20 Commonly Asked Questions by New Faculty at USF in the BSN Department

1. Is free parking available for faculty on campus?

No, parking here is tricky. You can purchase a day pass or you can park on the street. The majority of streets around campus, however, have a 2-hour limit and thus you need to move your car to another site every other hour. Pay close attention to time limits and street sweeping schedules.

If you arrive to campus early in the morning you may be fortunate enough to find parking on Golden Gate in front the Science building or in front of the Koret Recreation Gym, which is free all day long. However, these sites are often taken by 6 AM in the morning.

2. If I want to travel to USF by using public transportation, what are the options?

The closest available MUNI bus lines servicing USF are the 31 Balboa, the 21, and the 5 Fulton. The 43 BUS line will connect to the 31 Balboa and the 5 Fulton at Masonic Ave. The BART will also connect to the 5 Fulton downtown at Powell Ave. (I personally get off the 5 at Hyde – and take the Civic Station stop home – if you are headed east you will not get a seat on Bart at Powell much of the time but you will from Civic).

For travel to University of San Francisco options – use the trip planner at 511.org.
3. How often will I receive a paycheck?

You will be paid once a month and you may choose to have your check deposited in your checking account. Direct deposit can be arranged with the Human Resources Department.

This department is located:
Lone Mountain in room 339
Hours: 8:30-5:00 PM
Phone number is (415) 422-6707

More Importantly – When do I get my first check?
The faculty pay dates for Fall are Sept. 26, Oct. 25, Nov. 26, and Dec. 23.

4. What are the responsibilities of a clinical instructor? The clinical Instructor has the following responsibilities:

**Before the school year starts:**
- Contact the manager of the unit that you have been assigned to and make an appointment for a meeting. Some managers will want to meet face to face – others will not.
- Bring with you a photo list of students with name and contact information, learning objectives, a copy of the syllabus, skills stack, and your contact information. Have a good conversation on what your students can and can not do on the unit as well as the recommended process for prelab.
- Introduce yourself to the manager and the staff.
- Acquaint yourself with the unit, codes, policies, etc. Some faculty choose to mirror a staff member for a day – others prefer to tour the unit – this is up to you. Do what you need to do to be comfortable with student on the first day.
- You may need to attend computer training at the facility – Anna Abbot will let you know what your facility specific orientation responsibilities are.
Starting with New Faculty Orientation – Complete before student orientation day:
• Mandatory attendance at monthly BSN meetings.
• Arrange a day for student facility orientation. Your lead faculty and level will discuss what should be covered in orientation as well as instructions for the math test.
• Read the syllabus.
• Take the math test. (It is REALLY difficult to counsel students on the test if you have not taken it yourself first)

During the School Year
• Prior to the assigned clinical day, if you are working at the Sophomore 1 or 2 levels you must go to the hospital and make the assignments for each student. This is for the purpose of students to pre-lab in preparation for their clinical day. If you are working at the Junior 2 levels, you may also make out the assignments for your students or you may allow each student to select their own patients.
• Review nursing care plans of each student and make comments that will assist each student in improving their future care plans.
• Complete a midterm and a final evaluation on each student. Send the final student evaluations to the students advisory.
• Ensure students complete evaluations for the clinical rotation.
• Post final grades for each student on blackboard or canvas at the end of each semester.

5. What is the procedure for posting in student’s grades at the end of the semester?
Posting grades is the last thing that you need to do for the semester and then you are on break. At any time in the semester, if you have a student who may not pass, please let your lead faculty, the department chairs, and Dr. Lynch know the status of your student.

To fill in grades, please see the document “Grading Courses in USF Connect – located on the faculty portal and this orientation portal.
6. Where are the forms located for evaluation and feedback? (Meaning Unprofessional Behavior (UBA) and Academic Improvement Forms (AIF)).

They located on the Faculty Orientation Portal and in the syllabus.

(Samples are located on the faculty portal)

So how do I get there? – I knew you would ask.

A. Login to the USF Website

https://connect.usfca.edu/cp/home/displaylogin

B. Click on learning technologies
C. Click on Log In

D. Click on the Faculty Orientation Portal

E. Click on SONHP Operations
F. Click on Forms

G. Here they are!!!! Along with other useful forms.

After you have found what you want – spend some time on this site.

PLEASE NOTE – these screen shots are from Black Board and will look different when we migrate to Canvas.

7. Where do my completed clinical evaluations go?

   a. Your evaluation forms should be filed in the advisors mailbox on the second floor of Cowell.
   b. If you want to make copies for students, you can make copies and
then file evaluations in their mailboxes as well which are located in the filing cabinet, on the third floor of Cowell Hall by the elevator.

8. How do I locate the roster of students in my course?

   a. You may view your class roster and student photos by viewing your “Visual Class List” from the Faculty/Advisor Tab on your USF Connect account. In order to view your roster, you will need the following: Code: NURS, Course #, Section #
   b. So first, you need access to USF Connect – once your paperwork is complete and you get an email, you will have access to USF Connect.
   c. Login to the USF Website using your user name and password from IT. If you do not yet have a log in and your HR paperwork is complete, call ITS at 415-422-6668. They will help you get logged in.
   d. This time, click on the Faculty/Advisor tab.
e. Fill in the blanks for the Visual class list and then you will get the list.
9. How do I email all of my students?

Through Canvas:

a. Login to the USF Website

b. Click on learning technologies

c. Click on Canvas

BLACKBOARD ANNOUNCEMENTS

Reminders:

Instructors, please use the ITEM option in the Build Content menu icon to add documents to your course.

Firefox, IE and Safari are recommended browsers. Please review the compatibility browser information here.

Chrome is not 100% supported for Blackboard. There are known problems!

Visit the Blackboard wiki at http://blackboard8.wiki.usfca.edu/ for tips on using Blackboard.
d. Click on Inbox

e. In the To Box – click the icon on the right and your courses will appear – all you need to do is select the course and then compose a message – it can be typed or spoke – very cool. Then hit send and it will go to all of your students. You can also send to individuals through Canvas here as well.

10. When/where are the BSN Mandatory meetings held?

The meeting dates are scheduled for each term in advance. For fall of 2013 the dates are: (CO = Cowell hall)

BSN Fall Meetings

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<tr>
<td>Monday</td>
<td>October 28</td>
<td>1-4PM</td>
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<tr>
<td>Monday</td>
<td>November 25</td>
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BSN Fall Alternative Meetings

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<tr>
<td>Wednesday</td>
<td>November 27</td>
<td>11-12:30</td>
<td>CO 212</td>
</tr>
</tbody>
</table>
11. How do I access my USFConnect and E-mail account?
   a. Step One – you need to have all of your HR paperwork complete to get access.
   b. Step Two - You must call ITS at 415-422-6668. They will reset your information while you are on the phone with them.

   Interesting Note: If you are a prior student of USF, you have a faculty email and your student Dons email – All email sent through blackboard and canvas will be sent to your Dons email. You need to ensure you check both as well as your spam folder.

12. Who e-mails my students regarding their clinical site and orientation?

   Anna Abbott will provide basic hospital orientation information for each clinical group. The clinical instructor is responsible for going to the clinical site/unit and laying the foundation for the term. The clinical instruction then e-mails out the clinical group with specifics for the site/unit and provides updates as needed.

13. Do I have to complete health requirements in order to go to the site?

   Yes, all clinical faculty are expected to maintain up-to-date clinical records including TB tests, positive titers, physical, Flu vaccine, Tdap Vaccine, Drug Test (as needed), and CPR-BLS certification. Chris Raynor (crraynor@usfca.edu) will assist faculty with completing these requirements.

14. If I need a room on campus, who do I contact?

   a. If the room is related to your course, then you would contact Cece Malcahy (cmulcahy2@usfca.edu). If the room is needed for something unrelated to your course, then you would contact Francoise Etchenique (etchenique@usfca.edu).

15. Do I need an ID badge?

   There are two badges you will need – a USF Faculty ID badge and a Nursing ID badge. Both of these are available for pick-up in person in the One Card Office on Lone Mountain located on the first floor of the building. They will take your photo on site.
16. How long does it take to have a USF Username/E-mail?

Once all of your paperwork has been submitted to USF HR, it takes up to two weeks for you to appear in the system.

17. Who do I contact for questions regarding my pay and reimbursements?

Dorothy Stuebner (dcstuebner@usfca.edu) is the Financial Specialist for the SONHP. She will be able to assist you in answering questions pertaining to your pay and/or reimbursements (i.e., parking).

18. Where do I get a syllabus – do I need to write the syllabus? Your faculty lead will provide you with a syllabus for the clinical rotation. I typically create a one page introductory page with site specific information and send it to the students with the syllabus – You do not need to create the syllabus but you do need to send it to the students.

19. Who is my primary contact for information? You faculty lead is your primary contact. Leads for the fall semester are:
   - Sophomore 1 - Lead Anna Kwong - aykwong@usfca.edu
   - Sophomore 2 - Lead – Janice Mark - markj@usfca.edu
   - Junior 1 - Lead - Mary Lou DeNatale - denatalem@usfca.edu
   - Junior 2 - Lead Octavia Struve - oasruve@usfca.edu
   - Senior 1 - Peds - Lead Helen Nguyen - hnguyen@usfca.edu
   - Senior 1 - OB – Lead Amanda Burke-Aaronson acaarson@usfca.edu
   - Senior 2 - Capstone Lead Sally Higgins - higgins@usfca.edu

20. This question was left blank intentionally. If you have read to here, you are on a great start to success at USF. Please feel free to email or phone any questions you may have to either your lead faculty or the department chairs. Level specific questions go to the lead faculty. School specific questions can go to the department chairs.