UNIVERSITY OF CALIFORNIA
UC RIVERSIDE | School of Business
A. GARY ANDERSON GRADUATE SCHOOL OF MANAGEMENT

Lecturer Information Packet

2018/2019 AY

1. **How do I get my UCR e-mail address and UCR NetID?**

   The UCR NetID is automatically generated upon electronic notification of each new hire transaction completed within UCPath. The new process uses algorithm to construct a unique UCR NetID based upon a combination of the new employee's first name/initial, last name/initial, and a sequence number, if necessary to prevent duplicates.

2. **How do I register my permanent UCR NetID password?**

   After the UCR NetID and initial password are created, an email notification is delivered to the new employee's personal email account alerting them to their new UCR account credentials with instructions on how to change their initial password. The supervisor (area coordinator) of the new employee also receives an email notification to inform them of the newly generated UCR NetID. If this does not occur or you have problems accessing the information, please contact fomucpath@ucr.edu.

3. **Logging into the office computer (Olmsted or Anderson Hall) for the first time:**

   Use your Net ID as your User Name and a temporary password of **abcdef_1** to log on to your computer for the **first time**. It will prompt you immediately to change your password to a permanent one. It's generally a good idea to use the same password for your computer account that you use for your NetID. If you have problems, please contact School of Business IT staff.

   Your School's computer account may be used to log on to any UCR owned computer in School's offices. Files placed in your "home folder" (H: drive or "Documents" folder) are stored on a network file server and are available to you on any office computer. Any problems, please contact the IT department.

Contact information:
businessit@ucr.edu
(951) 827-3749

4. **Computer use and support:**

   The School's IT department provides technical support for UCR provided computer systems. Please send an email to businessit@ucr.edu to report problems or request help with a computer issue. The School's online document library, https://ragsm.ucr.edu/doclib, includes several "How To" documents for technical questions.

   Computers in lecturer offices are typically used by multiple people. Please log off the computer each day when you are done using it. Software may not be installed on office computers without approval of School's IT.

5. **How can I access my UCR e-mail account through a web browser?**
   UCR Faculty are provided an account in the R'Mail "Google Apps" system.

   Use R'Mail to access your email account:
   1. Go to https://rmail.ucr.edu
   2. In the login screen, enter your UCR NetID and password

   For additional information on the UCR Faculty email system including how to sync the account to your mobile devices, please visit https://cnc.ucr.edu/facultyrmail.

6. **How do I get my office keys?**

   You will receive an e-mail from Angela Chang before the quarter starts with your office location and when/where to pick up your keys.

   *If you are **not a continuing lecturer**, you must return your keys at the end of each quarter. We have a limited number of keys for each office which will be re-assigned to other lecturers in following quarters.*

   Contact information:
   ANGELA CHANG
   Angela.chang@ucr.edu
   (951) 827-3661

7. **Where should I get my parking permit?**

   ALL motorized vehicles must display a valid UCR parking permit when parking on UCR property. Permits are lot specific. Lot entrance signs will display the appropriate permit required in each lot. You can purchase your parking permit at the TAPS office located at:

683 Linden Street
Riverside, CA 92521
(951) 827-8277

8. **Syllabus:**

Monica Miller will send you the syllabus template that you will need to use in order to fulfill the minimum information required as stated in the School's Faculty Operation Manual (FOM).

Contact information:
MONICA MILLER
Monica.miller@ucr.edu
(951) 827-3695

9. **Textbook adoption:**

As instructors you "must" notify the UCR Campus Store of all textbooks being used for all classes. You will need to submit this request through the bookstore website:

www.facultyenlight.com then click on ADOPT from the tab options.

If you would need a desk copy for you or your assigned teaching assistants, you will need to contact the corresponding publisher's representative from the "Call for Textbook Orders" email attachment that Angela Chang sends out every quarter. If you need another desk copy from a publisher that is not listed, you can request one by emailing Angela Chang.

Contact information:
ANGELA CHANG
Angela.chang@ucr.edu
(951) 827-3661

10. **Textbook on reserve at the library**:

If you are interested in putting material on reserve at the Library, you will need to submit a request as described here: https://library.ucr.edu/instructional-support/put-materials-on-course-reserves.

Please note that due to budget constraints, the library will only buy one copy of each book; however, the instructor is free to bring personal copies to the library.

Any specific information about the textbook you are placing on reserve, please annotate it in the "Comments" section on the second page of the request form (ex. I will need the new edition, I will bring a personal copy, etc).

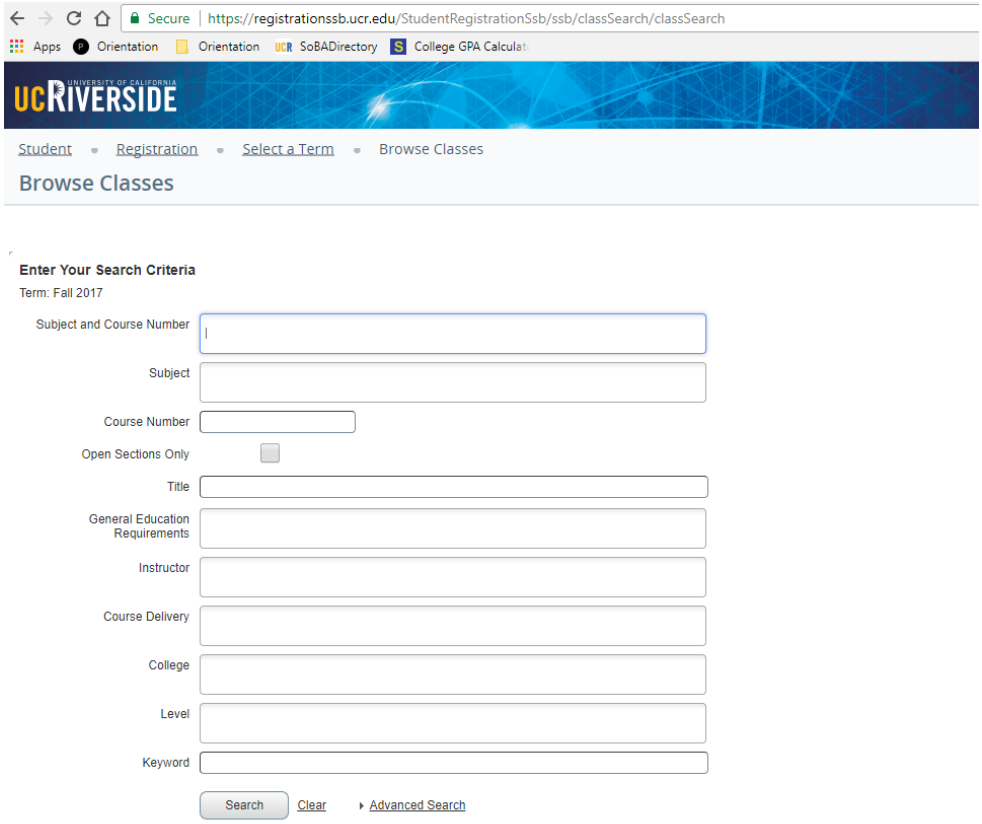
If you want to ask any questions directly to the Library, please contact Joanne Austin.

Contact information:
JOANNE AUSTIN
Rivera Library Reserves
Joannea@ucr.edu
(951) 827-3235

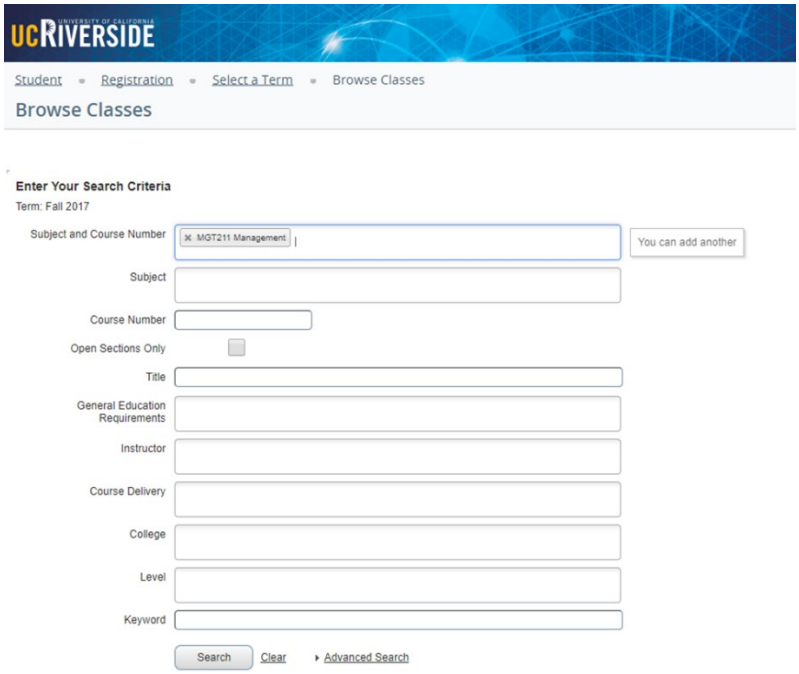
11. Class schedule, room, day, time, final exam (day and time):

The most updated information regarding your class schedule, and room can be found at https://classes.ucr.edu/.

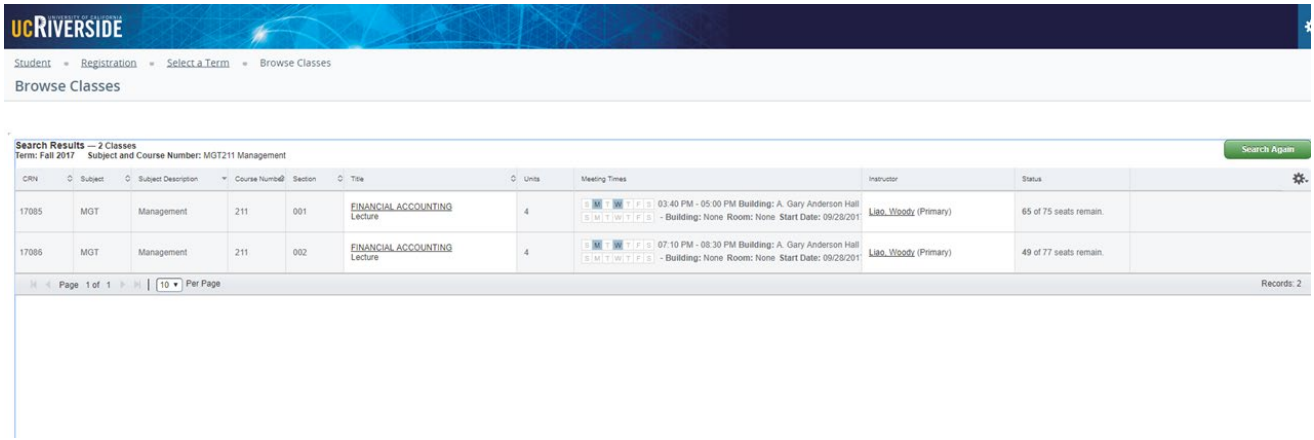
1. In the subject area, locate “Business”/”Management”.



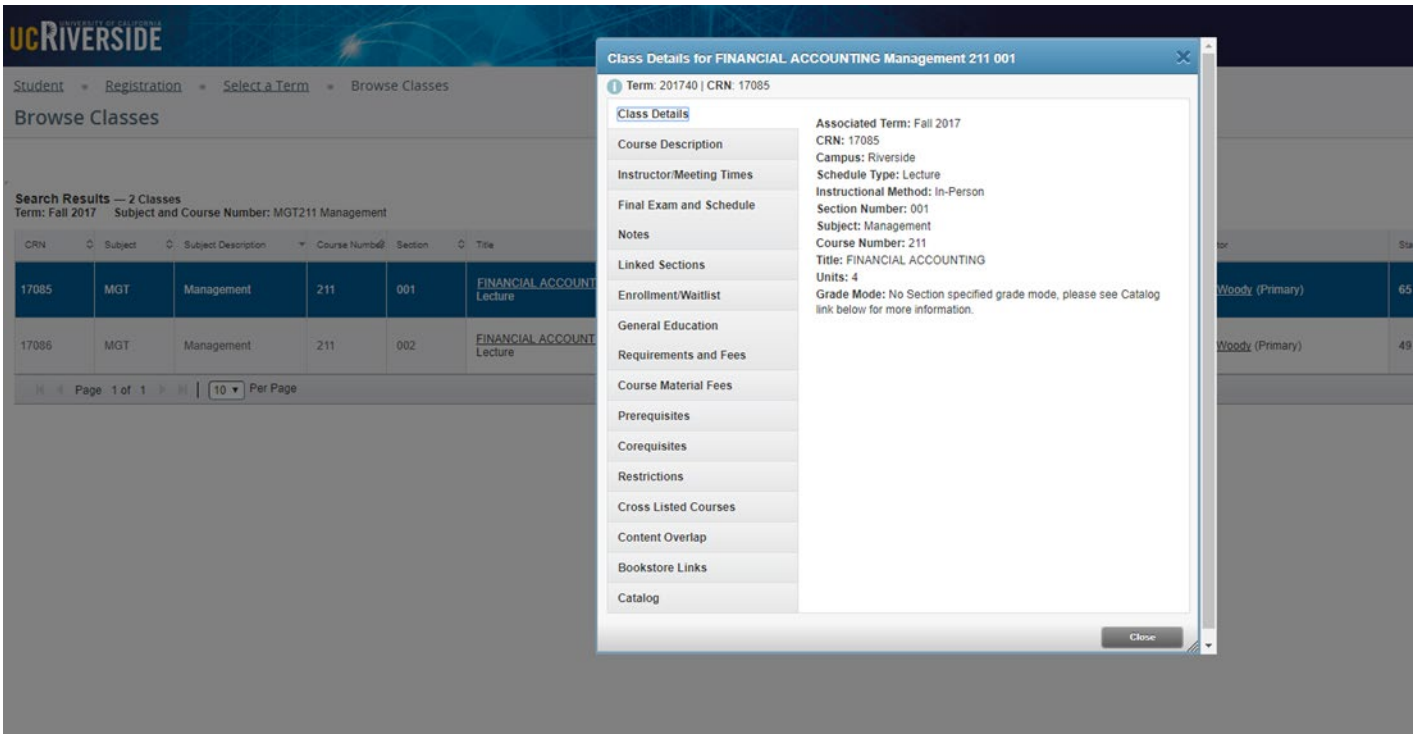
2. Type the course number that you are searching for.



3. Click “Search” to find more information about the selected class.



4. Click on the class title to get descriptive details regarding enrollment, restrictions, etc.



Final exams: The Graduate Business Programs office determines the final exam schedule for *all* graduate courses. It will be issued by the first week of classes. All exams will take place during finals week. The Office of the Registrar assigns final exam dates for undergraduate business classes based on the instruction day/time.

UCR Academic Calendar includes dates/deadlines, holidays, final schedule specific to each quarter: http://registrar.ucr.edu/registrar/academic-calendar/.

12. BlackBoard – iLearn:

After you get your UCR NetID, you will have access to your class through "Blackboard", known also as "iLearn".

If you have any issue with your access or questions about how to use Blackboard, please contact ITS (Information Technology Solutions).

Contact information:
BearHelp@ucr.edu
(951) 827-4741

To learn more about "Blackboard-iLearn" please visit https://cnc.ucr.edu/ilearn/

13. Multimedia Technologies in classrooms:

UCR has equipped 100% of UCR's general assignment classrooms with LCD data/video projectors, VHS VCRs, DVD players, computer interface and network connections.

If you would like to learn more about the equipment in the classrooms and services that Multimedia office has, please review this link https://cnc.ucr.edu/multimedia/

For more information on the Flex Classrooms, please contact Israel Fletes, Director of Computing Support Services.

Contact information:
Michael Capriotti
On campus, dial: x25375
Off campus, dial: 951-827-5375
E-mail: michael.capriotti@ucr.edu

14. Clickers:

If you have any questions about using clickers in your class, please visit https://cnc.ucr.edu/clickers/.

Poll Everywhere online service is also available: https://ucrsupport.service-now.com/ucr_portal/?id=kb_article&sys_id=8ee5d97f0f63d30486b7c7dce1050e23

15. Wi-Fi (Internet access on campus):

Personal computers may not be connected to the UCR wired network. The UCR wireless (Wi-Fi) network is available everywhere on campus and may be accessed from personal computers.

In order to gain internet access on your personal computer, you will need to use your UCR NetID to login to the wireless network.

The link below will give you step-by-step instructions on how to access Wi-Fi connection:
https://cnc.ucr.edu/wireless/

16. Copies (exams, course material, quizzes, etc.):

We strongly encourage you to distribute all instructional materials, other than examinations, electronically, either by posting to Blackboard or via an email distribution list to enrolled students.

For reasons of confidentiality and academic integrity, reproduction of all **midterm and final exams MUST be produced through the Office of the Dean**. Please note that **NO students, including TAs, may be involved in any aspect of exam development or production**.

Steps to request paper copies of course syllabi, exams or research materials:

1. In an email, attach the corresponding documents (PDF file).
2. Provide specific instructions on how you would like your copies to be made (quantity of copies, single or double sided, stapling, collating, etc.) and where you would like to pick them up (Anderson Hall or Olmstead)
3. Submit the file electronically to businessadmin@ucr.edu Please be sure to give at least **3 business days**' notice.

You will be notified when the exams are ready for pickup at the Office of the Dean front desk or Undergraduate Programs Office front desk. Exams will NOT be put in mail boxes and will only be released to the instructor of record directly unless other arrangements have been made in advance.

17. Teaching Assistant (TA):

All undergraduate core courses with discussion sections are assigned TA support. TA assignment is made for every 50 students enrolled. Traditionally, there is no TA support for Graduate courses. TAs lead discussion sections, have office hours at Olmstead Hall, may grade assignments, quizzes or exams, and may help proctor exams. TAs do not give lectures **and do not determine or enter final grades**.

18. Readers:

a. The first week of each quarter, an email with instructions for requesting readers is sent to instructors teaching undergraduate and graduate courses with no teaching assistants and with 15+ enrollments.

b. Based on enrollment in the course and the nature of the course, reader hours are assigned by a committee which includes the associate deans and the program directors.
    1. Lata Patel (Undergraduate Assistant Director) lata.patel@ucr.edu sends email to the professor asking him/her if they need a reader and to send a copy of the class syllabus that shows weekly homework assignments.
    2. Professor must reply to email request for readers. If you want a specific reader (Please include Reader's legal name, nickname, SID, Phone, and email) otherwise we will assign an appropriate reader for your class.
    3. Lata Patel will forward information to appropriate staff to check eligibility and qualifications;
        a. If approved, Joseph Posadas drafts a letter and sends an e-mail to readers for them to contact Monica Miller to set up an appointment to do their paperwork at Anderson Hall.
    4. Readers cannot work until they are in the payroll system and finish doing their paperwork with Monica Miller.

Note: Readers **responsibility is limited to grading weekly homework & quizzes**. They may not create homework assignments. Readers may not have any contact with the students in the course to which they are assigned for grading.

5. When grading weekly homework assignments & quizzes that may require the use of a scantron machine, there are scantron machines available at Anderson Hall and Olmsted Hall. Readers may obtain blank scantrons to make for answer keys from the front desk of each office. The hours of operation for the Anderson Hall and Olmsted Hall is M-F from 8am-5pm.

19. How to request a room for class review before final exam:

Room Reservations at the Dean's Conf. Room, AH 121 & 021, AH Lobby & AH Front Lawn contact:
School's Dean's Office – Front Desk
(951) 827-6329

Room Reservations for AH South 105, 118, 001B, & 001C (Graduate Programs classrooms) contact:
Advising and Student Services Office
AGSMadvising@ucr.edu
951-827-7654

Room Reservations for other classrooms on the campus (Undergraduate classrooms) contact:
Lata Patel
lata.patel@ucr.edu
(951) 827-4732

Room Reservations for Olmsted Hall Conference room contact:
Kaylah Quevedo
kaylah.quevedo@ucr.edu
(951) 827-2515

Room Reservations around campus contact Registrar's Office:
Margaret Stewart
Margaret.stewart@ucr.edu
(951) 827-2883

20. Office Hours:

You are expected to hold at least two hour per week of office hours for each section taught. These are normally assigned to time intervals that are convenient to the majority of the students.

21. iEval:

iEVAL allows students the opportunity to provide constructive feedback on the instruction received each quarter.

The results of course evaluations are available at www.ieval.ucr.edu. Course evaluations will be available to faculty and department representatives on the day after the iGRADE submission deadline.

22. iGrade:

iGrade is a mandatory, web-based grade submission system enabling UCR faculty to submit grades electronically (via the Web or from an Excel spreadsheet) directly into the Registrar's Office and Student Information System.

Here is the link for more detailed information about iGrade:
https://cnc.ucr.edu/igrade/about.html

For more information on iGrade, please contact Jason Heidenfelder, Assistant Registrar of Records.
Jason.heidenfelder@ucr.edu
(951) 827-5896

23. Grading Policy:

The instructor in charge of an undergraduate course shall be responsible for assigning the final grade in the course. The final grade shall reflect the student's achievement in the course and shall be based upon adequate evaluation of that achievement.

The instructor's methods of evaluation must be clearly announced during the progress of the course. Evaluation methods must be of reasonable duration and difficulty and in accord with applicable departmental policies. The methods may include a final written examination, a term paper, a final oral examination, a take home examination, or other evaluation device. If a final written examination is given, it shall not exceed three hours in duration and shall be given only at the time and place announced at https://classes.ucr.edu/

No student shall be excused from assigned final examinations.

24. Faculty Leave during teaching quarter:

Approval of the area coordinator and dean is required if missing class instruction. **Form UPAY573** will need to be completed and can be download from http://academicpersonnel.ucr.edu/leaves/LeaveForm.pdf. The form must be submitted and approved prior to leave. It is not a normal practice of the School to approve faculty leaves that involve missing class instruction.

In extraordinary cases that you will miss class, you will need to notify your area coordinator at your earliest convenience.

25. AGSM Career Development Center

The AGSM Career Development Center (CDC) is located in Anderson South Hall. The Director, Associate Director, and Manager of Internship Programs provide comprehensive career counseling, job search coaching and assists MBA students with finding an internship, which is a requirement for graduation. For more information, please consult the link for the CDC: https://agsm.ucr.edu/career_services/

26. Useful Academic Personnel Web links:

Academic Personnel website
https://academicpersonnel.ucr.edu/

"APM" Academic Personnel Manual (UC system wide)
https://www.ucop.edu/acadpersonnel/apm/

R'space
https://rspace.ucr.edu/

School's internal documents and procedures
https://ragsm.ucr.edu/

iLearn
https://ilearn.ucr.edu/

iGrade
https://igrade.ucr.edu

Classes
https://classes.ucr.edu