**Preparing for Class**

**How can I get my class started well?**
Visit the Center for Excellence in Learning and Teaching (CELT) at 3024 Morrill Hall, or online at [www.celt.iastate.edu](http://www.celt.iastate.edu) to find resources and workshop listings.

See suggestions for managing the first week of classes on the CELT website at [www.celt.iastate.edu/teaching/firstday.html](http://www.celt.iastate.edu/teaching/firstday.html)

Your students – and your faculty peers – are diverse groups, with different impressions and opinions about what a classroom should be like. Make your preferences known regarding such things as

- What to call you (Doctor, Ms., Professor, Mr.?)
- Whether using laptops is OK in class
- Whether doing homework together, studying together, consulting on projects is OK
- Cell phone etiquette in class

**When and how long are classes?**
Classes on a M-W-F schedule last 50 minutes. They begin on the hour through 11 a.m., and at 10 past the hour from 12:10 on.

Most twice-weekly classes are held for 75 minutes, though the schedule is set in 90-minute segments. Longer classes like labs are scheduled differently.

**Who are my students?**
Log onto AccessPlus to find photos of students registered for your classes. Click on the Faculty/Adviser tab, then on ‘Instr Class Lists’. From here you will see your course sections.

Select the course and then click on ‘Class Lists’ to see your student list. Printouts of this information should be shredded due to student privacy rights.

**How do I order books?**
Textbooks are ordered through your department’s University Bookstore liaison. Check with your department office for more details.

**How do I get course readings to the students?**
Creating a printed “course pack” is an efficient way to get additional course materials to students. If your course pack consists of your own work, the University Bookstore and copy stores in the area (Copyworks, Alpha Copies, Nite Owl Printing) can prepare a course pack within 1-3 days. Copyright clearance, however, can take from a day to several weeks.


Another option is to provide these materials to students via the Blackboard learning management system. Contact CELT at 294-5357 for help with setting up your course using Blackboard.

Check this website [http://copyright.lib.utexas.edu/copypol2.html](http://copyright.lib.utexas.edu/copypol2.html) for examples of appropriate use of copyrighted material according to the Teach Act and Fair Use guidelines.
Setting up an electronic reserve page in Parks Library is another way to get course materials to students. For more information contact: Reserve and Media Services, Parks Library, Room 140
Phone: (515) 294-4958
Email: ereserve@iastate.edu
or use the forms at http://www.lib.iastate.edu/info/6005

To include your course in the Library's Instruction Commons, collaborate with your subject specialist librarian, who will create a page for your class. The list of subject specialists is at:
http://www.lib.iastate.edu/subjlibr-main/6350

These library services are high volume, and operate on a first-in first-out basis.

Initiating your Research

How can I spend my start-up package?
Contact your department chair and/or departmental administrative assistant. He or she will be familiar with the rules governing the expenditure of the funds.

Where can I learn about funding sources to support my scholarly efforts?
Visit the web site of the Office of the Vice President for Research for an extensive listing of grant opportunities and proposal submission deadlines. See www.vpresearch.iastate.edu

Where can I get assistance with proposals and grants?
Contact the Office of Sponsored Programs Administration (OSPA) to learn about proposal submission and grants management. In addition, every department has a “grant coordinator” who can assist you. Note that all proposals leaving the university must be approved through ISU’s “Goldsheet” system. See www.ospa.iastate.edu/

Where can I get approval to initiate regulated research?
The federal government requires approval before initiating projects involving humans, animals, pathogens, toxins, radiation, or genetic engineering. Contact the Office of Research Assurances and the Office of Environmental Health and Safety to get the necessary permits and approvals. See www.compliance.iastate.edu and www.ehs.iastate.edu/cms/default.asp

Learning More

Where can I go to relax?
ISU has several dining/coffee spots in the Memorial Union, the Hub, the Gerdin Building, Design Building, Vet Med, Lagomarcino, Hawthorn Market, Parks Library, and more. See http://www.dining.iastate.edu/places/

What help is offered to new faculty?
See the New Faculty webpage at http://www.provost.iastate.edu/resources/new-faculty and www.celt.iastate.edu/faculty/new_faculty.html.

You can also contact faculty@iastate.edu if you have questions about ISU or the community. Cinzia Cervato, Faculty Fellow for Early Career Faculty Development in the Office of the Senior Vice President and Provost, will be happy to ensure that your transition to ISU is smooth and successful.