [lps@sas.upenn.edu](mailto:lps@sas.upenn.edu) (subject line of "IN TOUCH") if you have difficulty getting access to Courses InTouch. You can find general information on grading at <https://www.college.upenn.edu/credits-grades-policy>.

- ii. Final Examinations: No instructor may hold a final examination or require the submission of a take-home final exam except during the period in which final examinations are scheduled. When necessary, exceptions to this policy may be granted for postponed examinations. No final examinations may be scheduled during the last week of classes or on reading days.

If instructors are planning to give a final examination, the final examination for LPS courses must be given at the first regular class meeting time during the final exam period. Once the date is set, no change in scheduling is permitted without unanimous consent of all students in the class and the Executive Director of LPS.

Every term, LPS will contact instructors to see if they are planning to give a final examination. If instructors need another room for final examinations to get more space or special technology, LPS will make a request on behalf of instructors. The request may not be met due to limited room availability, but LPS will work with the registrar's office to meet instructors' needs for final examinations. Instructors need to let students know about the location and the time of the final examination.

You can find more information on “Rules Governing Final Examinations” at <https://www.college.upenn.edu/final-exam-policy>.

3) Plus/Minus grading

LPS has the same plus/minus grading system as the College of Arts and Sciences. You may, but are not required to, indicate pluses and minuses (including A+ and excluding D-) when submitting grades for students in your LPS courses.

Grading System

The following grades are used to report the standing of a student upon completion of each course.

A+ = 4.0 Distinguished	C+ = 2.3
A = 4.0 Excellent	C = 2.0 Average
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0 Good	D = 1.0 Below Average
B- = 2.7	F = 0.0 Failure

GR No Grade reported for student

NR No Grades reported for course

I Incomplete

II Extended Incomplete

P PASS = A+ TO D

S Satisfactory progress

U Unsatisfactory

W Withdrew

AUD Audit

X Academic Violation

4) Pass/Fail option

Pass/Fail is an option to encourage undergraduate students to take courses in subjects that they might avoid if they were required to enroll on a standard graded basis. For BA students, only eight electives may be taken Pass/Fail. Students may change from a letter grade to Pass/Fail or the reverse within the first five weeks of class. This can be done through Penn InTouch. Students are not required to notify their instructor if they take a course Pass/Fail, but, since some degree requirements cannot be satisfied through Pass/Fail, students are encouraged to discuss their options with an advisor.

If students opt for Pass/Fail, they must get at least a D to receive credit. If students pass the course, they will receive a 'P' on their transcript and credit for the course, but their grade point average will not be affected. If students fail, the F counts into their GPA.

Failures: The grade of F remains on the record and is not erased even if students have repeated the course with a passing grade. Students who fail a major or major-related course may be required to repeat the course at the discretion of the major advisor. A grade of F is always calculated in the cumulative grade point average.

5) Incomplete

When you view your grade sheets online, you will notice that you have two options to award an Incomplete to LPS and College students: an Incomplete (I) or an Extended Incomplete (II). This means that incomplete grades, including GRs, must be resolved as indicated below or the incomplete grade will automatically be changed to an F.

An incomplete grade indicates that a student has not completed all the work in a course and has done so with the instructor's permission. If the work for a course is incomplete as a result of the student's unexplained failure to hand in assignments or to take the final examination at the regularly scheduled time, the instructor should issue a grade of F for the course.

An instructor who decides to grant an extension to a student who has not completed a course by the end of the term may grant either an Incomplete (I) or an Extended Incomplete (II). An Incomplete must be made up within the first four weeks of the start of the next term, and an Extended Incomplete must be made up by the end of the next term. In either case, if the Incomplete is not made up by the deadline, it will become an F. An Incomplete is made up only when the official grade is received by the LPS Office. After an incomplete grade is converted to an F, the instructor may still change the grade after the student has completed all required work. LPS students with two or more Incomplete grades are subject to registration hold and are required to meet with a LPS advisor to explain the circumstances of the Incompletes and develop a plan to resolve them.

6) Petition procedures

Students who wish the College of Liberal and Professional Studies to waive any academic requirement or regulation must submit a petition to the LPS Petitions Committee or Executive Committee, as appropriate, and, if relevant, to the instructor involved. Students should meet with an academic advisor to determine the most appropriate course of action. Petitions may be obtained from an academic advisor. Students from other Penn schools or divisions should contact their advisor for procedures to submit a petition.

7) Changing the grade or credit status of a course

Students may change their status in a course from credit to audit, from a letter grade to Pass/Fail or from Pass/Fail to a letter grade until the published deadline in the current LPS Course Guide (approximately four to five weeks into the term). No change is permissible after the published deadline. Auditors may change to credit only if they have applied and been admitted to the College of Liberal and Professional Studies and obtained written permission from the instructor.

8) Academic grievances

The instructor who gives an evaluation, exam, or course grade has sole authority for changing such evaluation, exam or course grade provided the instructor remains on the faculty (or the emeritus faculty) of the University of Pennsylvania. In cases in which faculty appointments have terminated, or faculty have resigned or are deceased, sole authority for changing an evaluation rests with the Undergraduate Chair of the relevant department. LPS students who wish to have an evaluation, exam, or course grade reviewed must first discuss the matter with the instructor who gave the evaluation unless the instructor is no longer a member of the University of Pennsylvania faculty or emeritus faculty. Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, or not be possible, the student may ask the

Undergraduate Chair of the relevant department for assistance in the matter. Should the matter not be resolved with the aid of the undergraduate chair or program director, then the student may seek the assistance of the Executive Director of the LPS. The role of the Executive Director is limited to ensuring that the department or program has arranged for a proper review of the matter.

A student who has a concern about any *other matter* related to a course should first discuss the matter with the instructors of the course. Should this meeting not yield a resolution that is satisfactory to both the students and the instructors, or not be possible, the students should follow the same procedure as described above.

9) Academic integrity (plagiarism)

Penn's policies concerning academic conduct (academic integrity, acceptable use of electronic resources, drugs, and alcohol) are listed on the web at the Provost's website: <http://www.vpul.upenn.edu/>. Inasmuch as the standing of an educational institution and the value of a degree from that institution are dependent upon the integrity of study and research carried on at that institution, the Code of Academic Integrity is drawn to make clear the policy of the University concerning academic honesty. Each student attending the University must abide by this code, the text of which is available on the web at <https://catalog.upenn.edu/pennbook/code-of-academic-integrity/>.

Graduate students/lecturers and visiting faculty, as well as standing faculty unfamiliar with academic conduct policies and procedures, should consult with their Department Chair, the LPS Executive Director, the LPS Assistant Vice Dean and Director of Academic Affairs, or the Office of Student Conduct before approaching any students about violations of this policy. When you discover that a student has cheated on an exam or plagiarized a paper, you can consult with the Office of Student Conduct, 207 Duhring Wing, 236 S. 34<sup>th</sup> Street, (215) 898-5651, <http://www.upenn.edu/osc/>. OSC also has suggestions about how to develop your syllabus and assignments to reduce the chances that students will commit plagiarism.

#### 4. **Online Course Evaluations**

Penn course evaluations are now all conducted online.

The new online system will be similar to the old pencil-and-paper system, with two primary differences:

1. Students will no longer fill out the form in class. However, we encourage professors to remind students in class to fill out the form; our experience suggests that response rates are significantly higher when professors repeatedly ask students in class to complete the online form.
2. The course evaluation period will now begin in the last week of classes and extend until grades are submitted. To view their grades online, students must either complete the online evaluation or actively opt out of it. Faculty members and graduate teaching assistants are therefore urged not to share final grades with students before those grades are officially submitted, since knowledge of final grades could affect students' course evaluations.

Questions and answers about the new online evaluation system can be viewed at:  
<https://www.ctl.upenn.edu/frequently-asked-questions-about-end-semester-course-evaluations>

The LPS curriculum committee will review course evaluations regularly to ensure that LPS classes and instructors meet the highest standards of excellence. Course evaluations scores are one of the factors LPS will consider when deciding whether to roster a course proposed by an instructor in the future.

If you have any questions about online course evaluations, please contact Dr. Kris Rabberman at (215) 898-9119 or [rabberma@sas.upenn.edu](mailto:rabberma@sas.upenn.edu).

*Courses InTouch* allows instructors to include a preliminary or final syllabus for students to review during Advance Registration. Faculty members and school/program administrators can use *Courses InTouch* to upload a document, in PDF format, to the Course Search and Schedule Planning Tool.

To upload a syllabus or preliminary syllabus:

1. Log on to the *Courses InTouch* system from the U@Penn website, as you do to submit grades or check rosters.
2. Click the "Syllabi" link from the *Courses InTouch* applications listed on the left-hand side.
3. Select the "Choose" button for a given course section, and you will be able to upload a PDF-formatted syllabus.

A preliminary syllabus does not need to include detailed information about schedules and deadlines. The Student Committee on Undergraduate Education suggests that information needed by students to make good decisions about their course selections includes: a brief list of topics to be covered, a preliminary reading list, and an initial sense of when and how students will be evaluated (e.g., a final paper, a series of multiple choice exams).

We encourage you to take advantage of this new option to educate students about the courses they are exploring. If you have any questions about how to upload the document or convert a document to PDF format, please contact Joseph Hallman at (215) 898-5982 or [halljo@sas.upenn.edu](mailto:halljo@sas.upenn.edu).

## IV. Teaching Resources

### 1. *Special arrangements for LPS classes*

For the following special arrangements, LPS instructors need to have approval from the Assistant Vice Dean and Director of Academic Affairs, Dr. Kristine Rabberman [(215) 898-9119, [rabberma@sas.upenn.edu](mailto:rabberma@sas.upenn.edu)] or the Executive Director of LPS, Dr. Dave Bieber [(215) 573-4395, [dbieber@sas.upenn.edu](mailto:dbieber@sas.upenn.edu)] in advance.

- 1) Teaching aids

Audio/visual services should be arranged in advance with your department or by contacting the Instructional Technology Services office at <http://www.sas.upenn.edu/computing/instructional/>.

Instructors may order no more than four films per semester, unless they are teaching a film course.

- 2) Guest lecturers  
Limited funds are available for guest lecturers exclusively. Each speaker will receive \$75 per lecture. After receiving approval from LPS, please submit a copy of your course syllabus with the date of the guest lecture indicated and the W-9 form completed by the speaker. The W-9 form can be found at <https://www.finance.upenn.edu/tax-international-operations/form-w-9>.
- 3) Graders  
Classes with enrollments of more than 30 students at the conclusion of the drop/add period may be eligible to hire a grader who will be paid \$1,265 for the term. In most cases, the instructor works with the relevant department to identify a grader after LPS gives permission for a grader to be assigned.
- 4) Other instructional activities  
If, in lieu of guest speakers, instructors wish to request funds for activities such as field trips, these arrangements must be pre-approved by LPS. The request must be approved in advance in writing.
- 5) Parties  
LPS does not reimburse instructors for class parties. However, instructors can apply to the President's Fund for Student-Faculty Interaction. The Fund allows faculty members (teaching assistants included) to entertain groups of their students. The faculty member pays for the event and then submits the form with receipts for reimbursement. This may be filled in electronically or by hand, printed, and mailed with itemized receipts. Please note that University policy requires that all reimbursement requests be accompanied by itemized receipts. It is no longer possible to reimburse you using just a credit card receipt for the total.

## **2. Academic Support Services through Penn:**

- 1) Libraries and the Information Commons  
The library system at Penn offers undergraduate, graduate and professional students a wide variety of support services, including library orientations and workshops that will introduce students to library databases and other resources. It is possible for instructors to arrange for library sessions that are tailored to the needs of their students. Instructors can make these arrangements through the reference departments of Penn's libraries. More information for available library services, programs and resources that support teaching and research can be found at <http://gethelp.library.upenn.edu/faculty/>.

ii) Students can also sign up for individual consultations with reference librarians, who will help students with questions specific to their research projects. Interested instructors should call the Van Pelt Reference Department at (215) 898-8118. Since Penn has 15 libraries, they may also contact the library that provides services for their subject area. A complete list of Penn libraries can be found at <http://www.library.upenn.edu/>.

iii) The David B. Weigle Information Commons

The Information Commons supports study groups and collaborative learning, and offers training, equipment, and support for digital media. It also provides flexible and technology-rich space and offers *group* study rooms, study booths, consulting services on research skills, time/project management, writing and communication skills.

There are three complementary centers: the College Technology Center, the Digital Media Lab and Academic Consulting Services.

Contact: Van Pelt Library

Phone: Weigle Information Commons: (215) 746-2660

Vitale Digital Media Lab: (215) 746-2661

<http://commons.library.upenn.edu/>

2) The Weingarten Learning Resources Center

The Weingarten Learning Resources Center (WLRC) provides academic support and accommodations such as professional consultation services in skills such as academic reading, writing, study strategies, and time management for undergraduate, graduate, and professional students. It also offers a very popular series of study skill workshops at the beginning of each fall term for LPS students. The center is composed of two offices: the Office of Learning Resources and the Office of Student Disabilities Services.

WLRC is dedicated to fostering collaborative relationships with schools, academic departments, and programs and to enriching the teaching and learning dialogue across the University. The comprehensive services of WLRC ensure equal academic opportunities and participation in University-sponsored programs.

Contact: 3702 Spruce Street, Suite 300

Phone: (215) 573-9235

<http://www.vpul.upenn.edu/lrc/>

3) The Penn Writing Center

The Penn Writing Center offers friendly, expert writing help to Penn undergraduate and graduate students. The Penn Writing Center can help students with organizing material and revising drafts, planning research strategies, cultivating a distinct and masterful writing voice and with many aspects of writing skills.

Hours: Monday - Friday, 9 a.m. to 5 p.m.

Contact: 3808 Walnut Street

Email: [critwrit@writing.upenn.edu](mailto:critwrit@writing.upenn.edu)

Phone: (215) 573-2729

Fax: (215) 573-8398

<http://writing.upenn.edu/critical/>

4) Equity and Access Programs (EAP)

The Office of Equity and Access Programs provides professional guidance to scholars of all ages and backgrounds. EAP offers an array of services and programs, including individual and group tutoring and mid-term and finals review sessions, free of charge for all Penn students. The support services help students enhance learning in core academic subjects, manage their time, find financial aid, meet mentors, and feel more confident about their abilities.

Contact: 220 S. 40th Street, Suite 260

Phone: (215) 898-0809

<http://www.vpul.upenn.edu/eap>

5) Computing at Penn

Computing at Penn offers variety of services to Penn community. The services include Canvas web sites for courses, audiovisual equipment for classroom use, hosting course materials on the web including media files, use of computer labs for classes or special sessions, use of equipment in SAS resource centers, videotaping classes, tape duplication or media conversion (labor no charge; materials are chargeable) and Wimba Voice Messaging System.

You can find more information about Computing support and systems at

<http://www.upenn.edu/computing/>.

6) Canvas

Canvas is a course management system designed to help you generate web-based content for your courses. You can request your course Canvas at

<http://guides.library.upenn.edu/canvas>.

Canvas sites are not "renewed" each semester. You will need to request a new site, even if you're teaching the same course in consecutive terms. Course materials can be copied from previous sites, however, so you won't have to rebuild an earlier site from scratch. Your Canvas course site will be accessible to you and your students for 14 months from the time of its creation, after which time it is moved offline and copied to CD-ROM. Archived courses will be kept for five years, and instructors may request access to their old courses at any time.

If you still have a problem with Canvas site, you can find support at:

<http://guides.library.upenn.edu/canvas>.

7) Communication Within the Curriculum (CWIC)

CWiC is a University of Pennsylvania program that supports student speaking as a means of both communicating and learning. CWiC works with students to help them improve their speaking abilities and with faculty to help them integrate student speaking into their teaching in order to achieve their educational goals.

Contact: 120 Claudia Cohen Hall, 249 S. 36th Street

Phone: (215) 746-3543 (Dr. Sue Weber, Associate Director)

E-mail: [cwic@sas.upenn.edu](mailto:cwic@sas.upenn.edu)

<http://www.sas.upenn.edu/cwic/>

8) Center for Programs in Contemporary Writing (CPCW)

The Center for Programs in Contemporary Writing has been created in order to bring together all of Penn's writing programs, entities, and projects, to form a new collaborative whole that will seem coherent and exciting to students, faculty, staff, alumni and other Penn-affiliated writers. The services include the Critical Writing Program, Kelly Writers House, and the Creative Writing Program.

Contact: 3808 Walnut Street

Phone: (215) 573-CPCW

E-mail: [writing@writing.upenn.edu](mailto:writing@writing.upenn.edu)

<http://www.writing.upenn.edu/>

9) The Center for Teaching and Learning

The Center for Teaching and Learning's mission is to help faculty, lecturers, and teaching assistants achieve excellence in the classroom and in other venues where learning takes place. The Center offers a variety of services, including confidential individual consultation, which can include discussions of course design and development, interaction with students, presentation skills, etc. The Center also sponsors a series of programs designed to improve teaching and learning at Penn.

Contact: Samson Place East, Room 224, 3600 Chestnut Street

Phone: (215) 898-1686

Email: [ctl-help@sas.upenn.edu](mailto:ctl-help@sas.upenn.edu)

<http://www.ctl.sas.upenn.edu/>

10) The Tutoring Center

The Tutoring Center offers Penn students a variety of peer tutoring services to supplement the academic support provided by Penn faculty, teaching assistants, and learning instructors. All Tutoring Center services are free for matriculating undergraduates. Tutorials are generally offered for the core introductory and intermediate undergraduate courses.

Tutoring for upper level courses is available on a limited basis. Tutorials are offered in several formats; individual sessions at satellite Tutoring Center locations, private tutorials, student-led workshops, and review sessions.

Contact: 220 South 40th Street, Suite 260

Phone: (215) 898-8596 -- Brenda Brand, Associate Director

Email: [nbrand@exchange.upenn.edu](mailto:nbrand@exchange.upenn.edu) or [tutoring@pobox.upenn.edu](mailto:tutoring@pobox.upenn.edu)

<http://www.vpul.upenn.edu/tutoring/>

11) The Language Resource Center (LRC)

The LRC has a broad range of equipment available for language learning. Although the primary users are faculty and graduate students in foreign language departments, the facility is open to all SAS Faculty and their assistants. The LRC is not a general purpose computer lab, and is not open to undergraduates or the general Penn community.

Contact: Rooms 440 and 441 of Williams Hall at 36th & Spruce Streets

Phone: (215) 573-7418

<http://www.sas.upenn.edu/computing/lrc/>

#### 12) Multi-Media Services (MMS)

MMS facilities include computer labs, video editing, desktop publishing, and a studio for webcasts and videoconferences, as well as an equipment loan service. Most MMS resources are available to SAS faculty, students, and staff.

Contact: the basement of David Rittenhouse Laboratory, 209 South 33rd Street

Phone: (215) 898-4947

Email: [mms-help@sas.upenn.edu](mailto:mms-help@sas.upenn.edu)

<http://www.sas.upenn.edu/computing/mms>

### 3. Safety around the campus

#### 1) Emergency Phone Numbers

<b>Campus Emergency</b>	511
<b>Penn Police Communication Center</b>	(215) 573-3333
<b>Special Services/Victim Support</b>	(215) 898-6600
<b>Vice Provost to University Life (VPUL)</b>	(215) 898-6081
<b>Student Health Services</b>	(215) 662-2869
<b>Counseling and Psychological Services</b>	(215) 898-7021
<b>Office of the Chaplain</b>	(215) 898-8456
<b>Emergency Number After Hours</b>	(215) 349-5490 (ask for CAPS clinician on call)

#### 2) Student Health Service (SHS)

Medical services are provided on campus and for students who need medical assistance. Student Health Services is located at the bottom of Penn Tower Hotel across from the Hospital of the University of Pennsylvania (HUP) located on 34<sup>th</sup> Street, south of Spruce Street. Student Health Service's hours of operation are Monday-Thursday, 9 a.m. to 7:30 p.m.; Friday, 9 a.m. to 6:30 p.m.; and Saturday, 11 a.m. to 4:30 p.m.

#### 3) Student Intervention Services

The Student Intervention Services (SIS) team is committed to helping the University community deal with emergencies or crises involving the welfare and safety of our students. Throughout the academic year, faculty and staff may be presented with situations that seem to be adversely affecting the lives of students, their friends, family, or other members of our community. SIS can be used as a resource to help coordinate the services needed to partner students, and those family members and community members who nurture students' interests and aspirations, through crises.

The services that SIS offers include helping coordinate the dissemination of information, supporting the provision of services to students and others impacted by the emergency or crisis, informing the appropriate University staff and resources of the situation as well as making appropriate referrals and identify primary person(s) who will be in direct contact with family members.

Contact: 3611 Locust Walk

Phone: (215) 898-6081

[http://www.vpul.upenn.edu/student\\_intervention.html](http://www.vpul.upenn.edu/student_intervention.html)

Note: If you are looking for a general resource, especially when a student is in serious academic trouble, it is useful to contact the Advising Office of the undergraduate student's home school or the Dean of Students of the graduate or professional student's school so that the student may get advice, follow-up, and administrative support.

School	Advising Office
Annenberg School for Communication	Graduate: Joanne Murray , Assistant Dean of Graduate Studies: (215) 573-6349, <a href="mailto:jmurray@asc.upenn.edu">jmurray@asc.upenn.edu</a> Undergraduate: Alison Berstecher, Director of Students Services & Registrar: (215) 898-8892, <a href="mailto:aberstecher@asc.upenn.edu">aberstecher@asc.upenn.edu</a>
The School of Arts and Sciences	Undergraduate, full-time Students: The College Office, 120 Logan Hall; (215) 898-6341 Graduate (Ph.D. and research Masters degrees): 3401 Walnut Street, Suite 322A; (215) 898-7444 LPS: 3440 Market Street, Ste. 100; (215) 898-7326
Dental School	Sue Schwartz , Assistant Dean for Student Life, 4001 Spruce Street: (215) 898-4550, <a href="mailto:susansz@pobox.upenn.edu">susansz@pobox.upenn.edu</a>
Design	Joe Tripodi, Director of Student Services & Registrar: (215) 746-2263, <a href="mailto:tripodi@design.upenn.edu">tripodi@design.upenn.edu</a>
Education	Anne Tiao, Assistant Dean for Student Services: (215) 898-7019, <a href="mailto:loism@gse.upenn.edu">loism@gse.upenn.edu</a>
Engineering	See: <a href="https://ugrad.seas.upenn.edu/student-handbook/advising/overview/">https://ugrad.seas.upenn.edu/student-handbook/advising/overview/</a>
Law	Monica Monroe, Dean of Students, 103 Law School; (215) 898-7491; <a href="mailto:monroe2@law.upenn.edu">monroe2@law.upenn.edu</a>
Medicine	Lisa Bellini, Vice Dean for Academic Affairs, 100 Stemmler; (215) 360-0305
Nursing	Christina Costanzo Clark, Assistant Dean of Academic and Student Affairs: (215) 898-6687, <a href="mailto:costanzo@nursing.upenn.edu">costanzo@nursing.upenn.edu</a>
Social Policy and Practice	Jennifer Jones Clinkscales, Associate Director of Student Services: (215) 746-5895, <a href="mailto:jonesjen@sp2.upenn.edu">jonesjen@sp2.upenn.edu</a>
Wharton	Lee Kramer, Director Student Life, Undergraduate Division: (215) 898-7613, <a href="mailto:lkramer@wharton.upenn.edu">lkramer@wharton.upenn.edu</a>
Veterinary Medicine	Deb Lefferts, Associate Director of Students: 112 Vet; (215) 898-1882, <a href="mailto:lefferts@vet.upenn.edu">lefferts@vet.upenn.edu</a>

4) Counseling and Psychological Service for Students (CAPS)

CAPS offers a wide range of services including: individual and group counseling and therapy, crisis intervention, structured workshops, psychological testing, medication reviews, and consultation. The staff of CAPS consists of psychologists, psychiatrists, and social workers. In

addition, psychology doctoral interns, psychiatric residents, psychology practicum students, and social work field placement students supplement the professional staff. Services are without charge to Penn students. What students discuss with CAPS will be treated as private and confidential.

CAPS also offers ICARE training for faculty, lecturers and staff at Penn. Penn is strongly encouraging all faculty and staff who interact with students to complete ICARE training. ICARE is an intensive crisis identification and intervention training program developed and taught by the University's Counseling and Psychological Services clinicians. Through this interactive workshop, you will learn how to identify and understand stress, distress, risk factors and common psychological problems of college students, and how to provide supportive intervention. There are two ICARE workshop opportunities: a 7-hour intensive session, or a 3-hour session, which requires prior completion of a 30-minute online training module. Please visit <http://www.vpul.upenn.edu/caps/icare> to learn more and register for a free workshop.

Contact: 3624 Market Street, 1<sup>st</sup> floor  
Phone (including emergencies): (215) 898-7021  
E mail: [caps@pobox.upenn.edu](mailto:caps@pobox.upenn.edu)  
<http://www.vpul.upenn.edu/caps/>

5) Helping students in distress

If a student is showing some signs of distress, whether they are academic, physical, or psychological, what you can do for a student is, first, to talk to the students in private, to be direct and non-judgmental and to listen sensitively. If you think a student needs professional help, please refer him/her to appropriate person or service.

A guide for Penn faculty can be found at  
[http://www.vpul.upenn.edu/caps/forms/VPUL\\_brochure\\_Faculty.pdf](http://www.vpul.upenn.edu/caps/forms/VPUL_brochure_Faculty.pdf)

Sexual harassment:

The University of Pennsylvania is committed to providing a working and learning environment free from sexual harassment. It therefore is the policy of the University that sexual harassment is unacceptable and will not be tolerated. This prohibition applies to all faculty, staff, students, other persons on University premises subject to University control, and to those engaged to further the interests of the University. A complete set of guidelines and policies has been implemented at Penn: <http://www.upenn.edu/affirm-action/introsh.html>.

If you or one of your students feel you are experiencing sexual harassment, please contact The Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, (215) 898-6993.

6) Personal Safety Information

The Riding Escort Service [(215) 898-RIDE] and Walking Escort Service [(215) 898-WALK] can be very helpful when necessary. If you are planning an event, party or meeting, you can also email the Division of Public Safety 24 hours in advance to schedule a walking escort to walk

people home at the end of your event. Send your name, phone number, event locations and the time your event will end to [UCWALK@publicsafety.upenn.edu](mailto:UCWALK@publicsafety.upenn.edu).

Also the new Transit Campus Loop running from 7:00 p.m.- 3:00 a.m., seven days-a-week, from 34th to 43rd streets on Walnut and Spruce streets, is available for Penn community. The information about Penn transportation is available at <http://www.upenn.edu/transportation/>. You must show your Penn ID to ride it.

More information on public safety is available at <http://www.publicsafety.upenn.edu>.

#### **4. University Policies and Procedures**

- 1) The PennBook  
The PennBook contains valuable information about resources, policies and procedures. Of special interest to faculty are the Code of Academic Integrity, the Acquaintance Rape and Sexual Violence Policy, the Policy on Class Meeting Times, Classroom Guidelines, the Code of Student Conduct, Policies governing confidentiality of student records, Guidelines for Addressing Academic Issues for Students with Disabilities, Rules Governing Final Exams, Faculty Authority to Assign Grades and Academic Integrity, the Policy on Common Midterm Examinations, the Policy on Secular and Religious Holidays, the Sexual Harassment Policy, and Student Grievance procedures. We encourage you to review these University policies and procedures at <https://catalog.upenn.edu/pennbook/>.
- 2) Vice Provost for University Life  
The home page of the Vice Provost for University Life, Office of Student Affairs at <https://www.vpul.upenn.edu/> provides useful information about University life for faculty members.
- 3) Confidentiality of Student Records  
Federal law, the Family Education Rights and Privacy Act (FERPA), protects the privacy of student "education" records — which generally includes information maintained by Penn that identifies a student. Students should be aware of their rights under FERPA and faculty and staff should be aware of and follow their obligations under FERPA. The complete confidentiality statement and resource materials are available on the web at <http://www.upenn.edu/oacp/privacy/penndata/ferpa.html>.
- 4) Non-Discrimination Policy Statement  
The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut

Street, Suite 228,; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD). See also <http://www.upenn.edu/affirm-action/eoaa.html>.

## **V. Instructor Payment Information**

### **1. Compensation Rates**

LPS announces the faculty compensation schedule in late August for the upcoming academic year. These rates are based on the instructor's rank and educational credentials. If you have questions regarding your pay to teach a LPS course, please contact Jaime Kelly Director of Summer ([jaimewe@sas.upenn.edu](mailto:jaimewe@sas.upenn.edu)), Dr. Christopher Pastore ([cpastore@sas.upenn.edu](mailto:cpastore@sas.upenn.edu)), Associate Director, Master of Liberal Arts Program or Dr. Ursula Bechert, Director of Degree Programs ([bechertu@sas.upenn.edu](mailto:bechertu@sas.upenn.edu)).

### **2. Compensation for LPS courses that do not meet minimum class size**

The minimum class size for most LPS and summer courses is nine enrolled students, and 5 of these must be LPS or non-College students. LPS will monitor advance enrollments and will notify departments and instructors of courses that do not have sufficient enrollment before the beginning of the term. Instructors should meet these classes for the first session to see if additional students enroll. LPS will make a final decision about running the class after the first meeting so that students have time to find another course.

If a scheduled course does not have the minimum number of enrolled students and LPS and the instructor agree the class should run, LPS will pay the instructor to offer the course on a \$500 per capita basis. When paying on a per capita basis, we will use the number of students who are officially enrolled at the end of the LPS drop/add period. Instructors choosing to teach their course on this basis need to maintain a regular class schedule; payment is not for supervising independent study.

### 3. *Payment Dates and Arrangements*

Payment dates for Fall and Spring terms

<b>Enrollment Requirements</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
Minimum 9 students	September 30 October 31 November 30 December 31	January 31 February 28 March 31 April 30
Less than 9 students enrolled on or before the payroll deadline [if not cancelled] (will be paid in three installments)	October 31 November 30 December 31	February 28 March 31 April 30

For Summer sessions:

<b>Enrollment Requirements</b>	<b>Summer Session 1</b>	<b>Summer Session 2</b>	<b>12 Week Session</b>
Minimum 9 students, 5 of whom must be LPS or non-Col students	June 30	July 31	June 30 July 31
Less than 9 students enrolled on or before the payroll deadline	Same as above	Same as above	Same as above

## VI. **Contact List**

### 1. *LPS contact numbers*

<b>TOPIC</b>	<b>NAME</b>	<b>PHONE NUMBER</b>	<b>E-MAIL</b>
Administrative Director Penn Summer and Post-bacc Studies	Jaime Kelly	(215)898-1898	<a href="mailto:jaimewe@sas.upenn.edu">jaimewe@sas.upenn.edu</a>
Director, Graduate Programs	Dr. Ursula Bechert	(215)746-2228	<a href="mailto:bechertu@sas.upenn.edu">bechertu@sas.upenn.edu</a>
Executive Director of LPS	Dr. David Bieber	(215)573-4395	<a href="mailto:dbieber@sas.upenn.edu">dbieber@sas.upenn.edu</a>
LPS main office	-----	(215)898-7326	<a href="mailto:LPS@sas.upenn.edu">LPS@sas.upenn.edu</a>
Course related information & contact for all LPS faculty	Joseph Hallman	(215)898-5982	<a href="mailto:halljo@sas.upenn.edu">halljo@sas.upenn.edu</a>
Director, Professional Programs in Earth and Environmental Science	Dr. Yvette Bordeaux	(215)898-9191	<a href="mailto:bordeaux@sas.upenn.edu">bordeaux@sas.upenn.edu</a>

Associate Director, Master of Liberal Arts Program	Dr. Chris Pastore	(215)746-7756	<a href="mailto:cpastore@sas.upenn.edu">cpastore@sas.upenn.edu</a>
Director, Pre-Health Program	Jackie McLaughlin	(215)573-4631	<a href="mailto:jmclaugh@sas.upenn.edu">jmclaugh@sas.upenn.edu</a>
Director, Undergraduate Programs	Kathy Urban	(215)573-7536	<a href="mailto:kathyu@sas.upenn.edu">kathyu@sas.upenn.edu</a>

## 2. Resources at Penn (websites and/or phone numbers)

Canvas request and support: <http://guides.library.upenn.edu/canvas>  
Campus Copy: <http://www.campuscopycenter.com/>, (215) 386-6410  
Career Services: <http://www.vpul.upenn.edu/careerservices/>, (215) 898-7531  
Center for Programs in Contemporary Writing (CPCW): <http://www.writing.upenn.edu/>  
Center for Teaching and Learning: <http://www.ctl.sas.upenn.edu/>  
LPS course guide: <https://www.sas.upenn.edu/lps/courses>  
Classroom Technology Services: <http://www.isc-cts.upenn.edu/finder/>  
Communication Within the Curriculum (CWIC): <http://www.sas.upenn.edu/cwic/>  
Computing at Penn: <http://www.upenn.edu/computing/>  
Counseling and Psychological Service for Students (CAPS): <http://www.vpul.upenn.edu/caps/>  
Course and Room roster: <https://www.isc-cts.upenn.edu/finder/schedule1.asp>  
Courses InTouch: [http://medley.isc-seo.upenn.edu/penn\\_portal/u@penn.php](http://medley.isc-seo.upenn.edu/penn_portal/u@penn.php) or  
<http://www.upenn.edu/isc/apps/CoursesInTouch>  
Courseweb: <http://courseweb.library.upenn.edu>  
Reserve readings: <http://www.library.upenn.edu/reserves/contacts.html>  
Electronic reserves: <http://www.library.upenn.edu/reserves/eres-submissions.html>  
Grades: <https://www.college.upenn.edu/grade-policy>  
Helping students in crisis guide:  
[http://www.vpul.upenn.edu/caps/forms/VPUL\\_brochure\\_Faculty.pdf](http://www.vpul.upenn.edu/caps/forms/VPUL_brochure_Faculty.pdf)  
Institutional Research Query Database (IRQDB): <http://www.sas.upenn.edu/irqdb>  
Libraries: <http://www.library.upenn.edu/>  
Multi-media Services (MMS): <http://www.sas.upenn.edu/computing/mms>  
Office of Learning Resources: Email [lrcmail@pobox.upenn.edu](mailto:lrcmail@pobox.upenn.edu)  
Office of Student Conduct: <http://www.upenn.edu/osc/>  
On-Line Directory update: [https://medley.isc-seo.upenn.edu/penn\\_portal/u@penn.php](https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php)  
Payroll related forms: <http://www.finance.upenn.edu/comptroller/forms/>  
Penn Bookstore: <https://upenn.bncollege.com/shop/upenn/home>  
Penn Card: <http://cms.business-services.upenn.edu/penncard/the-penncard-center/hours-and-location.html>  
Penn E mail account: <http://www.sas.upenn.edu/computing/help/facstaff>  
PennKey: <http://www.upenn.edu/computing/pennkey/>  
Penn Tutoring Center: <http://www.vpul.upenn.edu/tutoring/satellit tutoring.php>  
Public safety: <http://www.publicsafety.upenn.edu>  
Registrar's website: <http://www.upenn.edu/registrar/>  
SAS computing- instructional technology: <http://www.sas.upenn.edu/computing/instructional/>  
Student Disabilities Services: <http://www.vpul.upenn.edu/lrc/sds/index.html>  
Student Intervention Services: [http://www.vpul.upenn.edu/student\\_intervention.html](http://www.vpul.upenn.edu/student_intervention.html)

The David B. Weigle Information Commons: <http://commons.library.upenn.edu/>

The Language Resource Center: <http://www.sas.upenn.edu/lrc/>

The PennBook: <https://catalog.upenn.edu/pennbook/>

The Penn Writing Center: <http://writing.upenn.edu/critical/wc>

The University of Pennsylvania's Office of Equity and Access Programs (EAP):

<http://www.vpul.upenn.edu/eap>

The Weingarten Learning Resources Center: <http://www.vpul.upenn.edu/lrc/>

Transportation: <http://www.upenn.edu/transportation/>

University Police: 511 or (215) 573-3333

Van Pelt Reference Department: (215) 898-8118

Weather Condition: <http://www.sas.upenn.edu/lps/about/contact>, (215) 898-MELT