



**TU** TOWSON UNIVERSITY™ Computer and Information Sciences

---

# Faculty Orientation

# CIS Administrative Staff



**Mike McGuire**  
(Department Chair)  
[mmcguire@towson.edu](mailto:mmcguire@towson.edu)  
410-704-2633



**Kathy Wang**  
(Assistant Chair)  
[ywang@towson.edu](mailto:ywang@towson.edu)  
410-704-2104



**Daria Nadeem**  
(Admin Assistant I)  
[anadeem@towson.edu](mailto:anadeem@towson.edu)  
410-704-5044



**Angela McDermott**  
(Department Coordinator)  
[Amcdermott@towson.edu](mailto:Amcdermott@towson.edu)  
410-704-3788



**Tim Schneider**  
(Degree Advising Specialist)  
[tschneider@towson.edu](mailto:tschneider@towson.edu)  
410-704-4918



**Heather Bohle**  
(Academic Services Manager)  
[hbohle@towson.edu](mailto:hbohle@towson.edu)  
410-704-2757



**Andrea Chenowith**  
(Graduate Program Coordinator)  
[achenowith@towson.edu](mailto:achenowith@towson.edu)  
410-704-4309



**Nichole Mason**  
(Academic Advising Specialist)  
[nmason@towson.edu](mailto:nmason@towson.edu)  
410-704-6178

# CIS Tech Staff



**Kyle Cummings**

(Computer Resource Manager)

[jcummings@towson.edu](mailto:jcummings@towson.edu)

410-704-2424



**Rowyn Nikol**

(IT Lab Coordinator)

[gnikol@towson.edu](mailto:gnikol@towson.edu)

410-704-3502



**Samuel Peacock**

(Lab System Administrator)

[speacock@towson.edu](mailto:speacock@towson.edu)

410-704-3177

# Tech Resources

## Physical Labs

- Equipped with a comprehensive lab image to meet course requirements
- Specialized labs for courses with unique requirements
- Equipped with recording/streaming capable equipment and software

## Cloud Labs

- New service using Azure Lab services available to students at home and/or on campus
- Capable of supporting both Windows and Linux images
- Provides complete administrator level access to each student on their Virtual Machine
- Comes with network limitations

## TechHub for Technical Assistance

- Regularly scheduled lab admins available for lab and student assistance
- Tutoring offered for select courses on a drop-in basis
- Guides, VMs, and IDE packages provided through [SharePoint](#)
- Mail drop for special requests [cis-techhub@towson.edu](mailto:cis-techhub@towson.edu)

# Logistical Information

## Office Space

- Dedicated adjunct office space located on the second floor in YR 206N, YR 206Q and YR 206S

## Mailroom/Copier

- Located across from YR 459 conference room
- Copier Code: 04020

## Printing

- Copying should be limited to 15 pages
- Use Print Center for larger orders (located in YR basement)
  - <https://www.towson.edu/printing/>

## Classroom/Lab Access

- Please email Rowyn Nikol with your TUID for magnetic card access
- Please see Angela if key is required

# Resources

## **Provost Orientation Site**

<http://www.towson.edu/provost/academicresources/index.html>

- Adjunct Faculty Procedures & Resources
- Classroom Resources
- Faculty and Teaching Handbook
- Policies

## **Department Faculty Information Guide**

<https://www.towson.edu/fcsm/departments/computerinfosci/facultystaff/orientation.html>

- Grading/BlackBoard
- Technology Resources

# Start of Semester Information

## Add/Drop

- Fall 2023 add/drop runs from Monday, August 28 – Wednesday, September 6

## Start of Semester Emails

- Look for emails from Heather and Daria on department procedures: (office hours, class permissions, room changes, withdraw dates, syllabi, etc.)

## Class Permissions

- Only add a student to your course if they meet prereqs
- If you have a question about adding, email Heather
- Send permission requests to Daria and copy to Heather by email containing:
  - Student ID, Name, Email, Semester, Course Number, Course Section

# Class Suggestions

## BlackBoard

- All instructors have access to BlackBoard – assessments, grading, discussions, etc.

## FACET

- We encourage instructors to take advantage of FACET teaching resources
- For more information:  
<https://www.towson.edu/provost/initiatives/faculty-center/teaching/>

## Assessments

- Comprehensive final exam or project
- Recommended that no single assessment count more than 35% of course grade
- **Frequent and timely feedback** is necessary for students to make informed decisions before withdraw date

# DIRECT ACCESS

Interactive Course Materials  
at REDUCED COSTS.

## How it works



### Register for course

Register for a course at Towson University. Use the course number and section to Access course materials.

### Access Digital Content

Access course materials via [towsonustore.com](http://towsonustore.com)



### Retain access until course end

The Direct Access Program gives students everything they need to succeed, on the very first day of class.

The course materials are yours until the end of your class and beyond.

### Save money



## CLICK FOR MORE INFORMATION

Through interactive online assignments, multimedia presentations, virtual tutoring, and dynamic study and self assessment tools, Direct Access promotes interactive study habits and facilitates student learning.

# Textbook & DirectAccess Information

## Textbooks

- Desk copies are ordered by Daria – please contact her directly for textbook needs.
- Textbook selections are made by our [Course Coordinators](#)
- Textbook selections are communicated to the Campus Bookstore by Daria.

## DirectAccess

- Course Coordinators are responsible for choosing to opt in or out of DirectAccess for all sections of a course.
- The bookstore should reach out directly to the course coordinator for this information. Please forward any correspondence to Daria if you are unsure how to answer.
- DirectAccess information can be found here: [DirectAccess FAQ](#)

# Academic Integrity Violations

1. Inform the student of violation
2. Wait for student to respond for at least 72 hours
3. Fill out the DocuSign form at the following link: <https://towsonu.tfaforms.net/218320>
  - Student should appeal to Department Chair (Dr. Mike McGuire)
4. Student Conduct adds form to the student's file

**Faculty is done at this point.**

**If the student reaches out to you, direct them to the Chair.**

# General Tips

## Student Feedback

- Confidential
- Timely: return graded tests and homework during the next session or no later than a week from the time it was collected
- Self-explanatory
  - Consider handing out detailed solutions

## Other Tips:

- Answer emails promptly
- Set expectations early
- Be available during office hours
- Student unhappiness is often caused by misunderstood expectations or miscommunication
- Observe scheduled class time
- Encourage discussion and questions
- Avoid Offending Students
- Post final grade by the 72-hour deadline

# Course Evaluations

## **All new instructors teaching for the first time will be evaluated during the first semester**

- An evaluator will be appointed by the department
- The evaluator will contact you to coordinate the date/time
- You and the department get a copy of the evaluation

## **For other adjunct faculty, there will be a “lottery”**

- Hopefully each adjunct I is evaluated once every 3 years

## **Evaluations cover the following on a 1 – 5 scale:**

- Organization of lesson, knowledge of course material, clarity of presentation
- Motivation of students, student participation, student rapport
- Degree of helpfulness to students

## **Adjunct Faculty Guidelines:**

<https://www.towson.edu/fcsm/about/facultystaff/adjunct-guidelines/>

# Additional Resources

## **Grades and Grading Policies:**

<https://www.towson.edu/registrar/grades/grading-options.html>

## **BlackBoard information:**

<https://www.towson.edu/technology/training/blackboard/faculty/>

## **Accessibility & Disability Services:**

<https://www.towson.edu/accessibility-disability-services/>

## **OTS Technology Orientation:**

<https://www.towson.edu/technology/facultystaff/support/technology-orientation.html>

## **Student in Distress:**

<https://www.towson.edu/studentaffairs/student-outreach-support/faculty-staff/>

# Questions?





## Computer and Information Sciences

[www.towson.edu/cis](http://www.towson.edu/cis)  
[@tu\\_cis](https://twitter.com/tu_cis)

