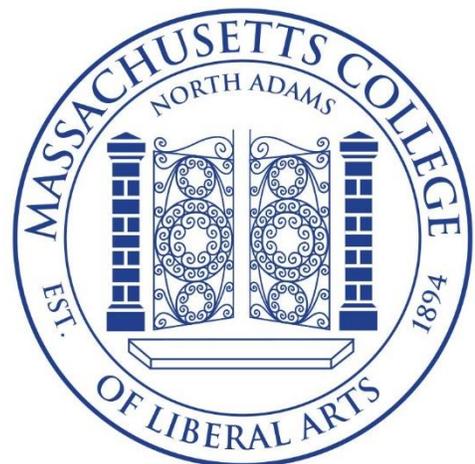


# Part-Time Faculty Guide

## Massachusetts College of Liberal Arts

2020 - 2021



# 2020-2021

Rev. 3.5.2020

## SEPTEMBER

S	M	T	W	T	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Aug. 29 - 31 Kick-off to College  
1 Orientation  
2 Classes Begin  
7 Labor Day  
10 Add/Drop Period Ends

## OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Columbus Day  
14 Incomplete Deadline  
14 Mid-term Warnings  
21 Day of Dialogue  
28 End of Withdrawal "W"  
Day of Service to be determined

## NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 Veterans' Day  
25-27 Thanksgiving Break  
30 Classes Resume

## DECEMBER

S	M	T	W	T	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

11 Last Day of Classes  
12,13 Reading Days  
14 Finals Begin  
17 Finals End  
16 Last Evening Class  
19 Grades Due - Noon

## JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18 MLK Day& Day of Service  
19 Late Registration/Orientation  
20 Classes Begin  
28 Add/Drop Period Ends  
TBA Transfer Orientation

## FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Presidents' Day

## MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 Incomplete Deadline  
3 Mid-term Warnings  
15-19 Spring Break  
22 Classes Resume  
24 End of Withdrawal "W"

## APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 Patriot's Day  
22 Undergraduate Research Conf.  
Day of Service to be determined

## MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Last Day of Classes  
4,8,9 Reading Days  
5 Finals Begin  
10 Finals End  
5 Last Evening Class  
12 Grades Due - Noon  
14 Baccalaureate  
15 Commencement  
31 Memorial Day

## Welcome to MCLA!

We are glad that you are joining us in our mission to provide an excellent education for our students. This handbook\* has been developed to aid you in your work here at MCLA. If you have any questions, the first person to ask is your department chair. Other people who can help are:

### Administrative Assistants

#### Feigenbaum Center for Science and Innovation (CSI)

*Biology, Chemistry, Environmental Studies, Physics, and Psychology:*

**Karen Claramunt**      CSI 132      413.662.5481      [K.Claramunt@mcla.edu](mailto:K.Claramunt@mcla.edu)

#### Porter Street offices, Church Street Center

*Fine and Performing Arts, History, Political Science, Interdisciplinary Studies, Modern Languages, and Philosophy:*

**Terrie Pratt**      94 Porter St. #1      413.662.5255      [T.Pratt@mcla.edu](mailto:T.Pratt@mcla.edu)

#### Bowman Hall

*Math and Computer Science:*

**Stacy Gagne**      Bowman 221      413.662.5242      [Stacy.Gagne@mcla.edu](mailto:Stacy.Gagne@mcla.edu)

#### Mark Hopkins

*English/Communications:*

**Jennifer Dermady**      Mark Hopkins 102C      413.662.5371      [J.Dermady@mcla.edu](mailto:J.Dermady@mcla.edu)

*Education (undergraduate):*

**Michelle Delisle**      Mark Hopkins 206B      413.662.5381      [M.Delisle@mcla.edu](mailto:M.Delisle@mcla.edu)

*Graduate Education and Continuing Education:*

**Betty LeSage**      Mark Hopkins 203      413.662.5575      [Elizabeth.LeSage@mcla.edu](mailto:Elizabeth.LeSage@mcla.edu)

#### Murdock Hall

*Anthropology/Sociology/Social Work, Business Administration, and Physical Education:*

**Maria LaValley**      Murdock Hall 326      413.662.5016      [Maria.LaValley@mcla.edu](mailto:Maria.LaValley@mcla.edu)

### Academic Affairs and Teaching and Learning Support

#### Academic Technology

**Gerol Petruzella**      Murdock Hall 209      413.662.5570      [G.Petruzella@mcla.edu](mailto:G.Petruzella@mcla.edu)

**Jessica Yurkofsky**      Murdock Hall 209      413.662.5506      [jessica.yurkofsky@mcla.edu](mailto:jessica.yurkofsky@mcla.edu)

#### Assessment

**Erin Milne**      Bowman Hall 211      413.662.5049      [Erin.Milne@mcla.edu](mailto:Erin.Milne@mcla.edu)

#### Dean of Academic Affairs

**Ely Janis**      Bowman Hall 221B      413.662.5242      [Ely.Janis@mcla.edu](mailto:Ely.Janis@mcla.edu)

#### Faculty Development Fellow

**Ruby Vega**      CSI 325C      413.662.5469      [Ruby.Vega@mcla.edu](mailto:Ruby.Vega@mcla.edu)

#### Vice President of Academic Affairs

**Adrienne Wootters**      Bowman Hall 221E      413.662.5242      [Adrienne.Wootters@mcla.edu](mailto:Adrienne.Wootters@mcla.edu)

\*Adapted from the *Adjunct Faculty Survival Guide* from Salem State University

## Department Chairs Fall 2020

Business Administration	<a href="#">Tom Whalen</a>	413.662.5317
Biology	<a href="#">Justin Golub</a>	413.662.5153
Chemistry	<a href="#">Carolyn Dehner</a>	413.662.5177
Computer Science	<a href="#">David Eve</a>	413.662.5595
Education	<a href="#">Nick Stroud</a>	413.662.5505
English/Communications	<a href="#">Amber Engelson</a>	413.662.5489
Environmental Studies	<a href="#">Elena Traister</a>	413.662.5303
Fine and Performing Arts	<a href="#">Diane Scott</a>	413.662.5349
History/Political Science	<a href="#">Anthony Daly</a>	413.662.5478
Mod. Lang./Phil./Intd. Studies	<a href="#">Rita Nnodim</a>	413.662.5378
Mathematics	<a href="#">Chris Thomas</a>	413.662.5361
Physics	<a href="#">Kebra Ward</a>	413.662.5266
Psychology	<a href="#">Sharon Claffey</a>	413.662.5453
Sociology/Anth./Social Work	<a href="#">Ingrid Castro</a>	413.662.5476

# Mission Statement and Values

## Our Mission

Massachusetts College of Liberal Arts (MCLA) is the Commonwealth's public liberal arts college and a campus of the Massachusetts state university system. MCLA promotes excellence in learning and teaching, innovative scholarship, intellectual creativity, public service, applied knowledge, and active and responsible citizenship. MCLA prepares its graduates to be practical problem solvers and engaged, resilient global citizens.

## Our Values

Our mission guides the strategic goals that advance MCLA: Excellence in Teaching and Learning; Supportive and Inclusive Community; Responsive and Intentional Stewardship; and Public Purpose and Engagement. These goals reflect the interplay of the shared values that shape our commitment to students, faculty, staff, and our community:

**Access:** We believe a high quality liberal arts education should be available and affordable to all who aspire to it and are prepared for its challenges. MCLA is committed to providing this opportunity.

**Critical Thinking:** Through MCLA's role as leader, convener, and partner, we cultivate critical thinking and analysis in our learning and teaching. We promote a spirit of informed and open-ended inquiry. Our community members demonstrate consideration, deliberation, and planning in addressing challenges and opportunities in our society.

**Discovery and Understanding:** We understand intellectual disciplines and specific courses of study interact dynamically in academic and co-curricular experiences. We believe in strengthening student, faculty, and community interaction through engaging coursework, shared research, and service.

**Global Awareness:** We know that a liberal arts education affords students an appreciation of the wider world, both as a subject of intellectual discovery and through engagement with our society. We work to create and sustain the breadth of curriculum, experiences, and opportunities that lead us all to understand our active roles as knowledgeable global citizens.

**Inclusive Community:** MCLA is committed to creating a campus climate and culture of mutual respect that represents and honors diversity in our society. We celebrate this diversity and affirm the dignity and worth of all people. We intentionally integrate topics of social, cultural, and physical diversity in the curricular, co-curricular, and work life of our community.

**Innovation, Experimentation and Creativity:** We promote creativity and inquiry, and the role of a liberal arts institution to provide students with the freedom and means to explore ideas and take intellectual and creative risks.

**Leadership:** We believe that leadership is a shared responsibility, and encourage all members of the MCLA community to develop their affinity for leadership through formal coursework, professional development, co-curricular training, and practical application. We cultivate leadership opportunities and development programs to further these goals.

**Lifelong Learning:** We empower learners to develop habits of learning that have integrity and engender respect for tradition. We deploy 21<sup>st</sup> century tools for learning in our academic and co-curricular programs that prepare students to be informed, engaged, and capable learners.

**Practicality and Application:** We believe that the disciplines of arts, sciences, and professional studies empower individuals with broad knowledge and transferable skills, and a strong sense of values and ethics. In its programs and initiatives MCLA forges the connection among academic study, experiential learning, civic engagement, and future success.

**Stewardship:** We manage our resources responsibly and sustainably, and offer a variety of educational, cultural, and recreational experiences for the campus and local communities. We provide unique resources for the greater Berkshire region. We encourage a spirit of service among students, faculty, staff, alumni, and trustees, and to serve as stewards of the future.

## Diversity, Equity, and Inclusion

MCLA is committed to creating a campus climate and culture of mutual respect that represents and honors diversity in our society. We celebrate this diversity and affirm the dignity and worth of all people. We intentionally integrate topics of social, cultural, and physical diversity in the curricular, co-curricular, and work life of our community.

Valuing diversity, continually striving for equity, and seeking inclusion everyday are integral parts of the MCLA mission. As an agent of social change, MCLA is committed to helping achieve respect.

If you would like to learn more about how MCLA meets our commitment to diversity, equity, and inclusion or if you have questions about how you can support this commitment, please contact MCLA's Chief Diversity Officer, [Christopher MacDonald-Dennis](#).

## Academic Policies

From attendance to academic honesty to academic appeals, please visit <https://www.mcla.edu/Academics/registrar/policies/academic-policies/index>

### Add/Drop/Withdrawal Procedures

The add/drop period for students begins on the first day of classes and ends one week into classes. Please refer to the Academic Calendar for the exact dates. Students may add and drop courses on their own using Banner or using a paper form from the Registrar's Office. In order to add a course in either case, a student needs your permission.

After the Add/Drop period ends, a student may withdraw from the course with a 'W' until the deadline specified on the Academic Calendar.

### Assessment and Learning

The [Office of Assessment](#) is a resource for you. The Director of Assessment, [Erin Milne](#), is eager to work with you to develop, implement, and assess student learning outcomes for your course.

## **Banner**

Banner is MCLA's course management system. You will use Banner to report midterm and final grades, to see your course roster, and to see your own schedule. You can also use Banner for a variety of other uses, including seeing student schedules, the MCLA course schedule, etc. Set up your Banner account [here](#). Your login ID is your A-number. Your initial password is your date of birth in MMDDYY format. For help navigating Banner, talk to your Chair, your administrative administrator, or Gerol Petruzella in [Academic Technology](#).

## **Bookstore**

Located in the Campus Center, the [Campus Bookstore](#) carries dorm and study supplies, MCLA swag, and of course, textbooks. All faculty and staff receive a 10% discount. Just show your MCLA ID card.

## **Brown Bag**

[Brown Bag Lectures](#) are monthly presentations by faculty on work they have done. The series is sponsored by Academic Affairs. All full-time and part-time faculty as well as staff and students are welcome to attend.

## **Canvas**

Canvas is MCLA's Learning Management System (LMS). Faculty use Canvas to post syllabi, files, manage grades, and communicate with students. Gerol Petruzella and Jessica Yurkofsky in [Academic Technology](#) are your resource for all things Canvas.

## **Center for Academic Technology**

Located in Murdock 209, the [Center for Academic Technology](#) is your support for all pedagogical technology, including Banner, Canvas, Degree Works, and Dropout Detective, our academic alert system.

## **Center for Student Success and Engagement (CSSE)**

Located on the top floor of Eldridge Hall, [CSSE](#) offers an array of services and resources to aid students in their academic work. Services include academic support, advising, career advice, and support for disabilities. In addition to providing student support, they are available for answering questions on dealing with a wide variety of student issues.

## **Class Cancellations**

If you need to cancel class for any reason, please notify your students via Canvas, your administrative administrator and your department chair.

## **Common Time**

Commons Times at MCLA are Tuesdays and Thursdays 12:00 – 1:00 PM and Fridays 3:00 – 4:30 PM. During these hours, there are no classes held. This is a time for professional development and for faculty discussions around a variety of issues. With the exception of the Chairs' meeting, all meetings will take place in the Faculty Center. (See page 14 for acronym translation!)

## **Computer Labs**

If you need access to a computer, there are several stationed throughout the campus that are available to all MCLA community members. There are walk-in labs located in Murdock 109 and on the second

floor of Freel Library. You may also borrow a laptop for use in the library from the library circulation desk. Finally, there is a computer and printer for faculty use only in the Faculty Center in Bowman 121.

## Core Curriculum

The [Core Curriculum](#) is MCLA's general education program, and these courses comprise 1/3 of the credits required for graduation. The Core is currently undergoing structural revision, and the current structure will be in place until Fall 2019. We continually work to make these Core courses meet our [learning outcomes](#) and the needs of our students. All who teach courses that carry Core credit are strongly encouraged to participate in Core meetings in their area. The following people are Core contacts:

- Tier I courses:
  - Writing literacy (ENGL 150): [Amber Engelson](#), English/Communications
  - Quantitative literacy (All introductory math courses): [Erin Kiley](#), Mathematics
  - Modern Languages: [Mariana Bolivar](#), Modern Languages
- Tier II courses
  - Creative Arts: [Lisa Donovan](#), Arts Management
  - Human Heritage: [Ely Janis](#), History
  - Science & Technology: [Carolyn Dehner](#), Chemistry
  - Self & Society: [Tom Whalen](#), Business Administration
- Tier III Capstone course: [Rita Nnodim](#), Interdisciplinary Studies
- Physical Education Requirement (graduation requirement): [Pete Hoyt](#), Biology

If you are teaching a Core course, please get to know your Core representative, and join in the conversation.

## Copy Center/Copying

Your administrative assistant is available to assist you in making copies for your courses. Large jobs may be completed by the Copy Center, which is located in the Mail Room in Venable.

## Eating on campus

There are cafés in Bowman Hall and Feigenbaum CSI where you may purchase soup, sandwiches, snacks, coffee, etc. between 8 a.m. and 2 p.m. when classes are in session. Additionally, there is a convenience store, a Subway, a coffee shop featuring Starbucks coffee, and a dining hall in the [Amsler Campus Center](#).

## Email

Your MCLA email is your official channel for communication to and from all offices and functions of the College. All offices will use it to relay official correspondence, requests, etc. You may not use another email in place of it. To the extent allowed, you may forward emails from your MCLA account to another account. For further information, please contact the Help Desk.

## Emergency Closings

[School closings](#) are posted on the campus website: [campus.mcla.edu](http://campus.mcla.edu). To check for school closings from off campus call 413.662.5299. Local radio stations, Springfield MA TV stations 40 and 22, and Albany, NY TV stations 10 and 13 carry information as well.

## Emergency Notification System

During an emergency or critical incident, you will be contacted through a variety of methods, including texts and voicemail. In order to send you emergency voice and text messages via your cell phone, you must provide MCLA with your mobile phone information. You may sign up through Banner; click on Personal Information → Update Emergency Contacts and Cell Phone Information.

## Emergency Calls

A working campus telephone is installed in every classroom and meeting room on campus, usually near the front door. If there an emergency, Campus Police can be reached at 911 or x5100. Emergency call boxes are located throughout campus, identified by the large blue light on top. On your cell phone, you can call Campus Police in emergency at 413.662.5100.

## Employment Contracts

Every course taught at MCLA is either taught in the Day Division or in the Division of Graduate and Continuing Education (DGCE). DGCE courses typically meet after 4:30 p.m. or weekends. The two division have separate contracts, and faculty are paid at different rates according to contract negotiations. Current and historic contracts for both [Day Division](#) and [DGCE](#) may be found at <https://mscaunion.org/day-and-dgce-contracts/>. These contracts are legally binding agreements which entail your rights and responsibilities.

Employment contracts for the fall semester are typically sent to instructors in July or August, and contracts for the spring semester are typically sent in January. For Day courses, if a course is under-enrolled (typically fewer than 10 students), the Dean of Academic Affairs has 30 days before the start of classes to notify you that that course may be cancelled. A week before classes begin, the Dean will reevaluate the enrollment numbers to determine whether the course will run.

For DGCE courses, if a course has fewer than 10 students enrolled after pre-registration, the Dean retains the right to convert the course to a CBA (course by arrangement). The salary for that course may be prorated to reflect the low enrollment; the instructor has the right to decline teaching the course, thus cancelling the course. Any prorating will be according to the number of students in the course as of the end of the Add/Drop period, allowing for more students to add the course. *Contracts for courses converted to CBAs will necessarily be late (after the Add/Drop period), and the first payment will thus be later than normal.*

It is MCLA's policy that part-time faculty cannot teach more than nine credit hours per semester total, including both the day and evening divisions.

## Evaluations

Periodically, your chair will evaluate your teaching effectiveness. Materials for evaluation include a classroom observation by the chair, student evaluations, your resume, and any documents associated with your course(s), such as syllabi and assignments.

## Faculty Center

Located in Bowman 121, the Faculty Center is both a place and a program. It's a place for all faculty, full and part time, to relax, study, have coffee or lunch, attend workshops, special events, read, prep classes. Coffee, tea, and a microwave are available. Sometimes there are snacks. There is also a computer and printer for your use. All full-time and part-time faculty have ID card access to the room. If your ID card

does not grant you access to the room, please contact [Ruby Vega](#), Director of the Faculty Center, and she will take care of it.

## Faculty Association

The [MCLA Faculty Association](#) is your union representative for both the Day Division and DGCE contracts. If you have any questions about either contract, please contact the MSCA campus representative, [Jim Moriarty](#).

## Faculty Forum

The Faculty Forum is conducted by the Faculty Association. It is a time for faculty to come together to discuss a variety of issues. Faculty Forums are scheduled at the noon hour (during Common Time) on the 2<sup>nd</sup> Tuesdays and 4<sup>th</sup> Thursdays of every month, and will meet in the Faculty Center. All full-time and part-time faculty are welcome to attend.

## Final Exam

The Academic Calendar lists the final exam period. After the first few weeks of class, the [Registrar's Office](#) will publish the Final Exam Schedule. In order to protect students from timing conflicts, all final exams must be given during the designated times. Any faculty member wishing to reschedule a final exam must have the permission of the Dean of Academic Affairs.

## Fitness Center

The campus [Fitness Center](#) is available for MCLA community members' use. It is located in the Amsler Campus Center.

## Grade Submission

[Final grades](#) are submitted through Banner. Grades will be available for students to see by the end of that day. During the Final period, you may change grades on Banner until the grade deadline. After the deadline, any grade changes must be processed through the [Registrar's office](#).

## Library Services

[Freel Library](#) provides a wide range of hard-copy and digital resources. Librarians are eager to help you with anything you need, including reserving books for courses, interlibrary loan, and instructional services. They are also available to work with students in your course. See their [Faculty guide](#) to find multiple ways to connect.

## Mail

In most cases, your paper mail will be delivered to your administrative assistant. If you have items to mail, either on- or off-campus, they will have envelopes, etc. for your use. You may send out personal mail through the outgoing mailboxes, but you must apply your own postage.

## Media Services

[Media Services](#), located on the second floor of Murdock Hall, provides technical support and setups of instructional technology and audio visual equipment campus wide. They schedule and deliver classroom AV equipment and are responsible for sound reinforcement and other media activities at academic, student and administrative functions. Media Services also coordinates activities related to satellite and PolyCom video conference systems, off-air television recording and maintains the

faculty Multimedia Development Lab (digital imaging, digital audio and video editing, CD and DVD production).

## **Office Hours**

Please send your office hours to the appropriate administrative assistant at the start of each semester. Part-time instructors must be available outside of class the equivalent of at least 30 minutes prior to or 30 minutes after each class as necessary. Office hours must be posted and listed in your syllabus.

## **Parking**

Parking permits are required to park in [faculty/staff lots](#). You can get a parking decal from [Public Safety-Campus Police](#) at [255 Ashland St.](#)

Annually the City of North Adams announces when street parking will be banned to facilitate snow removal. Those parking on the designated streets after that date will be subjected to ticketing and towing. This announcement will be reposted by the College.

## **Pronouns**

Most students prefer people to refer to them with the pronouns they had at birth (she/her; he/him). However, there are students on campus who identify as transgender or non-gender (they/them, ze/zir, for example). Best practices dictate that you ask *all* students at the beginning of the semester to identify their preferred pronouns and then follow through and show respect for the student by using those pronouns!

## **SafeZone Training**

A safe zone or a safe space is a confidential place where all people can bring their authentic selves and feel safe, welcome and included. SafeZone training was created to develop, enhance and maintain environments that are culturally competent and supportive to LGBTQ (lesbian, gay, bisexual, transgender and queer/questioning) individuals, as well as straight, cisgender people who care about diversity, equality and inclusion. All faculty are encouraged to participate in [SafeZone training](#). Training dates will be announced throughout the year.

## **Student Attendance**

To comply with federal financial aid regulations, twice per semester, all instructors are asked to report student attendance. You will be asked to go into Banner and verify that each student on your class roster is continuing to attend class. This is not a report on daily attendance, but rather a report that the student is still attending your course on a regular basis. If any students have stopped attending but are still listed as enrolled in your course, you will be asked to mark them as no longer attending.

## **Student Evaluations**

Evaluations are conducted during the last weeks of each semester, and they are a contractual obligation. The instructor cannot administer the survey or be present in the room when students are filling them out. Another instructor or staff member must oversee the process and then turn them into the building administrator.

You and your department chair will receive a summary of your student evaluations during the following semester. Your chair may choose to discuss the results with you as part of your ongoing professional development. The evaluation results may be used to inform suggested professional development and/or future promotion decisions.

## Student Resources

You may want to direct your students to some of these resources:

- [Counseling Services](#) is located in MountainOne Student Wellness Center, 2<sup>nd</sup> floor.
- [Health Services](#) is located in MountainOne Student Wellness Center, 1<sup>st</sup> floor
- The Chief Diversity Officer is located in CSI 125. Contact [Christopher MacDonald-Dennis](#), (413) 662-5300
- The [Multicultural Education Resource Center](#) is located in Campus Center 318. Contact Arlene Theodore, (413) 662-5440
- The [Susan B. Anthony Women's Center](#) is located in Campus Center 323. Contact [Amanda Beckwith](#), 413.662.5061
- Identity and Gender Equality (IGE) Resource Center is located in Campus Center 321. Contact [Amanda Beckwith](#), 413.662.5061

## Syllabi

At the beginning of each semester, you must email a copy of your course syllabus to your administrative assistant. Your chair may also request a copy. Within the first week of classes, you must distribute to each student in your course a dated syllabus which includes, at the minimum, the following information:

- Instructor's name, office location, contact information, and office hours
- Texts required and suggested
- Course description
- Course goals and learning outcomes
- Course requirements for assessment (homework, papers, exams, etc.) with due dates where possible.
- Grading scheme
- Attendance policy
- Late work policy
- Academic Honesty policy
- A link to required [MCLA Academic Policies](#)
- Any special rules, regulations, or procedures in the course.

For support in writing syllabi, course assessment, and best practices in the classroom, please contact the Faculty Development Fellow, [Ruby Vega](#) and/or Director of Assessment [Erin Milne](#).

## Teaching Supplies

Teaching supplies including pens, dry erase markers, pads, etc., can be obtained from your administrative assistant.

## Technology Help Desk

The Help Desk staff (Murdock Hall, 2<sup>nd</sup> floor, 413.662.5276) are your resource for all non-academic tech-related questions and problems. These good folks will help you get your computer, telephone, email, etc. set up. For online support, go to [TechHelp.mcla.edu](http://TechHelp.mcla.edu).

## Textbooks

Once you know what texts you want to use, please contact [Houston Taylor](#) at the MCLA Bookstore.

## **Voicemail**

If you have an office phone, you will need to set up voicemail. The TechHelp page will walk you through the process: [http://techhelp.mcla.edu/index.php/Voicemail\\_Setup](http://techhelp.mcla.edu/index.php/Voicemail_Setup)

## **Wireless Access**

The best and easiest way to connect to [MCLA's wireless network](#) is to use [BlazerNet](#). When connecting to BlazerNet for the first time you should open a web browser which will then redirect you to a device registration portal. You will need your MCLA User ID and password to log in. Once logged in, you will have the option to register the device that you are connecting with. After the device is successfully registered, it will be able to connect to the network without any further action needed. BlazerNet also provides the ability to connect devices that do not have a web browser such as media players, gaming consoles, and smart TVs.

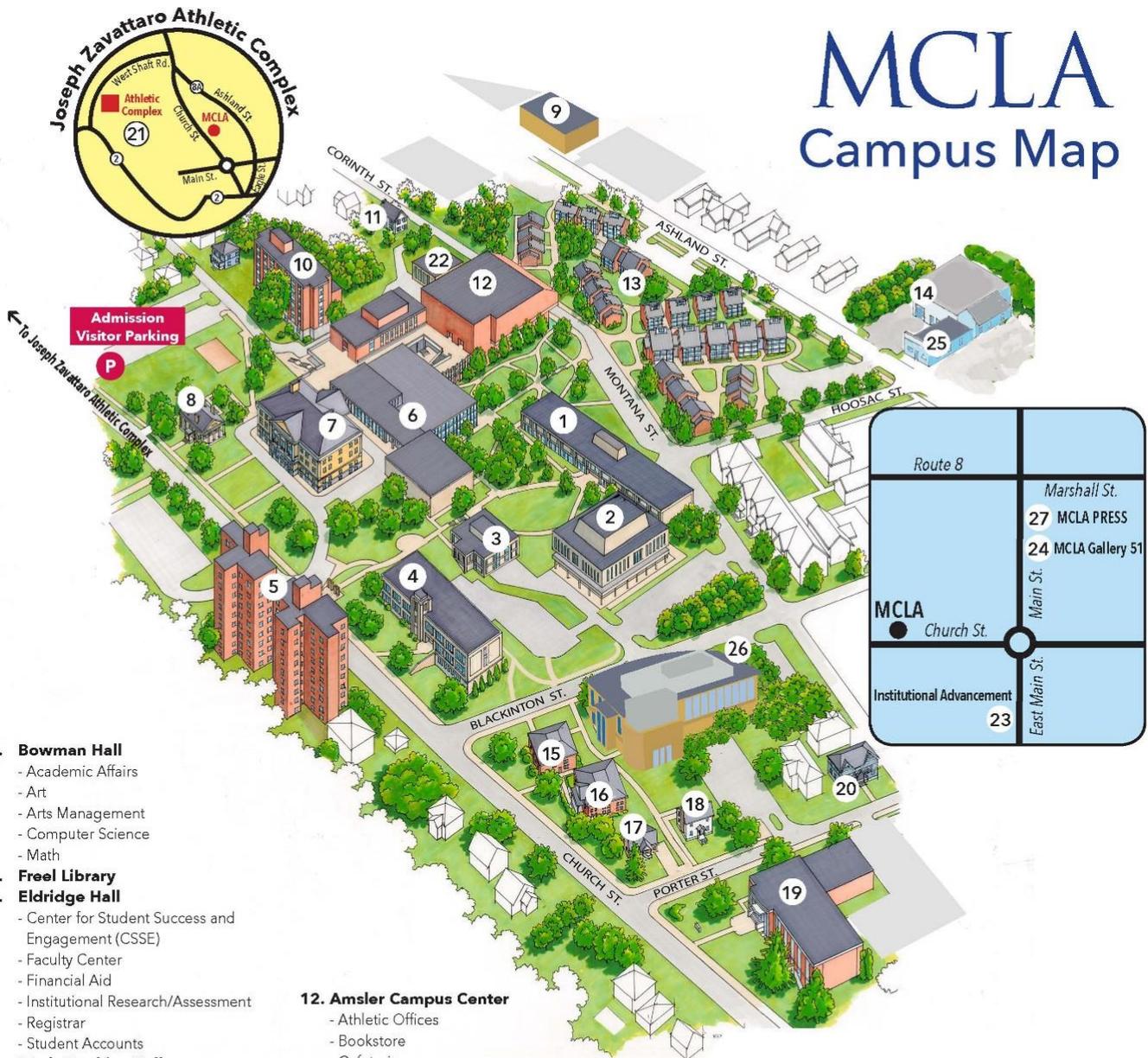
## Acronyms you may hear

A&F (Administration and Finance)  
AA (Academic Affairs)  
AT (Academic Technology)  
APR (Alternative Professional Responsibility)  
CBA (Course by Arrangement)  
CTL (Center for Teaching and Learning)  
CCOR (Campus Conversations on Race)  
COPLAC (Council of Public Liberal Arts Colleges)  
COP (Committee on Promotions)  
CSSE (Center for Success and Student Engagement)  
DEI (Diversity, Equity, and Inclusion)  
DGCE (Division of Graduate and Continuing Education)  
FSEM (First Year Seminar)  
FTE (Full Time Equivalent)  
FYE (First Year Experience)  
HY (Hybrid course)  
IACUC (Institutional Animal Care and Use Committee)  
IT (Information Technology)  
IRB (Institutional Review Board)  
LMS (Learning Management System)  
MSCA (Massachusetts State College Association)  
NEASC (New England Association of Schools and Colleges)  
QUAC (Quantitative Understanding Across the Curriculum)  
PEC (Peer Evaluation Committee)  
PTR (Post-Tenure Review)  
SIR II (Student Instructional Report)  
WAC (Writing Across the Curriculum)

## Building Abbreviations

B (Bowman Hall)  
CC (Campus Center)  
CH (Church Street Center)  
CSI (Feigenbaum Center for Science and Innovation)  
G49 (Design Space, 49 Main St.)  
G51 (Gallery 51, 51 Main St.)  
HIST CONF (Conference Room, History House, 72 Porter St.)  
MH (Mark Hopkins)  
M (Murdock Hall)  
PITT CONT (66 Allen St., Pittsfield)  
V (Venable)

# MCLA Campus Map



- 1. Bowman Hall**
  - Academic Affairs
  - Art
  - Arts Management
  - Computer Science
  - Math
- 2. Freil Library**
- 3. Eldridge Hall**
  - Center for Student Success and Engagement (CSSE)
  - Faculty Center
  - Financial Aid
  - Institutional Research/Assessment
  - Registrar
  - Student Accounts
- 4. Mark Hopkins Hall**
  - Education
  - English/Communications
  - Honors Center
  - Human Resources
  - TV Studio
- 5. Berkshire Towers**
  - Student Housing
- 6. Venable Hall**
  - Athletic Training
  - Venable Gym
  - Venable Theatre
- 7. Murdock Hall**
  - Academic Technology Center
  - Business Administration
  - Computer Support Services
  - Sociology/Anthropology/Social Work
- 8. Smith House**
  - Office of Admission
- 9. Facilities Management**
- 10. Hoosac Hall**
  - Student Housing
- 11. Administration & Finance**

- 12. Amsler Campus Center**
  - Athletic Offices
  - Bookstore
  - Cafeteria
  - Convenience Store
  - Fitness Center
  - Gymnasium
  - Radio Station
  - Student Affairs
  - Swimming Pool
- 13. Flagg Townhouse Apartment Complex**
  - Student Housing
  - Residential Programs & Services Office (RPS) - TH #89
- 14. Shipping and Receiving**
- 15. 87 Blackinton Street**
  - President's Office
- 16. Mountain One Student Wellness Center**
  - Health & Counseling Services
- 17. 100 Porter Street**
  - Interdisciplinary Studies/Modern Languages/Philosophy
- 18. 94 Porter Street**
  - Fine & Performing Arts
- 19. Church Street Center**
  - Eleanor Furst Roberts Auditorium
- 20. 72 Porter Street**
  - History/Political Science

- 21. Joseph Zavattaro Athletic Complex**
  - Ron Shewcraft Turf Field:
    - Men's & Women's Soccer, Women's Lacrosse
  - Baseball Field
  - Softball Field
  - Tennis Courts
- 22. Power Plant**
- 23. Institutional Advancement/Alumni Relations**
  - located at 228 East Main Street in North Adams
- 24. MCLA Gallery 51**
  - located at 51 Main Street in North Adams
- 25. Public Safety**
- 26. Feigenbaum Center for Science and Innovation**
  - Biology
  - Chemistry
  - Environmental Studies & Geography
  - Physics
  - Psychology
- 27. MCLA "PRESS" Gallery**
  - located at 49 Main Street in North Adams