

[20 Commonly Asked Questions by New Faculty at USF in the BSN Department](#)

1. Is free parking available for faculty on campus?

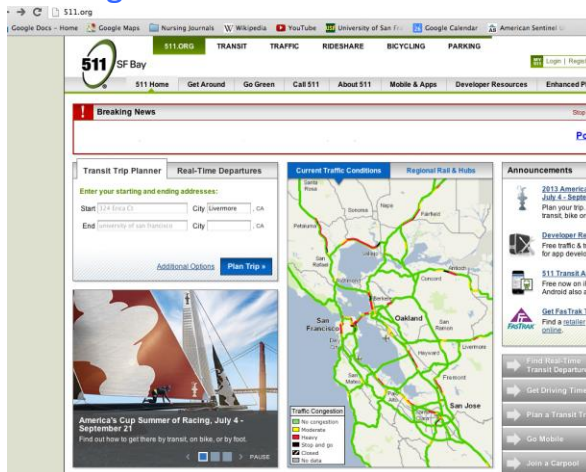
No, parking here is tricky. You can purchase a day pass or you can park on the street. The majority of streets around campus, however, have a 2-hour limit and thus you need to move your car to another site every other hour. Pay close attention to time limits and street sweeping schedules.

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](#).



The screenshot shows the 511.org website interface. At the top, there are navigation tabs for 511 ORG, TRANSIT, TRAFFIC, RIDESHARE, BICYCLING, and PARKING. Below the navigation is a 'Transit Trip Planner' section with input fields for 'Start' and 'End' addresses, and a 'Plan Trip' button. To the right of the planner is a 'Real-Time Departures' section. In the center, there is a 'Current Traffic Conditions' map of the San Francisco Bay Area, showing major roads and transit lines. To the right of the map is an 'Announcements' section with several news items, including '2013 America's July & August Plan your trip. To transit site or app', 'Download 511 Transit App Free traffic & bus for app developer', '511 Transit App Free now on iPhone Android also available', and 'Get FastTrak For FasTrak Find a retailer or online'. At the bottom of the page, there are several utility buttons: 'Find Real-Time Transit Departures', 'Get Driving Times', 'Plan a Transit Trip', 'Go Mobile', and 'Join a Carpool'.

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>

UNIVERSITY OF SAN FRANCISCO

SECURE LOGIN

User Name:

Password:

Go

[Password Refresh Information](#)
Change or reset your password

[Look-up username or USF ID](#)

[Terms and Conditions](#)

Use this page to login to the following resources

USFconnect portal providing access to:

- University announcements, campus news and USFcalendar event information
- DonsApps - Gmail, Google Calendar, Documents, and Sites
- Learning Technologies, incl. Blackboard, iTunes U, USFwiki
- Administrative services such as registration, grading, employment information, etc.
- USFsupport&answers self-service support portal and knowledgebase
- Many other online services

Direct access to DonsApps for Faculty and Staff

Notice: USFconnect goes down for routine maintenance every day from 12:00AM to 1:00AM.

For Alumni: Click [here](#) to request a USFconnect account.

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B. Click on learning technologies

UNIVERSITY OF SAN FRANCISCO

Welcome Lauren Turner
You are currently logged in.

My Account | Email | Spam | Calendar | Docs | Logout | Help

My Connection | USFcalendar | Learning Technologies | Student | My Career Plan | Faculty/Advisor | Employee | Get Involved | USFsupport&answers

July 24, 2013

Password Expiration
Your USFconnect password will expire in 5 days.

Announcements
Lower Campus Water Service Restored
Water Main Break, Main Drive at ATM - Lower Campus Water Interruption
Access Closures at UC 2nd Floor and Cardiac Hill
[More...](#)

USF News
Ty Segal's 'Twins' an NPR Favorite
07/24/2013
Ty Segal's 'Twins' is a rock star whose career is definitely on a roll. New York's Village Voice is comparing him to rock legend Neil Young. SF Weekly calls him a "savant," and his critically acclaimed album, "Twins," landed on NPR's list of top favorite albums of 2012.

Is San Francisco Disaster Ready?
07/24/2013
First responders and disaster preparedness experts will converge on the University of San Francisco on July 25 to discuss how they can share resources and apply crisis-level decision protocols in the event of a catastrophe.

USF Site Search

Email Access
To access your Spam Quarantine (similar to Junk Folder) or Email Archive, click here.

Access your USF Google Apps account [Now](#)

Quick Links

- Academic Affairs
- Bookstore
- Branch Campuses
- COGS
- Center for Institutional Planning and Effectiveness
- Centers & Institutes
- Contracts and Grants
- Events Management & Guest Services
- External Funding Database
- Facilities Management
- Human Resources
- Information Technology Services
- Institutional Assessment

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C. Click on Log In

UNIVERSITY OF SAN FRANCISCO

Welcome Lauren Turner
You are currently logged in.

My Account Content Layout

July 26

My Connection USCalendar Learning Technologies Student My Career Plan Faculty/Advisor Employee Get Involved USFsupport&answers

Learning Technologies

Blackboard learn+

Click on the button to login to your Blackboard courses

LOGIN

SERVICES INFORMATION

Instructure Canvas
Canvas Courses Login

LYNDA.COM
Lynda.com is a new service that provides online technical training to ALL USF faculty, staff, and students. Hone your technology skills by connecting to hundreds of popular software tutorials from your office or home via USFConnect with single-sign-on.

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://blackboard9.wiki.usfca.edu/> for tips on using Blackboard.

D. Click on the Faculty Orientation Portal

USF Blackboard

Home Courses

Add Module Personalize Page

Tools

- Calendar
- My Grades
- Send Email

My Announcements

No Institution Announcements have been posted in the last 7 days.

DNP Department portal

- RNP or PA position at VAPAHCS to be available October 2013
- DNP Practicum Opportunity with California Hospital Association
- STUDENT PORTAL School of Nursing & Health Professions
- Research - Student Input Requested - Gender differences with bullying in nursing education
- American Heart Association Basic Life Saving for Health Care Providers

more announcements...

My Calendar

No calendar events have been posted for the next 30 days.

more calendar events...

My Courses

Courses you are teaching:

- NURS-322-02-Spring 2013: Evidence-Based Inquiry and Informatics(Spring 2013)
- Clinical Lab V: Medical-Surgical Nursing: Care of Women and Child(Fall 2013) (unavailable)
- Evidence-Based Inquiry and Informatics(Fall 2013) (unavailable)

Courses in which you are enrolled:

- Applied Data Analysis(Spring 2013)
- Scholarly Communications(Spring 2013)
- DNP Department portal
- Announcements:
 - RNP or PA position at VAPAHCS to be available October 2013
 - DNP Practicum Opportunity with California Hospital Association
- FACULTY Orientation & Resources Portal (School of Nursing and Health Professions)
- Evidence-Based Practice in Healthcare(Summer 2013)
- Healthcare Informatics(Summer 2013)
- Practicum I: Micro-System(Summer 2013)

E. Click on SONHP Operations

FACULTY Orientation & Resources Portal (School of Nursing and Health Professions) Announcements

UNIVERSITY OF SAN FRANCISCO School of Nursing & Health Professions

CHANGE THE WORLD FROM HERE

Faculty Orientation & Resources Portal

INSTITUTION COURSE VIEW ALL

Announcements

PEC Announcement: Faculty Procedure for Course Evaluation Process

Posted on: Monday, May 6, 2013

Dear SONHP faculty,
This is a summary of the course evaluation process specifically related to faculty responsibility. The complete course evaluation process is posted in the Program Evaluation Committee folder on the Faculty Orientation & Resources Portal in the Committees & Reports section.

Meera (on behalf of SONHP PEC)

All SONHP faculty need to be aware of the following regarding the course evaluation process:

ertain courses are evaluated each semester. Depending on which program you are teaching in (BSN, MSN, MPH, DNP) your course that you may teach in a particular semester may or may not be evaluated by your students.

- There exists a prescribed schedule created by the department and/or department chair.
- You will be sent a link to give to your students if your course is being evaluated the semester you are teaching.

i. Do not panic if you do not receive a link; most likely it means that your course is not being evaluated this particular semester.

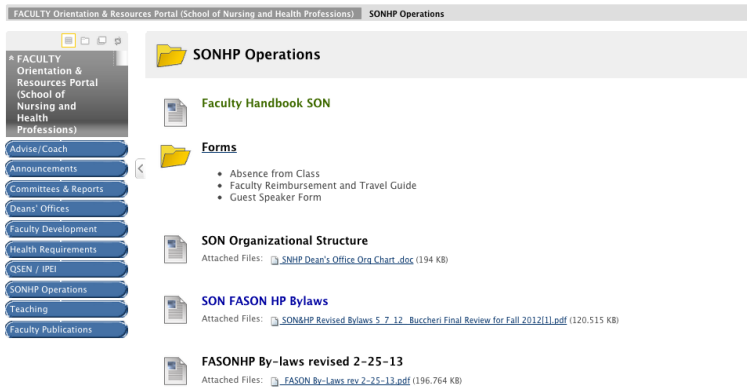
ou should receive a link to your course evaluation form from the department staff person for the program you are teaching in by Week 12 in a regular semester or Week 8 for summer

- Your responsibility is to get this link to your students and encourage them to complete it.

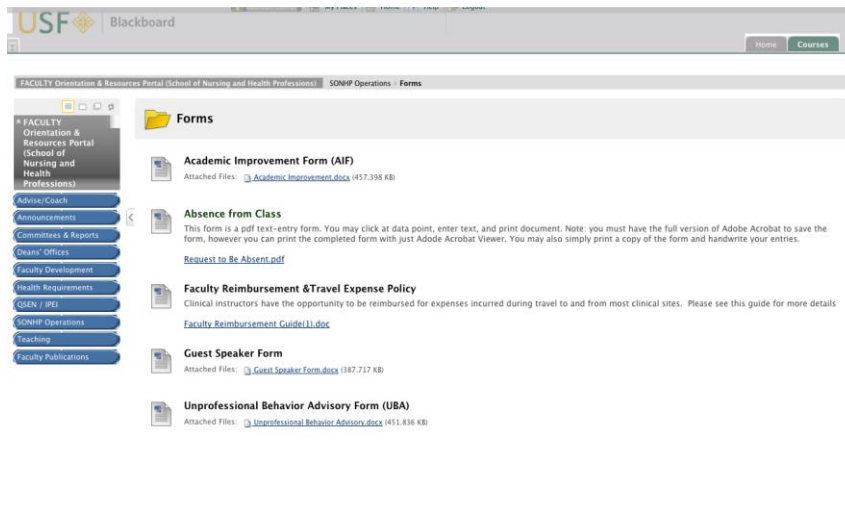
i. You may say it is their opportunity as change agents to proactively make changes to the course for future students.

Posted by:
Martianna Nosek
Posted to: FACULTY Orientation & Resources Portal (School of Nursing and Health Professions)

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](tel:415-422-6668). They will help you get logged in.
- d. This time, click on the Faculty/Advisor tab.

The screenshot shows the University of San Francisco website. At the top, the university logo and name are displayed. Below the header, a navigation bar includes links for My Account, Content Layout, Email, Spam, Calendar, Docs, and Logout. A secondary navigation bar contains tabs for My Connection, USFcalendar, Learning Technologies (which is highlighted), Student, My Career Plan, Faculty/Advisor, Employee, Get Involved, and USFsupport&answers. The date July 26 is shown in the top right corner.

The main content area is titled "Learning Technologies" and features a "Blackboard learn+" logo. A green "LOGIN" button is prominently displayed with the text "Click on the button to login to your Blackboard courses". Below this, there is a "SERVICES INFORMATION" section with links for "Instructure Canvas" and "LYNDA.COM".

To the right, a yellow box titled "BLACKBOARD ANNOUNCEMENTS" contains several reminders for instructors, including instructions on using the ITEM option in the Build Content menu, browser recommendations (Firefox, IE, Safari), and a note about Chrome's compatibility. It also provides a link to the Blackboard wiki at <http://blackboard9.wiki.usfca.edu/>.

e. Fill in the blanks for the Visual class list and then you will get the list.

My Account Content Layout | Welcome Lauren Turner You are currently logged in. | Email Spam Calendar Docs Logout

My Connection USFcalendar Learning Technologies Student My Career Plan Faculty / Advisor Employee Get Involved USFsupport&answers July 26

Faculty Resources

- Academic Calendar
- Blackboard
- Book Ordering
- CASA
- Concur
- CTE Faculty Lounge
- Directory of Faculty & Staff (searchable, online)
- Events Management & Guest Services
- Faculty Association
- Funding Database
- Human Resources
- Institutional Review Board for the Protection of

Faculty/Advisor Self Service

Banner Self Service

To view your teaching schedule and class lists, grade courses, view advisee degree evaluations, clear student advising holds and more click on the button.

[Click here](#)

[Class Schedule Search](#) | [Course Catalog](#)

Hours: 24 hours a day, 7 days a week including Sundays and Holidays!

double clicking is no longer an issue!!

Library Resources

- Library Databases
- Library Record Viewing
- Library Online Catalog

AdvisorTrac System

Advisortrac Early Alert Program

Faculty can submit mid semester progress reports for students who are achieving below C level. Once the report is submitted, an email is sent directly to the student with all your comments. If you have questions please contact 422-6373 or 422-6742.

Click [here](#) to launch Advisortrac Early Warning Program.

Advisortrac Academic Advising Program

Faculty academic advisors can log their advising notes after meeting with their advisees in this virtual file folder system.

Click [here](#) to launch Advisortrac Academic Advising Program.

If you have questions please contact 422-6373 or 422-6742.

Visual Class List

select semester:

enter subject code:
e.g. BIOL

enter course number:
e.g. 105

enter section number:
e.g. 01

show pictures? Yes No

picture size:

[Show Me](#)

OraSync

9. How do I email all of my students?

Through canvas.

a. Login to the USF Website

The screenshot shows the USFconnect login portal. On the left, there is a 'SECURE LOGIN' section with fields for 'User Name' and 'Password', a 'Go' button, and links for 'Password Refresh Information', 'Change or reset your password', and 'Look-up username or USF ID'. Below this is a 'Terms and Conditions' link. On the right, a section titled 'Use this page to login to the following resources' lists various services accessible through the portal, including announcements, DonsApps, Learning Technologies, and administrative services. A 'Notice' states that the portal goes down for maintenance every day from 12:00AM to 1:00AM. A link for alumni to request an account is also provided. The footer contains the copyright information: 'Copyright © SunGard Higher Education 1998 - 2009.'

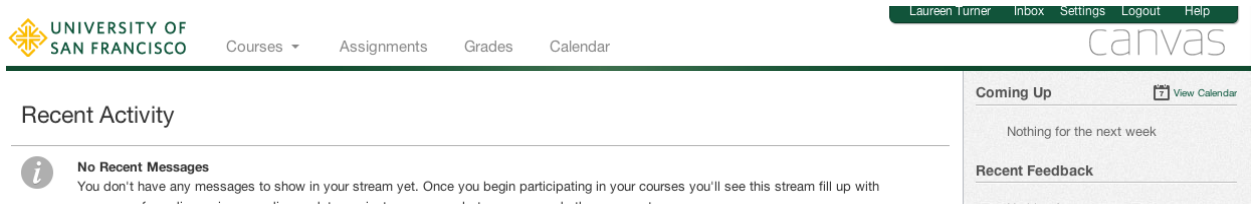
b. Click on learning technologies

The screenshot shows the main navigation bar of the USF website. The 'Learning Technologies' tab is highlighted. Below the navigation bar, there are several content blocks: 'Password Expiration' (warning that the USFconnect password will expire in 5 days), 'Announcements' (listing water service restoration and access closures), 'USF Site Search' (with a search input field), 'Quick Links' (a list of various university services), 'USFnews' (featuring articles about Ty Segal's album and disaster preparedness), and 'Email Access' (instructions for accessing spam quarantine and Google Apps accounts).

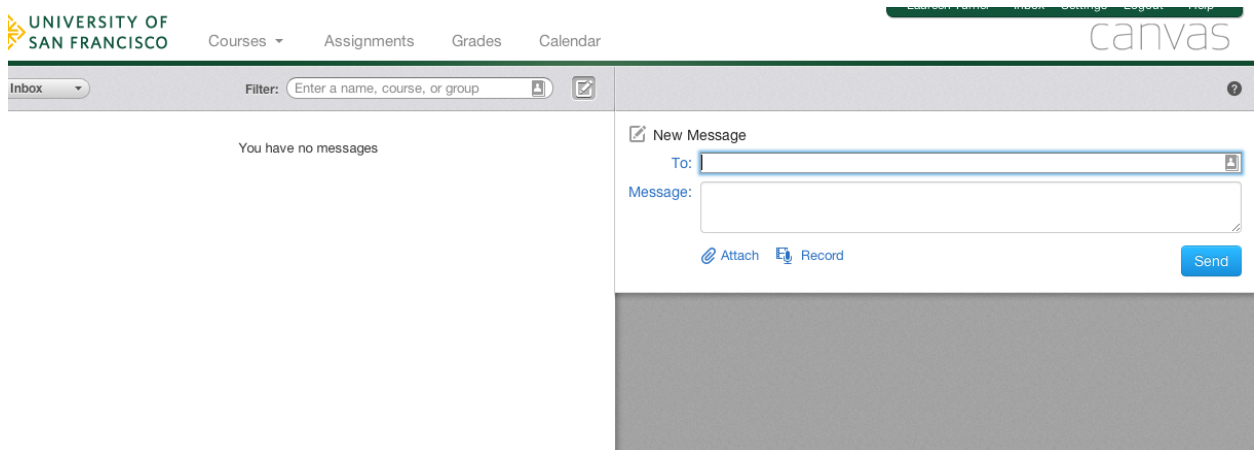
c. Click on Canvas

The screenshot shows the 'Learning Technologies' section of the USF website. A prominent 'Blackboard learn+' logo is displayed with a 'LOGIN' button and the instruction 'Click on the button to login to your Blackboard courses'. Below this, there is a 'SERVICES INFORMATION' section with links for 'Instructure Canvas' (Canvas Courses Login), 'LYNDA.COM' (online technical training), and 'DonsApps'. On the right side, a yellow box titled 'BLACKBOARD ANNOUNCEMENTS' contains 'Reminders' for instructors, including instructions on using the 'ITEM' option in the 'Build Content' menu, browser recommendations (Firefox, IE, Safari), and a note about Chrome's compatibility. It also provides a link to the Blackboard wiki at <http://blackboard9.wiki.usfca.edu/>.

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

Day	Date	Time	Location
Monday	August 26	1-4PM	TBA
Monday	September 23	1-4PM	TBA
Monday	October 28	1-4PM	TBA
Monday	November 25	1-4PM	TBA

BSN Fall Alternative Meetings

Day	Date	Time	Location
Wednesday	August 28	11-12:30	CO 212
Wednesday	September 25	11-12:30	CO 212
Wednesday	October 30	11-12:30	CO 212
Wednesday	November 27	11-12:30	CO 212

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](tel: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 instructor 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 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? Your 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 - oastruve@usfca.edu
- Senior 1 - Peds - Lead Helen Nguyen - hjnguyen@usfca.edu
- Senior 1 - OB – Lead Amanda Burke-Aaronson
acaaronson@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.