

DATE

RETURN ADDRESS

INSTRUCTOR NAME:

Welcome to the Sociology Department at SUNY New Paltz. We are very excited that you will be teaching *Fieldwork in Human Services Agency III* for us during Spring 2003.

To help make your transition smoother, I have enclosed some information for you. If you would like to have the students read a packet of articles in addition to a textbook, there are two options. You can put them on electronic reservation at the Sojourner Truth Library. If you call the library they can give you more specific information regarding how to do this. The phone number of the library is 257-3719. The students prefer this method since they can download the articles for free. Unfortunately, there are many restrictions regarding the number of articles and/or chapters that can be copied from one source. The librarian can explain the restrictions to you. The other option is to have a packet made at SA Graphics on campus. They xerox the articles for the students and charge them a fee. The phone number at SA Graphics is 257-3027.

I have also enclosed a copy of the Spring 2003 Academic Calendar, the Sociology Department Schedule of Classes, and the Final Exam Schedule. All classes must have an activity scheduled during the final exam time. If you do not give a final in your class you can have students hand in their final papers, show a film, have a last discussion etc. during that period. However, it is mandatory that students be in the classroom during the scheduled final. Classes start on Tuesday, January 21st so your first class will be on Wednesday, January 22nd in Humanities 217.

If you would like to purchase a parking sticker, you can simply bring this letter to the basement of the Haggerty Administration Building (HAB) , Room 35, and get one there. You do not really need an I.D. card, but if you would like to use the library you can purchase an I.D. card in HAB as well.

During the semester you will get a memo from the Office of Institutional Research asking if you would like to complete the SEI's. This is the instrument we use for students to evaluate their professors. Although the SEI is optional, we prefer that all faculty in the Sociology Department (both part time and full time) provide students with the opportunity to evaluate them. If you have any questions about how to respond to the memo or how to administer the SEI's please come by and see me during the semester.

I have also enclosed a copy of the departmental policy regarding incompletes as well as our new policy about student health documentation, based on federal legislation that protects the privacy of protected health information (HIPAA).

If you have any questions feel free to call me at the office at XXXXXX or at my home at XXXX. You can also call the Department Secretary, Margaret Jensen at 257-3505 for any administrative help you need. She will copy course syllabi, exams, assignments etc. for you but she generally needs about a week lead time.

I look forward to meeting you.

Sincerely,

Anne R. Roschelle
Chair
Department of Sociology