

# *TIDES*

## Instructor Handbook



*First Year Programs*  
*Newcomb-Tulane College*

**Tulane University**

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## INTRODUCTION

Welcome to the TIDES program. We look forward to working with you and aiding you in the implementation of your TIDES course. We hope to help in facilitating the main goal of our program: acclimating the first year students into the university and to the great city of New Orleans.

We hope that this handbook will answer any issues you may have regarding the planning of your TIDES course, expenses, timelines and other such items for your class.

The TIDES Office is here to support you in any way we are able to ensure your TIDES course fulfills your expectations and is an enriching and enjoyable experience for both you and your students. We are here to help you, so never hesitate to contact us if you have any questions or concerns. Good luck!

*Joi Raines*  
*TIDES Program Manager*

## WHERE TO BEGIN? GETTING STARTED

Your proposal has been accepted and your TIDES class is becoming a reality. Now what?

The TIDES Office will need:

- ❖ Syllabus for your TIDES class. **The syllabus must be submitted to the TIDES Office ONE WEEK before university classes begin.** Your syllabus should include your course objectives & outcomes for the course. The syllabus should be posted on your MyTulane Blackboard as well as sent electronically to the TIDES Office.

**Please DO NOT ask us to obtain this information off of your Blackboards!**

**Please take the time to ensure we receive an electronic copy.**

- ❖ In accordance with the SACS Accreditation requirements, for those classified as **anything other than Professor, Assistant Professor or Professor of Practice**, the TIDES Office will need a copy of your CV or resume, transcripts of your highest completed degree and/or copy of your diploma and, if required from your department in order to teach, a copy of your completed FAD form.
- ❖ Day and time for your course. **TIDES classes will meet for 1 hour and 15 minutes for 11 weeks.** (The fall semester classes have been extended by a week in order to include the Tulane Reading Project discussion session; spring semester courses will meet for 10 weeks). **The decision for your class time is yours to select.** The TIDES Office does not assign you a day and time since we do not know the rest of your teaching schedule or which days and times you prefer. It is always a good idea to submit at least 2 alternate days and times to your first choice.

When submitting your class time, it is also a good time to submit any requests you have for a specific classroom or type of classroom (i.e. technology room) or building or part of campus you wish to be on. The sooner we have this information, the better the chance we have of securing your requests.

Traditionally, TIDES classes have been held on Mondays-Thursdays and later in the afternoons (starting times range from 3:00pm to 7:00pm) but you are certainly not restricted to these times. We do not typically offer TIDES courses on Fridays, but please feel free to discuss this with us as we can sometimes make exceptions.

Since many TIDES course times do not meet the Provost's standard course time schedule, it can sometimes be difficult to schedule general pool classrooms. If you have access through your department to classrooms that are not scheduled through the general pool, we recommend using these whenever possible. If you plan to use a general pool classroom, we recommend trying to schedule your course within the standard course time schedule if at all possible. Please see Page 47 for details.

- ❖ This is also a good time to go to <http://tulane.edu/college/tides/course-descriptions.cfm> and make sure your class descriptions are up-to-date and accurate.

- ❖ After we have a complete listing of the TIDES classes, you will be assigned a main contact in the TIDES Office. This staff member will work with you to coordinate your TIDES class and to answer any questions that arise. However, if at any time your main contact is not available, please feel free to contact any member of the TIDES staff. We are all here to assist you.
- ❖ Once we have a listing of all the TIDES courses for the semester, the registrar's office will assign you a course number. There are 2 ways to obtain your course number.
  - At the Office of the University Registrar's page:  
<http://www.tulane.edu/~registra/index.shtml>  
 Select **Schedule of Classes**. Under the "Course Subject Area" drop-down list, scroll down until you find **TIDES – TU Interdisc Experience**. Highlight this link and hit the "Submit Search" button at the bottom of the page. The courses will be listed by course number and title. Simply look for yours.
  - At the Gibson Online webpage:  
<http://gibson.tulane.edu/tulane/jsp/login.html>  
 Type in your username and password to login (these are the same as for your Tulane Webmail account) and select the **Faculty** tab. Under "Faculty Services", select **Class List** for whichever semester and year it is. Look for your class in the CRN drop-down list and select "Submit". This list will also provide your enrollment counts and availability.
- ❖ Once you have your course number, your next step is to place your book order with Tulane University Bookstore. The deadline for book orders is **April 15!** Please make every effort to have your book order in before this date.

**The TIDES Office is unable to order your books for you. It must be done by the instructor of the course. You may do this through the following link: <http://tulane.bncollege.com>**

If you have any problems you can contact the bookstore at [textbook@tulane.edu](mailto:textbook@tulane.edu).

- ❖ **TIDES classes are given letter grades.** Please be sure to let your students know your grading scale for the class. Please note that traditionally, missing more than **2 classes** usually resulted in a non-passing grade, as attendance in a discussion-based seminar course is key. Keep this in mind when deciding what will constitute an "A" in your TIDES course.
- ❖ The budget for your TIDES course is **\$75 per enrolled student**.
- ❖ **Please be sure to check your Tulane Email on a regular basis!** The TIDES Office main communication method is email and we need you to check it regularly in order to stay on top of any new developments or information we need to convey to you. **If your TU Email is not one you check often, you may want to think about linking it with your main email account so that you do not miss any important information.**

On the following pages, you will find some information that we have found to be very useful in the planning of your TIDES course. You can use these pages as a quick reference for arranging your TIDES class. All the information is offered in more detail throughout the handbook.

# USEFUL INFORMATION FOR TIDES INSTRUCTORS

## STIPENDS:

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TIDES Instructor:	\$3000 per semester
TIDES Co-Instructor (2):	\$2000 per semester

TIDES Instructors are responsible for developing/maintaining the syllabus and any co-curricular activities.

TIDES staff will assist with planning and implementing any co-curricular activities.

Some TIDES instructors choose to co-teach in a particular section. This is a positive experience for instructors and students alike, allowing interdisciplinary treatment of topics. However if a section is being co-taught, each instructor will receive only 2/3<sup>rd</sup> of the stipend a solo instructor will receive for teaching.

Fall semester stipends should be paid in your October paycheck. Unless requested otherwise, the stipend will be dispersed as a one-time payment. If you prefer to have your stipend divided into 2 or more payments, please inform the TIDES staff within a Stipend Disbursement Form. Your stipend amount may also be transferred to a designated research account if you request this in writing and provide the account number. Spring semester stipends should be paid in your February paycheck.

## TIDES PROGRAMMING PLANNING ADVICE

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- ❖ **Overall budget for each TIDES class—*\$75 per enrolled student.*** Please remember that ALL programming & transportation cost come of this budget.
- ❖ Carefully plan your TIDES class schedule of events. The TIDES staff will aid in helping you avoid cross-programming with other large campus events such as Homecoming/Parent's Weekend, Greek Rush, Home sporting games, local events & festivals, etc.
- ❖ Field trips are often difficult to coordinate during the first couple weeks due to on-campus activities. Consider a dinner instead for this time period.
- ❖ Try not to plan events too close to the end or after the 11-week class time.
- ❖ Informal student-faculty interaction events (dinners, movie screenings, etc.) work well at any time during the semester.
- ❖ It matters a great deal to students that faculty participate in the TIDES events. If the instructor is not there, it lessens the importance to the class. **Please make every effort to attend field trips with your class!**
- ❖ Incorporate campus departments, research centers and special library collections into your programs as an engaging way to introduce students to these resources.
- ❖ If you wish to utilize a more expensive guest speaker, performer or field trip, explore co-sponsorship and cost-sharing collaborations with other TIDES classes, campus departments and student organizations.

## COURSE PLANNING ADVICE:

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- ❖ Please keep the assignment workload in line with a 1-credit hour course:
  - 3-page papers (2-3); 1 short article or around 20-page reading assignment per week; no exams.
  - Professors have also substituted a small group project or class presentation for a paper, which helps students practice other skills.
- ❖ If you assign group projects, try to keep the groups small (2-4 people). It is often difficult for new students to coordinate their schedules, so the less people involved, the easier it is for them to find times to work together.
- ❖ Take advantage of MyTulane Blackboard's threaded discussion feature to follow-up class discussions or provoke responses to reading assignments.
- ❖ Consider using occasional guest speakers (faculty, alumni or others in the community) as a way to reinforce interdisciplinary treatment of your topic. The TIDES program has been very successful in collaborating with local alumni and they have been very enthusiastic about participating in these courses.

### STANDARD HONORARIUM GUIDELINES:

- \$150 for one presentation/demonstration; \$225 if the same presentation is done twice.
- In the end, it is up to the instructor to determine the amount of the honorarium they will offer. Keep these figures in mind when planning your overall class budget.

## SACS ACCREDITATION REQUIREMENTS FOR TIDES

### *SACS REQUIREMENT #1:*

#### CV & Diploma Copy OR Transcript

- Required for **ALL TIDES** instructors who are classified as **STAFF** or **ADJUNCT**. This does not apply to Professors of Practice or post-doctoral fellows.
- Must submit **ORIGINAL** transcript of highest degree earned OR photocopy of diploma
- Must also submit CV
- If transcript/diploma copy is already on file elsewhere (i.e. a school Dean's Office), we need written confirmation from the office in question (email is fine) which will then be kept in our files.
- Even if CV is on file elsewhere, we will still need a copy in our office.
- All of this information **MUST** be submitted **BEFORE** we can begin to process payroll.

### *SACS REQUIREMENT #2:*

#### Syllabi With Learning Outcomes & Objectives Posted Online

- Syllabus with outcomes and objectives due: **One Week Before Classes Begin!**
- Final syllabus must be posted on MyTulane Blackboard no later than **THE FIRST DAY OF UNIVERSITY CLASSES!** Please feel free to post it sooner though!
- Having a syllabus with learning outcomes and objectives posted on MyTulane Blackboard as well as emailing a copy to the TIDES Office is as much a requirement for getting paid as teaching the class! Again, we **MUST** have a copy of the syllabus before we can begin processing payroll.
- If necessary, the TIDES staff can help instructors who are unfamiliar with MyTulane Blackboard to get syllabi posted.



## LEARNING OBJECTIVES & OUTCOME EXAMPLES

By design, TIDES courses are varied and unique. However, students should be exposed to one or more of these learning outcomes, listed below. You may use these sample learning outcomes as a base for developing specific learning objectives and outcomes for your TIDES syllabus.

The TIDES Program aims to:

- ❖ Introduce the students to the cultural and intellectual life on campus and in the city of New Orleans through academic and social interaction.
  - This outcome will be reached through:
    - Field trips
    - Guest lectures
    - Reflection papers & journals
    - Class discussions
  
- ❖ Expose freshmen to areas of study or majors.
  - This outcome will be reached through:
    - Guest lectures
    - Interaction with Tulane faculty & staff
    - Student panels
    - Discussions within the TIDES class
  
- ❖ Enhance student satisfaction and retention.
  - This outcome will be reached through:
    - Small-group interaction with faculty
    - Class discussions and social outings



## Public Service TIDES Initiative Request for Proposals

### OVERVIEW

The Center for Public Service (CPS) announces an incentive program to support faculty interested in incorporating a public service component into their Tulane Interdisciplinary Experience Seminars (TIDES) offerings. TIDES were designed to provide “quality interactions with faculty, active learning, intellectual challenges, social co-curricular activities and the opportunity to meet fellow students with similar interests” and it is the interdisciplinary nature of TIDES course topics that lends itself easily to service learning, fostering students’ civic engagement and promoting their involvement with the community.

Successful proposals will include a public service activity related to the academic objective of the course to further support the implementation of the first tier of Tulane’s public service graduation requirement. Because of the nature of the TIDES seminars, all reading and writing assignments as well as public service projects and co-curricular activities must be aligned accordingly to the number of course credit hours.

The facilitator of each 1-credit seminar will receive \$1,000 to develop his or her syllabus, and successfully teach the public service TIDES at least one time thereafter. Furthermore, each faculty member will receive \$500 in each term the same TIDES seminar is offered. The awarded amount will be deposited directly into the faculty’s research account or distributed through payroll by the end of the fall semester.

### EXAMPLE PUBLIC SERVICE TIDES

#### TIDE 1395-01 Catholic New Orleans

**James Huck.** New Orleans has a rich Catholic tradition that has its own unique flavor among the larger global Catholic community. The purpose of this course is to explore this rich tradition and to delve more deeply into the socio-cultural nuances of Catholic life in this city that was founded largely by Catholic missionaries and Catholic French/Spanish colonial empires. Students should know that the course is not a theology course, and the purpose is neither to proselytize nor to evangelize. It is really a course about the history, society, and culture of New Orleans as viewed through its Catholic foundations, such as they are.

The course will also be a mandatory Service-Learning course with a community partnership collaboration with the Good Shepherd School, founded by the Jesuits and whose mission is “to help low-income, urban youth in order to realize their fullest potential as productive members of society by providing them with an extended-day, year-round, quality education, integrated with personal, moral and spiritual development, and continued guidance during the students’ further education.”

(<http://www.thegoodshepherdschool.org>)

## PROPOSAL REQUIREMENTS

- Submission of the TIDES seminar proposal and syllabus
- Approval of the Newcomb-Tulane College Core Curriculum Committee
- Description of a public service activity designed to support the course objective
- Mandatory public service activity for all participating students
- Proposals must include these elements:
  - Course Designation Proposal Form (available at <http://cps.tulane.edu/faculty.cfm>)
  - Advanced draft of the syllabus, indicating the public service activity for students
  - Participation in an initial meeting with the CPS Assistant Director for Campus-Community Partnership, to discuss and select a partnering agency, prior to the submission of the proposal
- Students' participation in the public service activity **must be mandatory** (20 hours)
- Preference will be given to those proposals that include the following:
  - expressed student learning objectives that will be met through public service activities
  - potential for reciprocal and sustained partnership within the community
  - potential for sustained public service offerings on a semester and/or yearly basis

Faculty members from academic units that do not currently have public service offerings are especially encouraged to apply.

The Center for Public Service strongly encourages interested faculty members to participate in the Center's programming as well as to take advantage of a large resource collection available on-site.

## INFORMATION AND PROPOSAL SUBMISSION

For more information, please contact Dr. Agnieszka Nance, Assistant Director at the Center for Public Service, at (504) 862-3348. Completed proposals should be sent by e-mail to [fts@tulane.edu](mailto:fts@tulane.edu).

## CENTER FOR PUBLIC SERVICE/SERVICE LEARNING TIDES

If your TIDES course is one that offers a service learning component, there are a few additional pieces of information you are probably wondering about.

- ❖ How is my stipend payment handled?

Both payments will be handled through the TIDES Office. You will receive your usual TIDES payment in October. The additional \$500 or \$1000 will be processed by the end of the fall semester but will not be included in your initial October payment as the funds for the payment come from various public service grants, not out of the TIDES budget.

- ❖ How much is my Service Learning budget? What can I spend it on? Do I still have my TIDES budget?

The budget for the Service Learning portion of your TIDES class is **\$250**. This money is **only** for expenses incurred during your Service Learning, i.e. supplies for activities, lunch while on site, etc.

<http://tulane.edu/cps/faculty/internal-grants.cfm>

All receipts must be turned into the CPS no later than DECEMBER 1 to receive reimbursement for these costs. DO NOT TURN THESE RECEIPTS INTO THE TIDES OFFICE AS WE DO NOT HANDLE THE REIMBURSEMENTS FOR THESE EXPENSES!

<https://docs.google.com/spreadsheets/viewform?formkey=dFpLRWZ4dG8yaGRiS3BhM2t1LTZvdmC6MQ&lfq>

Your TIDES budget is still \$75 per student.

- ❖ How do I arrange transportation? Which budget does the expense come from?

Transportation to your service learning projects is handled by the students. **Each student must individually request transportation to the project site.** This request must be placed **at least 3 working days in advance.** The system will not accept requests later than this time frame.

There is no cost for transportation to the service learning projects. This is a service provided by the Center for Public Service.

To request transportation, your student should visit this link and follow the instructions accordingly:

<http://tulane.edu/studentaffairs/tom/transportation/cps.cfm>

**TIDES DOES NOT coordinate transportation for service learning projects!** If alternate transportation is handled through TIDES, the payment will come out of your TIDES budget for the class.

- ❖ How many credits will the students receive for a SL TIDES course?

With the exception of the Business TIDES classes (TIDB 1010, 1020 and 1110), all TIDES classes are 1-credit classes. While students who take a TIDES class with a service learning component **will not** receive an extra credit, they will complete their first mandatory public service graduation requirement (20 Hours).

*For any additional CPS/SL questions, please contact Agnieszka Nance at [anance@tulane.edu](mailto:anance@tulane.edu).*

# SAMPLE TIDES SYLLABUS

*Below is a sample syllabus for your reference.*

## Leadership, Politics, Power & Change TIDES:

### A Semester Investigation

*TIDE 1010-01 & 04*

James M. MacLaren  
Professor of Physics & Dean, Newcomb-Tulane College  
Robert C. Cudd Hall  
[maclaren@tulane.edu](mailto:maclaren@tulane.edu)

#### **I. Course Description**

This one-credit course focuses on developing knowledge of major theories of leadership, on fostering the leadership capabilities of students, and on engaging students to become active members of the intellectual, political, and social community at Tulane University. The course includes a service learning project and students must co-register for the corresponding service learning section.

#### **II. Course goals and objectives**

##### **A. Leadership as a Field of Inquiry**

- **Goal:** Reflect on the purpose and nature of leadership, including an understanding of the interplay of race, gender, class, politics, and nation in the functioning and perception of leadership
- **Outcome:** Examine a variety of influential definitions of leadership; consider their assumptions concerning the ways that individuals and groups function.
- **Assessment:** in-class case study discussions and written papers

##### **B. Leadership, Ethics, and Civil Society**

- **Goal:** Expand consciousness of the ethical issues raised in and through leadership
- **Outcome:** Analyze uses and abuses of power in real and fictional case studies.
- **Assessment:** in-class case study discussions and written papers

##### **C. Leadership within Community**

- **Goal:** Become an active member of the Tulane University community
- **Outcome:** Learn about civic engagement through service learning component of the class.
- **Assessment:** personal reflections of service project

### III. Requirements and Policies

#### A. Attendance

Attendance at every class is mandatory. If serious reasons keep you from fulfilling your obligations, you remain responsible for all work assigned and information communicated in class, and in the case of group presentations, you are responsible for making arrangements to minimize the disruption caused to other people. Students are also encouraged to attend certain out-of-class programs.

#### B. Informed Participation and Oral Presentations

Participation is a component of this course. Students must regularly show good knowledge of the sources assigned for class, thoughtful reflection on their meaning, and interest in the contributions of others. Students who are shy or feel uncomfortable speaking in front of groups should consult with the professor, who will develop strategies with them for success.

#### C. Assignments for Class

##### 1. Reading and Practical Assignments

The readings for class will be provided online via the blackboard site (<http://blackboard.tulane.edu>). I may also assign other readings and find additional information on particular topics of interest.

##### 2. Written Work

- 2 short written assignments (3-4 pages) (1 paper and 1 personal leadership plan)

#### D. Service Learning

The service learning component of the course will introduce students, through working with a community partner, to practical aspects of leadership, and allow students to better understand the concepts and examples of leadership presented in the in class discussions. The partner chosen for the class will to work with is Café Hope. The needs of this organization fit well with our class objectives of enhancing leadership knowledge through experiential learning. The proposed service project will assist with the planning and coordinating of an external fundraising event for this charitable organization. The organization feels that this would be a good fit too. Students' role will be to assist the partner in support of all aspects of the project from planning, organizing, team building, leading the project through to completion. We will work in teams addressing:

- Development/sponsorship
  - Work with sponsor lists provided both those provided by the partner and identifying additional sponsors and manage all aspects of sponsorship of the event from communication to stewardship
- Web
  - Develop a web site and PowerPoint presentation for Café Hope
- Marketing
  - Work with partner on promoting the event through emails, flier, print ads, budgeting, etc.
- History
  - Review archival material onsite and create a written narrative for the event about the history of Hope Haven Center.

## **Site Visits/Events**

- Aug 29th, leave TU at 10 am. Meet community partners, learn about projects, hear presentation about leadership in a non-profit organization
- Oct 10th, leave TU at 10 am. Update and last minute review ahead of event
- Oct 24th. Leave Tulane at 9am. The event! 10-6pm on site.
- Nov 13th. On campus reflection and reception at the Freeman Auditorium, reception in Woodward Way.

## **E. Respect for the Tulane University Honor Code**

All work should be your own unless you are specifically authorized to collaborate. Students are invited to obtain help at the Writing Workshop. Students must provide full references in MLA or ASA style for paraphrased materials as well as direct quotations. Plagiarism of web sites, other students' papers, people, or library materials is an honor offence. I will bring suspected violators before the Honor Board.

## **IV. Methods of Evaluation (Grading)**

Please notify instructors immediately about any documented learning or physical disability so that we may accommodate your needs. Students must complete all required written work and participate actively in class discussions and field trips. This is a 1 credit letter graded course.

## **V. Schedule of Classes, Topics, and Assignments**

The following schedule is tentative. Assignment and discussion dates are subject to change. Students are responsible for keeping abreast of adjustments announced in class and posted to the TIDE Blackboard site. Full citations are in the bibliography at the end of this document. Individual instructors may adjust assignments and scheduling in their own sections. Students should check their own class Blackboard site for adjustments.

Fall Semester 2009

**Class 1 Welcome, Introduction, and Overview to the Course (8/24; 8/25)**

**Class 2: Discussion of The First Year Reading Project book (8/31; 9/1)**

**Class 3: Teamwork and Teambuilding (9/7; 9/8)**

- Cascade's simulation

**Class 4: Basic Concepts in Leadership (9/14; 9/15)**

- Read "What makes a leader", by Daniel Goldman (blackboard)
- try online assessment @ [http://www.leadershipcharacter.com/eq\\_quiz2.htm](http://www.leadershipcharacter.com/eq_quiz2.htm)

**Class 5: Leadership Frames: I (structural frame, political frame) (9/21; 9/22)**

- **READ:** excerpts from "Reframing Organizations", Bolman and Deal (blackboard)
- **class discussion :** The Mascot Debate (blackboard)

**Class 5: University Leadership (9/29)**

- Scott Cowen, Freeman Auditorium

**Class 6: Leadership Frames: II (human resource & symbolic frames) (10/5; 10/6)**

- **READ:** excerpts from "Reframing Organizations", Bolman and Deal (blackboard)
- **class discussion :** The Mascot Debate (blackboard)
- **assignment:** Choose a current leadership issue and be prepared to analyze in terms of the four frames. This will be the subject of your 1st paper.

**Class 7: Teambuilding in action (Laser Tag field trip) (10/12, 10/13)**

- panel discussion with student leaders
- 1st paper due

**Class 8: Political Leadership I (10/12, 10/13)**

- **Read:** "Mandela His 8 Lessons of Leadership" (blackboard)

**Class 9: Contemporary problems for future leaders (10/19, 10/20)**

- Climate change, health care, education - readings TBD

**Class 10: Local leadership (student leaders, or how to get involved on campus) (10/26, 10/27)**

**Class 11: Wrap up (11/2, 11/3)**

- class dinner at the MacLaren's
- service reflection paper due (2nd written assignment)
- Hornets game sports leadership presentation 11/4



## GRADING PARAMETERS FOR TIDES

### Grade Scale

Tulane University uses a plus-minus letter grading system allowing faculty flexibility in their assignment of final grades. There are no official numerical equivalents for these letter grades. The following grades may be assigned: A,

A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

Below is an example of the grading scale used by the More Than Just Business TIDES class:

<i>Grade</i>	<i>A</i>	<i>A-</i>	<i>B+</i>	<i>B</i>	<i>B-</i>	<i>C+</i>	<i>C</i>	<i>C-</i>	<i>D+</i>	<i>D</i>	<i>D-</i>	<i>F</i>
<i>Points</i>	<del>100</del>	<del>92</del>	<del>89</del>	<del>87</del>	<del>82</del>	<del>79</del>	<del>77</del>	<del>72</del>	<del>69</del>	<del>67</del>	<del>62</del>	<del>59</del>
	93	90	88	83	80	78	73	70	68	63	60	or less

## TULANE READING PROJECT & TIDES

The Tulane Reading Project has created a shared intellectual experience for each entering first-year class through the reading and discussion of a common book. Throughout the years, we have incorporated the chosen book with events scheduled throughout the fall semester to continue the campus-wide dialogue initiated during Welcome Weekend in August.

Beginning in the fall of 2009, Welcome Weekend was reduced from 4 days to 2 days. This decision was made to allow for a mid-fall break, and thus classes now begin on Monday rather than Wednesday as in past years. For the Tulane Reading Project, this means that we lost the time usually designated for our keynote address speaker and our individual discussion groups. While reading the surveys from 2008's project, we noticed a common theme. Students valued and wanted to have a discussion of the book, but felt that the discussion groups were disconnected to their overall academic experience. They recommended for these discussions to take place in their TIDES class with a professor and other students that they got to know over the course of the fall. We agree with the student's assessment that the Reading Project will be more meaningful if it is folded into their curriculum.

**Thus, from the fall of 2009 forward, TIDES classes will be offered for 11 WEEKS, with one class period set aside for discussions of the Reading Project book. It is our hope that this discussion will occur during the second week's class. TIDES classes will start during the first week of classes rather than the second as was the case in the past.**

For those faculty who have not led a discussion group on the Reading Project Book before, these are some guidelines:

- ❖ We do not expect you to give a lecture on the subject of the Reading Project selection. Rather, we expect that you will aid in facilitating a discussion on the book and allow the students to really put forth their thoughts and ideas.
- ❖ We will be providing you with a list of questions to assist you in directing the book discussions. Of course, you are encouraged to formulate your own questions, and to allow the discussion to take its own course.
- ❖ We ask that you will use this class and future meetings to encourage the students to come to the various Reading Project events throughout the fall semester. We also would like to request that instructors avoid planning class events that conflict with Reading Project events, in order to promote higher attendance at these special opportunities.
- ❖ Though the TIDES classes will now run for 11 weeks, they will start during the first week of classes and still end earlier than the students' other classes. They should conclude by the week before Thanksgiving.

We anticipate that by incorporating the Tulane Reading Project into the TIDES courses, we will begin to see new avenues of discussion and original programming ideas, so that the Reading Project may become an experience for the entire first year rather than a sprinkling of events through the first two months of the semester.

Please keep in mind: **We are not asking you to teach the book or to incorporate the book's subject matter into your class's subject or your course curriculum.** All we are asking is for you to lead a discussion on the reading project book and encourage the students to engage in the conversation. It does not have to be a part of the rest of the class.

For information on events related to the Reading Project, as well as various resources to assist with your class discussions, please visit the Tulane Reading Project website at <http://tulane.edu/reading/index.cfm> for more information.

# REGISTRATION, ENROLLMENT & MYTULANE

## TIDES Registration and Enrollment

- Each incoming student must register for a TIDES course in the fall semester. Due to space limitations, students cannot register for more than one TIDES course in the fall.
- Some students may not be able to take a TIDES class in the fall if they have extenuating circumstances. Upon approval by their advisors and the TIDES Office, students may register for a TIDES course in the spring. However, their selection of courses will be limited.
- To monitor enrollment for your course, use the instructions and either of links offered on Page 5:
  - <http://gibson.tulane.edu/tulane/jsp/login.html>
  - <http://classschedule.tulane.edu/flex/ClassSchedule.html>
- The guideline for TIDES enrollment is that **a TIDES class must have a minimum of 6 students registered the week before university classes begin or we will have to cancel the course.** The TIDES Office will contact you at that time by phone and/or email regarding the status of your course.

## TIDES Grading Issues

- TIDES will be given a letter grade for the course. You will be sent via email from the Registrar's Office directions for filing your mid-term grades in October; they are due by October 15. Final grade information will be sent in November.

## MyTulane Blackboard

- TIDES take advantage of MyTulane's Blackboard System. MyTulane is a web based course management system, providing an easy way to distribute course materials such as word processing files, audio and video files, presentation files and spreadsheets. MyTulane also provides many ways for faculty and students to communicate. Instructors and students can access MyTulane sites anytime, anywhere and from any web browser. The Innovative Learning Center offers instructions on MyTulane use, including an online tutorial and help files. Instructors should direct any Blackboard-related questions to [courses@tulane.edu](mailto:courses@tulane.edu).
- Once your TIDES course is assigned a number, you will automatically have a MyTulane Blackboard set up for the course. We encourage you to begin posting course material as soon as possible since students will have access to MyTulane as soon as they register. Post dates of mandatory field trips and other commitments outside of regular class time so that students can adjust schedules or drop/add courses accordingly.
- This would also be a great time to make sure your Blackboard is activated so the students will be able to view your syllabus and communicate with you and their classmates. To activate your Blackboard:

*To make a course available to students, expand the **Customization** header at the bottom of the left column within your course. From there click on **Properties**. On the page that loads you will be able to set your course to available, then make sure to click submit to save the change.*

- TIDES staff will have "Instructor" status on your MyTulane Blackboard so that we can aid in adding announcements, posting field trip/special event attendance records and emailing reminders to your students.
- To get current roster for your class, go to "Control Panel"; follow links to "User Management", then "List/Modify Users". MyTulane Blackboard is synchronized with the Registrar data on a nightly basis.

## CLASS BUDGET

The budget for your TIDES course is **\$75 per enrolled student**. This means if you have the average 15 students in your class, your budget for the semester will be \$1125.

✿ 6 Students:	\$450 Budget
✿ 7 Students:	\$525 Budget
✿ 8 Students:	\$600 Budget
✿ 9 Students:	\$675 Budget
✿ 10 Students:	\$750 Budget
✿ 11 Students:	\$825 Budget
✿ 12 Students:	\$900 Budget
✿ 13 Students:	\$975 Budget
✿ 14 Students:	\$1050 Budget
✿ 15 Students:	\$1125 Budget
✿ 16 Students:	\$1200 Budget
✿ 17 Students:	\$1275 Budget
✿ 18 Students:	\$1350 Budget

### ALL PROGRAMMING COSTS COME OF THIS BUDGET!

Any field trip expenses, transportation, meals (in-class or restaurant), admission fees, and honoraria will come out of this budget. This includes anything that you pay for on your own and plan to have reimbursed. At the beginning of the semester you will receive an email with a blank budget chart. This will aid you in tracking your expenses throughout the semester and see when you are close to the end of it.

**Please remember, if you exceed your budget, you will be expected to cover the overage!**

Below are some examples of several ways you can use your budget for the semester. New Orleans is a wonderful city full of cultural experiences, many of them for little to no costs so get creative. Explore!

### *TIDE Fall 2014 Budget*

### *SAMPLE BUDGET #1*

<b>TOTAL CLASS BUDGET</b>	<i># of Students</i>	<i>Amount Per Student</i>	<i>Total Budget</i>	
	<u>DATE</u>	<u>COST PER PERSON</u>	<u># OF PEOPLE</u>	<u>TOTAL</u>
	15	\$75	\$1,125.00	
<u>*EVENT OR ITEM</u>				
Roman Pizza	8/27/2014	\$75.00	1	\$75.00
Rock N' Bowl	9/12/2014	\$10.00	15	\$150.00
Transportation to Rock N' Bowl	9/12/2014	\$130.00	1	\$130.00
Reginelli's Pizza	9/17/2014	\$85.00	1	\$85.00
Audubon Aquarium	10/5/2014	\$13.50	15	\$202.50
Transportation to Aquarium	10/5/2014	\$110.00	1	\$110.00
Papa John's	10/15/2014	\$65.00	1	\$65.00
Kupcake Factory	10/29/2014	\$2.00	15	\$30.00
Camilla Grill	11/5/2014	\$15.00	16	\$240.00
Streetcar Tokens	11/5/2014	\$2.50	15	\$37.50
			<b>Total Expenses</b>	<b>\$1,125</b>
			<b>Class Budget</b>	<b>\$1,125</b>
			<b>Remaining Funds</b>	<b>\$0</b>

***TIDE Fall 2014 Budget***

***SAMPLE BUDGET #2***

**TOTAL CLASS BUDGET**      # of Students      Amount Per Student      Total Budget  
 15      \$75      \$1,125.00

<u>*EVENT OR ITEM</u>	<u>DATE</u>	<u>COST PER PERSON</u>	<u># OF PEOPLE</u>	<u>TOTAL</u>
Roman Pizza	8/27/2014	\$75.00	1	\$75.00
Reginelli's Pizza	9/3/2014	\$85.00	1	\$85.00
Papa John's	9/10/2014	\$65.00	1	\$65.00
Whole Foods Catering	9/17/2014	\$125.00	1	\$125.00
Roman Pizza	10/1/2014	\$75.00	1	\$75.00
5 Happiness	10/15/2014	\$175.00	1	\$175.00
Papa John's	10/8/2014	\$65.00	1	\$65.00
Crabby Jack's	10/29/2014	\$100.00	1	\$100.00
Roman Pizza	10/22/2014	\$75.00	1	\$75.00
Papa John's	10/29/2014	\$65.00	1	\$65.00
VooDoo BBQ	11/5/2014	\$220.00	1	\$220.00

Average Pizza Order: 5 Pizzas & 3 2-Liters

Total Expenses      \$1,125.00  
 Class Budget      \$1,125.00  
 Remaining Funds      \$0.00

***TIDE Fall 2014 Budget***

***SAMPLE BUDGET #3***

**TOTAL CLASS BUDGET**      # of Students      Amount Per Student      Total Budget  
 15      \$75      \$1,125.00

<u>*EVENT OR ITEM</u>	<u>DATE</u>	<u>COST PER PERSON</u>	<u># OF PEOPLE</u>	<u>TOTAL</u>
Audubon Zoo	9/7/2014	\$10.50	15	\$157.50
Walk to Zoo	9/7/2014	\$0.00	15	\$0.00
Roman Pizza	9/17/2014	\$75.00	1	\$75.00
Adventure Quest Laser Tag	10/8/2014	\$14.50	15	\$217.50
Transportation to Laser Tag	10/8/2014	\$150.00	1	\$150.00
Crabby Jack's	10/22/2014	\$100.00	1	\$100.00
Old New Orleans Rum Distillery	10/22/2014	\$0.00	15	\$0.00
Transportation to Rum Distillery	10/22/2014	\$110.00	1	\$110.00
Whole Foods Catering	10/29/2014	\$135.00	1	\$135.00
Movie @ The Prytania Theater	11/5/2014	\$9.50	15	\$142.50
Streetcar Tokens	11/5/2013	\$2.50	15	\$37.50

Total Expenses      \$1,125.00  
 Class Budget      \$1,125.00  
 Remaining Funds      \$0.00

**TIDE Fall 2014 Budget**

**SAMPLE BUDGET #4**

**TOTAL CLASS BUDGET**                      # of Students              Amount Per Student              Total Budget  
 15    \$75    \$1,125.00

<u>*EVENT OR ITEM</u>	<u>DATE</u>	<u>COST PER PERSON</u>	<u># OF PEOPLE</u>	<u>TOTAL</u>
Roman Pizza	9/3/2014	\$75.00	1	\$75.00
Kupcake Factory	10/15/2014	\$2.00	16	\$32.00
Commander's Palace	11/5/2014	\$55.00	16	\$880.00
Commander's Palace	11/5/2014	\$130.00	1	\$130.00

Total Expenses              \$1,117.00  
 Class Budget              \$1,125.00  
 Remaining Funds              \$8.00

**TIDE Fall 2014 Budget**

**SAMPLE BUDGET #5**

**TOTAL CLASS BUDGET**                      # of Students              Amount Per Student              Total Budget  
 15    \$75    \$1,125.00

<u>*EVENT OR ITEM</u>	<u>DATE</u>	<u>COST PER PERSON</u>	<u># OF PEOPLE</u>	<u>TOTAL</u>
Papa John's	9/3/2014	\$65.00	1	\$65.00
Papa John's	9/24/2014	\$65.00	1	\$65.00
Mardi Gras World Tour	10/12/2014	\$10.00	16	\$160.00
Transportation to MGW	10/12/2014	\$110.00	1	\$110.00
Papa John's	10/21/2014	\$65.00	1	\$65.00
*Pelican's Basketball Game	11/1/2014	\$26.00	16	\$416.00
Transportation to Pelican's Game	11/1/2014	\$150.00	1	\$150.00
Whole Foods	11/5/2014	\$94.00	1	\$94.00

\*Pelican's Game: 15 students + Professor  
 -\$16 tickets & \$10 meal vouchers

Total Expenses              \$1,125.00  
 Class Budget              \$1,125.00  
 Remaining Funds              \$0.00

**TIDE Fall 2014 Budget**

**SAMPLE BUDGET #6**

**TOTAL CLASS BUDGET**                      # of Students              Amount Per Student              Total Budget  
 15    \$75    \$1,125.00

<u>*EVENT OR ITEM</u>	<u>DATE</u>	<u>COST PER PERSON</u>	<u># OF PEOPLE</u>	<u>TOTAL</u>
Papa John's	8/27/2014	\$65.00	1	\$65.00
City Park Putt Putt	9/10/2014	\$8.00	16	\$128.00
Transportation to City Park	9/10/2014	\$130.00	1	\$130.00
Guest Speaker	9/24/2014	\$150.00	1	\$150.00
Papa John's	10/15/2014	\$65.00	1	\$65.00
Guest Speaker	10/22/2014	\$150.00	1	\$150.00
Haunted History Tour	10/29/2014	\$17.00	16	\$272.00
Streetcar Tokens to FQ	10/29/2014	\$2.50	16	\$40.00
Gumbo Shop Catering (Pigeon)	11/5/2014	\$125.00	1	\$125.00

Total Expenses              \$1,125  
 Class Budget              \$1,125  
 Remaining Funds              \$0

## FIELD TRIPS

Field trips are part of what make the TIDES program special. TIDES classes often go on field trips because they are a fun way for the professors and students to get to know each other. Field trips also help the students relate to the course material. By taking the students on outings in the city, they get an opportunity to see parts of New Orleans they might not be familiar with and to expand the significance of their studies with real-world examples. Most other classes at Tulane do not go on field trips, so we encourage TIDES instructors to take advantage of the resources available to plan field trips and give their students a unique and rewarding experience during their first year at Tulane.

### PLANNING

The TIDES Office **must** be informed of all field trips, even if you are planning the logistics on your own! Transportation should be requested through your TIDES Office contact. The Transportation Request System is structured so that you will not be able to schedule buses or vans for TIDES without someone in the TIDES Department making the request.

For activities that require payment, TIDES Office approval **must** be granted before we begin planning the field trip. We need to make sure you have enough in your class budget to cover all of your expenses for the event.

You should begin planning a field trip 2-3 weeks in advance. Start with an idea of where you want to go, and then you can approach the TIDES Office for ideas, advice and help. For arrangements, such as reservations or tours, it is up to you whether you would like to organize them or have the TIDES Office do it. The TIDES Office **must** know about field trips 2 WEEKS in advance to do the necessary planning.

- ❖ Keep in mind your schedule when planning a field trip. Professors are expected to go on all field trips with their students. If for some reason you are unable to attend, please contact our office immediately.
- ❖ Keep prices in mind when planning events. We must account for the cost of the activity *and* transportation costs. **All costs will come out of your overall TIDES budget!**
- ❖ Please note that the Transportation office charges us based on the number of students on the reservation.

Field trips **do not** need to be planned during class time. However, if you are planning a field trip for a day/time other than the class time, please be sure that it is included on the syllabus, and keep in mind that not all students may be able to go.

A good idea is to plan several field trip dates, or discuss with your class which dates they will be free so that as many students as possible may attend. If a student in your class will not be able to attend a field trip, the TIDES Office will not make up alternative field trips or dates for students who miss required activities. That decision is up to the professor.

- ❖ Please allow an additional half-hour **each way** for transportation purposes when scheduling a field trip.
- ❖ Please tell your students to meet for field trips **10-15 minutes** before the group is scheduled to leave so that we may leave on time.
- ❖ All transportation (unless otherwise requested by the instructor) now departs from and returns to the shuttle stop across from the Reily Recreation Center on McAlister Extension.
- ❖ **Please do not change the schedule of a field trip without alerting the TIDES Office!** We must know about any changes you would like to make in order to ensure the necessary arrangements can be made.

It is always a good idea to try and determine how many students from your class will be attending the field trip, especially if the field trip is not mandatory. The number of students will affect all arrangements such as transportation and reservations, so it is always a good idea to have a firm number.

Please note that the university strongly discourages employees from transporting student in any personally owned vehicles. While emergencies arise and you may need to drive a student back to campus, know that you will personally assume responsibility for any damages should an accident occur. For more information on this matter, please see the Authorized Driver Policy for the university here: <http://tulane.edu/counsel/oirm/policies.cfm>

## **DAY OF FIELD TRIP**

On the day of the field trip, all students must sign the TIDES Liability Release Form (provided by the TIDES Office) if they are entering a motor vehicle. If the students are walking to their destinations, professors will be responsible for their own sign-in sheets if they want to take attendance, although the TIDES Office can provide one if requested in advance.

The TIDES Office may send a student worker to sign-in the TIDES students and to accompany them on field trips. A TIDES staff member will accompany the field trip group if he or she needs to pay for the activities with the purchasing card, or if additional supervision is needed.

If you are paying for anything on your own during a field trip, and want reimbursement for the purchase, please save the **itemized receipt and submit it to the TIDES office as soon as possible, but no later than 30 days after the expenditure date.**



# TRANSPORTATION

## PLANNING

1. **Transportation requests must be made at least 1 WEEK in advance of the trip.** 2 weeks in advance is preferable, but 1 week will do. Just remember that the more notice we have, the easier it is for us to have everything confirmed.
2. **ALL transportation requests must be made through the TIDES Office.** We will make all arrangements for transportation to and from field trips. However, it should **NOT** be assumed that transportation will be available between pick-up and drop-off times during a field trip. Transportation runs a very tight schedule and will often be picking up and dropping off several groups in the time span of your field trip. If your group or class is changing locations during a field trip requiring a different pick up location or for the bus to transport the group, please let the TIDES Office know so that we request the proper transportation to fit your needs.
3. Please note, when requesting transportation please let us know what time you would like to arrive at your destination, not the time you would like to depart from campus. The Transportation Department schedules their trips by the times of arrival and departure from the destination, so please let us know what time you need to arrive and what time you would like to depart from the venue you are requesting transportation to.
4. Again, please allow an extra half-hour of time for transportation each way during a field trip. That means that if you are planning to be at a site or event for 2 hours, you need to allow 3 hours for the total time of the field trip.
5. Please note that the university strongly discourages employees from transporting student in any personally owned vehicles. While emergencies arise and you may need to drive a student back to campus, know that you will personally assume responsibility for any damages should an accident occur. For more information on this matter, please see the Authorized Driver Policy for the university here: <http://tulane.edu/counsel/oirm/policies.cfm>
6. **Transportation for all TIDES field trips and events is provided at no cost to the students.** Students should never be asked to pay out of pocket for streetcars or taxis or any other type of transportation. The TIDES office can provide tokens for the New Orleans Public Transportation. Taxis must be arranged and paid for by instructors. Students should **NEVER** be asked or counted on to drive their own vehicles. Freshmen are not allowed to have vehicles on campus and the University is not insured for personal vehicles.

## TRANSPORTATION COSTS

1. Transportation costs **WILL** come out of your overall TIDES budget. The costs for campus transportation listed below. There will be additional costs for multi stop requests, requests that are later in the evening, and weekend requests.

### ONE WAY / TRANSFER / HOURLY RATES

- Caravan (7 passenger): \$35.00
- Mini bus (14 passenger): \$55.00
- Mini bus (22 passenger): \$65.00
- Mini bus (28 passenger): \$75.00
- Bus (40 passenger): \$85.00

<http://tulane.edu/studentaffairs/tom/transportation/shuttles.cfm>

2. All trips **MUST** be round trip. University policy does not allow for one-way transportation.
3. **ALL** transportation is handled through the Department of Shuttles & Transportation. The only exceptions are the streetcar and taxis.
  - ❖ Streetcar: **\$1.25 each way**, per student. The TIDES Office can provide you with streetcar tokens if you notify us a week in advance. Or, you can pay for the streetcar yourself and submit a Missing Receipt Affidavit for reimbursement.
  - ❖ Taxi: Professors who want to use taxis must make arrangements and payment for them and submit the receipt for reimbursement.

**IMPORTANT:** *CHANGES AND CANCELLATIONS CANNOT BE MADE WITHIN 48 HOURS OF YOUR DEPARTURE DAY AND TIME.*

## DAY OF THE FIELD TRIP

1. Students and professors should meet the transportation 10-15 minutes before the field trip is scheduled to begin.
2. The students will be met by a TIDES Staff Member or Student Worker who will have them sign a liability form before boarding the transportation vehicles.

# FOOD ORDERS & OFF CAMPUS DINING

## IN-CLASS DINING

In-class food orders must be arranged with the TIDES staff at least **1 WEEK** in advance. Pizza orders, however, may be requested **24 HOURS** before your class meeting. The food request, including the name of the restaurant and the menu items, **should be decided upon by the professor and the class and emailed to a member of the TIDES staff.** Please be conscious of any special dietary restrictions of the students in your class so the menu can be adjusted accordingly. Also, please be aware that when food is being delivered by a restaurant, the TIDES Office cannot control the timing of the delivery. We will order the food for the time requested and do our best to ensure accuracy, but we cannot guarantee exact delivery times.

Ordering from one of our suggested vendors listed below will decrease the chance of error as these businesses are familiar with the campus and have worked well with us in the past. Please remember that we **CANNOT** order meals from cash-only restaurants. We will be happy to try and find a restaurant alternative that serves similar food from an establishment that accepts Tulane University Credit Cards for restaurants that will not give us tax exemption. If you would still prefer a meal from such a venue, you will need to handle the arrangements for the meal by ordering, paying and either picking up or arranging delivery for your class. We will be happy to reimburse you the full amount of the purchase, but you must present us with the **Itemized Receipts** within 30 days to process the reimbursement transaction.

If you order food on campus in the Lavin-Bernick Center Food Court or the Rathskeller, please be aware that they do not accept Tulane University Credit Cards and therefore we will be unable to process the payment for you. Please retain the itemized receipts and we will process the reimbursement for you.

## OFF-CAMPUS DINING

Off-campus dining must be arranged with the TIDES staff at least **2 WEEKS** in advance. We need this time to make the necessary reservations, arrange the method of payment and secure transportation. In order to make arrangements, an email should be sent to a member of the TIDES staff outlining the restaurant you would like to visit, day and time you would like the outing to take place and the number of people attending.

For those restaurants who accept Tulane University Credit Cards, the bill will be paid for by the credit card number a member of the TIDES Office has given to the business in advance.

If a member of the TIDES staff is along with the class, they will handle the payment transaction. If not, the instructor will simply sign the bill and retain the receipt for the TIDES Office's records.

In most cases, gratuity will be automatically added, but please check and if it is not included, or if you wish to leave a larger tip, you may add this yourself. But please remember, **the TIDES Office must receive a signed copy of the credit card receipt as well as an itemized copy of the transaction.**

There are restaurants that will not honor our tax exempt status and therefore will not accept Tulane University Credit Cards. If you would like to take your class to one of these establishments, please feel free. Just save all original itemized receipts from the meal and submit them to the TIDES Office for a full reimbursement. Remember, if transportation is required, we will need to know about the trip **TWO WEEKS** in advance to arrange it.

The restaurants below have worked very well with the TIDES program in the past and they all accept our tax-exempt Tulane University Credit Cards. For menus to these locations and for other restaurants and catering services, please email a member of the TIDES staff, visit the TIDES website or visit us in the TIDES Office, 201 Cudd Hall.

*Crabby Jack's*  
*Felipe's Taqueria*  
*Five Happiness Chinese Restaurant*  
*Fresco's Café*  
*Jimmy John's*  
*Louisiana Pizza Kitchen*  
*Pigeon Catering (Gumbo Shop Catering)*  
*Nacho Mama's Mexican Grill*  
*Naked Pizza*  
*Papa John's Pizza*  
*Reginelli's Pizzeria*  
*Roly Poly*  
*Roman Pizza*  
*VooDoo BBQ & Grill*  
*Whole Foods Catering*

## REIMBURSEMENTS

The TIDES Office will typically handle the payments for your course's expenses. However, there may be occasions when you would prefer to handle the purchase of food or other items for your class. In these instances, a reimbursement may be procured through the TIDES Office.

To obtain a reimbursement, first be sure that both Joi Raines and Kelly Ragland are set up as delegates in your Concur account (Kelly Ragland can assist you with the process. Please email her at [kraglan@tulane.edu](mailto:kraglan@tulane.edu)) If you are sending the receipts to the office, we ask that you fill out the **Instructor Reimbursement Form** and submit it with the **itemized receipts** to the TIDES Office as soon as possible, but **no later than 30 days after the expenditure**. The itemized receipts MAY be scanned and emailed to the TIDES Office to make it easier for you to send. Either way, PLEASE save a copy of your receipts, both for your records and in case the receipts are lost.

In the event that the itemized receipt is lost or you only have a non-itemized receipt in your possession, you must also submit a **Missing Receipt Affidavit** along with any supporting documentation that you have available (i.e. receipt copy, credit card statement, etc.).

**Please note that the TIDES Office will no longer be able to reimburse the purchase of gift cards (nor will we be able to purchase them on your behalf).** This is per university policy. To confirm whether or not a purchase is eligible for reimbursement, please check the following link: <http://www.irs.gov/pub/irs-pdf/p463.pdf>

**TIDES WILL REIMBURSE UNTIL YOUR CLASS BUDGET IS EXHAUSTED.  
PLEASE KEEP THIS IN MIND WHILE PLANNING.**

**As of July 2010, new policy has been enacted regarding reimbursements for all Tulane University departments.  
Below is the new information.**

- All reimbursements will now be handled through Concur. The only exception to this is for reimbursements & honoraria to students and medical staff.
- Please be sure that the TIDES Office staff are listed as delegates for your Concur account.
- Accounting will now use direct deposit for all reimbursements; no more paper reimbursement checks will be issued. This means that everyone must submit a direct deposit form with their first batch of receipts (or they can fill them out at training meeting & turn them in now).

[http://www.tulane.edu/~admin/tams/pdf/Direct\\_Deposit\\_Form.pdf](http://www.tulane.edu/~admin/tams/pdf/Direct_Deposit_Form.pdf)

- Accounting is a separate system from payroll so even though you're set up for payroll direct deposit you still have to fill out this new form.
- Concur will only allow **1 reimbursement report per month per individual**. If you know that you will have multiple receipts for reimbursement in one month, you may want to save them all and turn them in together, as long as none of them are submitted longer than 30 days after the fact.
- The deadline to submit receipts for reimbursements for Fall Semester TIDES will be **1 WEEK AFTER YOUR LAST TIDES CLASS MEETING. NO EXCEPTIONS** will be made for the following reasons:
  - It is crucial for our budgeting purposes to get all fall TIDES expenses entered by December.
  - Accounting may refuse to issue reimbursements for expenses that occurred more than one month prior. Receipts submitted late must be accompanied by the Expense Exception Form on page

## GUEST SPEAKERS

Guest speakers are one of the resources that the students find particularly valuable and rewarding. Hearing from a professional specializing in the topic of the class and sharing his/her experiences with the students is one of the highlights of the program for the participants. We highly encourage utilizing this valuable resource.

One way that we compensate our guest lecturers is by offering them an honorarium for their time.

**The average honorarium for a guest speaker is \$150, but this does not have to be the amount you decide to give.**

You may add to or subtract from this amount accordingly, depending on how much you would like to allocate from your budget for guest speakers, how many speakers you are planning on inviting and how far they traveled to attend the class.

If your guest speaker is coming from out of town, you might want to use the stipend to reimburse travel expenses or hotel accommodations. Just remember, whatever amount you decide on comes out of your overall TIDES budget.

You **MUST** inform the TIDES Office of all planned guest lectures **BEFORE** the date of the talk. Please give us **1 WEEK'S NOTICE** so that the office may prepare the honorarium and have it signed by Dean MacLaren.

For a standard guest lecture, it is necessary to have the following documents completed and signed by the speakers.

- Signed copy of Honorarium Contract (to be provided by TIDES Staff Member)
- W-9

The W-9 form can be found on the Tulane Workforce Management website (<http://www.tulane.edu/~wfmo/forms/w9.pdf>) or one will be provided by the TIDES Office. Once we have the necessary paperwork, we will submit the information to Accounting for a check to be issued.

For lectures given by members of the \*Tulane Faculty and Staff or \*Tulane Students, payments will be distributed by either a PAF or Transfer of Funds. For these speakers, we require the following:

- Signed copy of Honorarium Contract
- Tulane Employee Guest Speaker Disbursement Form
  - This form is available on line at <http://tides.tulane.edu/tidesinstructors.html>

**\*Please let us know if the speaker is a faculty member, or a graduate or PhD student, because this designation will affect the payment procedure.**

**WE WILL NOT BE ABLE TO PROCESS THE SPEAKER'S PAYMENT WITHOUT THE NECESSARY INFORMATION!**

Occasionally, a guest speaker will not want or be able to accept an honorarium payment. In these cases, there are several options you might employ to show your appreciation for their time.

- Taking the guest speaker to lunch or dinner. We will reimburse the costs; just be sure to remember those receipts!
- Small thank-you token from the Tulane University Bookstore (tee-shirt, baseball cap, pen set, etc.).

**AS OF JULY 2011, WE WILL NO LONGER BE ALLOWED TO PURCHASE GIFT CARDS FOR THE TIDES PROGRAM! THIS INCLUDES GUEST SPEAKER GIFTS!**

This is per university policy & unfortunately there will be no exceptions to this policy. If gift cards are purchased, we will not be able to reimburse them. For more information, you may click on the following link <http://www.irs.gov/pub/irs-pdf/p463.pdf>

# TIDES STUDENT ETIQUETTE POLICY

## *During Class, Lectures & Field Trips*

- ❖ Students are expected to arrive on time to class. Late arrival disrupts the speaker and the class as a whole.
- ❖ Students should be respectful of the guest while he or she is lecturing. Remember, these are people giving of their own time to come and speak. Please refrain from engaging in your own conversations.
- ❖ Be sure to wait to be acknowledged when asking a question and definitely do not talk over people who have yet to finish their answer or thought.
- ❖ Please do not bring food into class with you unless approved of by your instructor. Not only is it disruptive, it is disrespectful.
- ❖ If you bring a drink to class, make sure to open it prior to the speaker or professor beginning their lecture. Drinks with tops are preferred as to cut down on the amount of spills. It goes without saying that these drinks should be non-alcoholic in nature.
- ❖ Please turn off all cell phones, pagers and beepers. Nothing breaks the rhythm of a speaker like the sound of your favorite TV theme song. Also, if you receive a call, do not answer your phone and begin a conversation. This is a classroom, not your dorm room or your home.
- ❖ Remember to ALWAYS check your email and Blackboard for changes to field trips or class speakers. The changes will be posted as far ahead as possible, but last minute changes happen and your email is how we will contact you.
- ❖ No alcohol is permitted in class or on field trips!
- ❖ When a bus is scheduled to depart at a certain time, please know that this is the time the bus will depart, not the time when you should decide you need to leave to meet the bus. We are often on a tight time schedule and cannot wait for students to arrive. If you are unsure of a time or meeting place, please ask!
- ❖ If there are materials such as resumes or case studies on a particular speaker, please be sure to read them and come to class prepared for the lecture. Prepare a few questions if necessary. Guest speakers are there for you to provide extra information. Please take advantage.

*Even though TIDES might be different in structure from your other courses, please remember this is still a class. Students are expected to be on time to class. When in the classroom, please turn off all cell phones.*

*Please do not eat in class unless it is food that is being provided to you by the class. Above all, please remember your professors and guest speakers are there for your benefit. Please show them the attention and respect they deserve.*



## TIDES FORMS

The following pages are the forms that we use to process various financial transactions in the TIDES Office. The forms in this section are:

- ❖ **Instructor Stipend Disbursement Preference Form**
- ❖ **Programming Request Form**
- ❖ **Instructor Reimbursement Form**
- ❖ **Expense Exception Processing Form**
- ❖ **Tulane Employee Guest Speaker Stipend Dispersal Form**
- ❖ **TIDES Guest Lecture Form**

Also, we have placed a sample Contract for Honorarium in this section so you may see the information we include in them as well as a Missing Receipt Affidavit. The honorarium forms will be provided by the TIDES Office. The Missing Receipt Affidavit can be found at

<http://www.tulane.edu/~admin/tams/pdf/missing.pdf>

1. ***The Instructor Stipend Disbursement Preference Form*** tells us how you would like to receive your payment for instructing your TIDES course. This form should be filled out and submitted to the TIDES Office no later than the 1st day of University classes (the last Monday of August).

The account number, department and name of person with signature authority need to be completed **only** if you select the Transfer of Funds option for your payment disbursement. If you chose this option, please note that this account must be created by your home department. The TIDES Office **cannot** create a department ledger account.

You do not need to fill this portion of the form out if you are receiving your payment in a single lump payment, or installments.

Please let us know if you are technically a graduate student at Tulane, as this will necessitate a different payment method.

2. ***The Programming Request Form*** may be filled out for each off campus field trip or on campus event such as a guest speaker or class dinner you require assistance from the TIDES Office for.

Please remember that transportation requests should be received in the office at least **1 WEEK** in advance, although **2 WEEKS** is preferable. Requests for on campus meals should be received at least **1 WEEK** in advance.

Off campus dining requests require at least **2 WEEKS' NOTICE** if the TIDES Office will be arranging the trip in order to make the necessary arrangements with the restaurants and to arrange transportation.

If you wish, you may submit this form for each event you would like us to facilitate. Or, you may simply choose to use this form as a reference so that you may see the kind of information that we require for activities you would like the TIDES Office to plan. Either way, please be sure to give us as much detail as possible to aid in the successful planning of your event.

3. ***Reimbursement Forms*** should be submitted to the TIDES Office along with the **original itemized receipts** for the transactions. The form also ensures your reimbursement is delivered to you in a timely and accurate manner. If you do not have your itemized receipts, submit the receipt copies you do have along with a Missing Receipt Affidavit. Accounting will not reimburse your purchase without these items. You may feel free to send all of this information electronically as we will be attaching them to your Concur reimbursement online. You will always be reimbursed your full purchase amount for entrance fees, restaurants and other food orders and other purchases for your TIDES class provided you have the budget to cover. Gift cards will not be reimbursed per University Policy.

If you have questions as to if a purchase is reimbursable, please click on the following link:  
<http://www.irs.gov/pub/irs-pdf/p463.pdf>

4. ***The Expense Exception Processing Form*** must be submitted with receipts that are turned in over 60 days past the expenditure date. Please be aware that receipts submitted past 60 days may be subject to being taxed or may be denied reimbursement. It is at the discretion of the Accounting Department.
5. ***The Employee Guest Speaker Disbursement Form*** is to be completed and submitted for those Tulane University faculty and staff who guest lecture for a TIDES course. Submit this form with a completed honorarium form which will be provided by the TIDES Office.
6. ***The TIDES Guest Lecturer Form*** is to be completed for those guest speakers outside the university. This form may be submitted prior to the guest lecture in order for us to generate the Contract for Honorarium form for your speaker.
7. ***The Contract for Honorarium*** will be generated by the TIDES Office once we receive the necessary information from you and your guest speaker. Please remember that we will also need the speaker to complete a W-9.
8. ***Missing Receipt Affidavits*** should be completed in the event of a lost receipt or when only a copy of the original receipt is available. Please provide as much information as possible. Any supporting documentation you may have (credit card statements, etc.) should also be submitted with the form.

# Tulane University

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TIDES (Tulane InterDisciplinary Experiences Seminars)

TIDES Program Office

201 Robert Cudd Hall

Tulane University

New Orleans, LA 70118

Tel (504) 865-5678

Fax (504) 862-8638

## TIDES INSTRUCTOR STIPEND DISBURSEMENT FORM

*Reminder: Instructors who teach a section alone receive \$3000 per semester.*

*Co-instructors of a section each receive \$2000 per semester.*

Name: \_\_\_\_\_ Tulane ID #: \_\_\_\_\_

School/College:  Architecture  Business  Continuing Studies  Law  
 Liberal Arts  Public Health & Tropical Medicine  
 Science & Engineering  Social Work  
 Other (please specify): \_\_\_\_\_

Campus Address: \_\_\_\_\_

Campus Phone Number: \_\_\_\_\_

Cell/Alternative Number: \_\_\_\_\_

TIDES Course & #: \_\_\_\_\_

Semester:  Fall  Spring Year: \_\_\_\_\_

Disbursement preference (*Select one*):

- One-time payment stipend, paid in a single installment, added to monthly paycheck  
 One-time payment stipend, paid in 3 installments, added to monthly paycheck  
 Transfer of funds to another department account

Account #: \_\_\_\_\_

Department: \_\_\_\_\_

Name of person w/signature authority: \_\_\_\_\_

*Disbursements of TIDES stipends will be submitted for processing after all TIDES classes have started, when we will have determined whether or not any classes must be cancelled due to insufficient enrollment. Your stipend payment (or first installment) should be included in your paycheck or be deposited into your designated account no later than your October paycheck in the fall and your February paycheck in the spring.*

# Tulane University

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Fax (504) 862-8638

## TIDES PROGRAMMING REQUEST FORM

Professor Name: \_\_\_\_\_

TIDES Course—Title & Section #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Classroom/Event Location: \_\_\_\_\_

MEAL REQUEST  TRANSPORTATION  OTHER

Event Title: \_\_\_\_\_

Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Is this within your normal class time?  Yes  No

Event Details (Restaurant/Type of Food or Destination & Address, etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Notes/Requests: \_\_\_\_\_

\_\_\_\_\_

***\*ALL REQUESTS MUST BE SUBMITTED AT LEAST 1 WEEK IN ADVANCE!\****

# Tulane University

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## TIDES INSTRUCTOR REIMBURSEMENT FORM

*Reminder: Please submit your ORIGINAL, ITEMIZED RECEIPTS in order to receive reimbursement. These can also be scanned and emailed to the TIDES Office along with this form. If you do not have the receipt, please attach a MISSING RECEIPT AFFIDAVIT.*

Name: \_\_\_\_\_ Tulane ID #: \_\_\_\_\_

School/College:  Architecture  Business  Continuing Studies  Law  
 Liberal Arts  Public Health & Tropical Medicine  
 Science & Engineering  Social Work  
 Other (please specify): \_\_\_\_\_

Campus Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Campus Phone Number: \_\_\_\_\_

Cell/Alternative Phone Number: \_\_\_\_\_

TIDES Course—Title & Section #: \_\_\_\_\_

Semester:  Fall  Spring Year: \_\_\_\_\_

Event/Venue: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Amount of Reimbursement: \_\_\_\_\_

# TULANE UNIVERSITY

## TIMELINESS OF SUBMISSION

### EXPENSE EXCEPTION FORM

**UNIVERSITY POLICY:**

- A) Employee/Traveler -** The University conducts an “accountable plan” for purposes of reimbursing its employees. The IRS accepts the University’s plan as long as certain conditions are met. One critical condition is timeliness of accounting. The accounting is complete when the report is submitted and the approval process is complete. Policy indicates that reports will be timely if submitted by the employee within 45 days and no longer than 60 days of the expenditure date or last expenditure date for a trip of multiple day duration. If submitted over 45 days the report requires that an Expense Exception Form be completed and attached detailing the reason for late submission. This policy applies to out of pocket expenses as well as T&E card expenses. Penalties for late submission can be denial of out of pocket expense reimbursement or expenses can be reported as taxable wages. Continued non-compliance of the timeliness of submission policy for T&E cardholders could result in the suspension and or cancellation of the T&E card.
- B) Employee/Departmental T&E cardholder –** Departmental T&E card transactions are subject to the same penalties as stated in point A above. Departmental T&E cardholders should be submitting a departmental expense report on a monthly basis. Advance airfare and hotel T&E card transactions should be assigned to a report for the month the airfare or hotel will be used and not submitted until the end of that future month. If the T&E departmental cardholder submits the monthly expense report over 45 days but no longer than 60 days past the end of the month that the report was due an Expense Exception Form must be completed and attached to the expense report detailing the reason for late submission. Continued non-compliance of the timeliness of submission policy for T&E cardholders could result in the suspension and or cancellation of the T&E card.

*I spent out of pocket funds and or incurred T&E credit charges on behalf of Tulane University but did not file my expense report timely for the following reason(s):*

Signed by employee \_\_\_\_\_ Dated \_\_\_\_\_

# Tulane University

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TIDES Program Office

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Tulane University

New Orleans, LA 70118

Tel (504) 865-5678

Fax (504) 862-8638

## TULANE EMPLOYEE GUEST SPEAKER STIPEND DISPERSAL FORM

Name: \_\_\_\_\_ Tulane ID #: \_\_\_\_\_

School/College:  Architecture  Business  Continuing Studies  Law  
 Liberal Arts  Public Health & Tropical Medicine  
 Science & Engineering  Social Work  
 Other (please specify): \_\_\_\_\_

Campus Address: \_\_\_\_\_

Campus Phone #: \_\_\_\_\_

TIDES Course of Guest Lecture (Name & #): \_\_\_\_\_

Topic of Lecture: \_\_\_\_\_

Date of Lecture: \_\_\_\_\_

Amount of Payment: \_\_\_\_\_

Graduate Student (Y/N): \_\_\_\_\_ (*Graduate Student payment handled differently*)

Disbursement preference (*Select one*):

One-time payment stipend, paid in a single installment, added to monthly paycheck

Transfer of funds to another department account

Account #: \_\_\_\_\_

Department: \_\_\_\_\_

Name of person w/signature authority: \_\_\_\_\_

*Disbursement of TIDES speaker stipend will be submitted for processing once all necessary paperwork is completed and submitted.*

# Tulane University

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TIDES Program Office

201 Robert Cudd Hall

Tulane University

New Orleans, LA 70118

Tel (504) 865-5678

Fax (504) 862-8638

## TIDES GUEST LECTURER FORM

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

TIDES Course of Guest Lecture: \_\_\_\_\_

*(Name & Course Number)*

Topic of Lecture: \_\_\_\_\_

Date of Lecture: \_\_\_\_\_

Amount of Payment: \_\_\_\_\_

*This form can be filled out prior to the date of the lecture and submitted to the TIDES Office. We will then generate the Honorarium Contract.*

**We will STILL need a signed W-9 and a copy of a driver's license from the guest speaker.**



# SAMPLE CONTRACT FOR HONORARIUM

*Please **DO NOT** make your own form!  
They **MUST** be generated through the TIDES Office!*

This contract is entered into on this **18<sup>th</sup> Day of September, 2008** by and between the Administrators of the Tulane Educational Fund through the Tulane Interdisciplinary Experiences Program (hereinafter referred to as “Presenter”) and **Joe Smith** (hereinafter referred to as “Artist”). In consideration of the mutual promises and agreements of the parties hereto, as hereinafter set forth, it is agreed to as follows:

1. Artist shall present a performance as specified below:
  - A. Date: **Thursday, September 18, 2008**  
Number & length & content of performance(s): **75 minute lecture, "Zora Neal Hurston: Folklorist, Fiction Writer & Voodoo Priestess" for the Haunting of Louisiana TIDES class (TIDE 130)**
  - B. Performance time: **3:30-4:45pm**
  - C. Performance location: **Newcomb Hall, Room 123**
2. Presenter is not responsible for any equipment.
3. Presenter agrees to pay Artist an honorarium of **\$150.00** upon completion of the performance (s) specified in Paragraph 1.
4. This agreement contains the entire understanding of the Parties hereto and supersedes any prior written or oral agreement.
5. The terms of this agreement shall be construed for all purposes in accordance with the laws of the State of Louisiana. In Witness Whereof, the Parties have affixed their signatures at New Orleans, Louisiana.

**For Presenter:**

By: \_\_\_\_\_  
James MacLaren, Dean  
Newcomb-Tulane College  
Cudd Hall, Tulane University  
New Orleans, Louisiana 70018  
(504) 865-5720

**For Artist:**

By: \_\_\_\_\_  
**Joe Smith**  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

*Presenter/Artist Copy*

# Tulane University

## Missing Receipt Affidavit

(for use with purchasing card or travel expense transactions)

I, \_\_\_\_\_, have either not received, or have misplaced a receipt totaling \_\_\_\_\_. This expense was incurred on behalf of Tulane University.

This form is submitted in lieu of the original receipt.

Reference Number: \_\_\_\_\_ Transaction Date: \_\_\_\_\_  
(for purchasing card transaction)

Vendor: \_\_\_\_\_

Detail of Expense (type in box below)	Amount
	_____

I certify that the amounts shown above were expended for Tulane University business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

\_\_\_\_\_  
Cardholder/Traveler Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Administrator/Chair for  
Purchasing Card, or Authorized Signer for Travel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Department Administrator/Chair  
For Purchasing Card, or Authorized Signer for Travel

## HELPFUL HINTS

Here are just a few ideas that might come in handy throughout the course of the semester.

- ❖ ***Alternate transportation:*** Have a last minute idea for a field trip and no transportation? The St. Charles Streetcar is a great way to reach many destinations in the city and also a wonderful mode of transportation for the students to enjoy. (If you are unable to receive tokens from us before the trip and need to be reimbursed for the fares, simply fill out a Missing Receipt Affidavit and attach an attendance list of the students.)

Another form of transportation is the Tulane University Campus Shuttles. Their different lines run from campus to various destinations around New Orleans. The Entertainment Shuttle runs to such destinations as the AMC Elmwood Palace Theater and both Lakeside and Clearview shopping centers on Saturdays. If your destination is around one of these areas, it might be a quick, last minute solution to other unavailable modes of transportation. The shuttle schedules may be found here:

<http://tulane.edu/studentaffairs/tom/transportation/shuttles.cfm>

- ❖ ***Campus events & city discounts:*** Aside from the vast array of campus activities already available at Tulane, there are also a number of city organizations holding performances and events on campus. For instance, The Louisiana Philharmonic Orchestra regularly holds concerts at Dixon Hall as well as Loyola University's Roussel Hall. They offer discounted tickets for students, usually around \$10-\$15.

<http://www.lpomusic.org/>

The New Orleans Museum of Art offers discounts for students and free admission to Louisiana residents. NOMA has many exhibits and activities throughout the year that could offer programming experiences to enhance your TIDES course.

<http://www.noma.org/>

- ❖ ***Library Reserves:*** Instead of purchasing books or DVDs for your class, see if they are available in one of the university's libraries. Remember that you are able to place items on reserve for your TIDES class just as you would your other university courses. The page that follows has some information on who to contact to place items on reserves and other library resources available to you.
- ❖ ***Promotion:*** If you're worried about class enrollment, you may want to consider promoting your TIDES class on your own. You can promote your class by emailing departments related to your topic, sending out information on listserves, and putting up flyers. Anything you can think of!

The TIDES Office has a Facebook profile page, listed as Tides Program,  
<http://www.facebook.com/tufirstyearprograms>

and a fan page for the Tulane University TIDES Program,  
<http://www.facebook.com/tufirstyearprograms?ref=ts#!/pages/New-Orleans-LA/Tulane-University-TIDES-Program/97775464435>

We use these to reach out to students and create a social dialogue about TIDES. If you would like materials or pictures of your class posted, please email the TIDES Office. Otherwise, just friend us & use it as a networking tool!

# HOWARD-TILTON MEMORIAL LIBRARY

## SERVICES FOR INSTRUCTORS

### REFERENCE & INSTRUCTIONAL SERVICES

***Course-related Instruction***—Reference Librarians are available to teach your students how to search for, locate, evaluate and cite information. Information literacy instruction is most beneficial for students when it is associated with an assignment to find and use information. A Librarian will customize a library instruction session based on the goals of your assignment. Library instruction generally takes place during your regular class meeting in the Center for Library User Education in room 309 of the Howard-Tilton Memorial Library.

***Course-related Research Guides***—Librarians will create a customized online research guide, based on the goals of the research assignment, to assist your students in finding appropriate information in our subscription databases and library catalog. This research guide can accompany a course-related instruction session or can be something that you encourage (or require) your students to use. To see examples, go to <http://libguides.tulane.edu/example>

***Assignment Creation Assistance***—We're available to assist in the creation of research or information literacy assignments. Whether it's a traditional research paper, an annotated bibliography, or an essay comparing and contrasting the treatment of a topic in a magazine and a scholarly journal, we'll help you come up with something appropriate for the goals of your assignment. We can also help you in revising research assignments.

***Walk-In Workshops***—The library offers basic research skills workshops throughout the semester for students. These workshops do not require registration and are not related to specific courses or assignments. For more information, go to <http://library.tulane.edu> and click on the *Walk-in Workshops* link.

For more information, contact Jennifer Corbin, Reference Librarian /Instruction Coordinator at [jcorbin@tulane.edu](mailto:jcorbin@tulane.edu) or 314-2916.

### RESERVES

***Course Reserves***—Materials required for course work (books, chapters, test examples, and other study materials) may be placed on reserve in the Reserve area at the Circulation Desk. Loan periods for reserve materials vary from two hours to three days. For more information about course reserves, contact Cortney Labadie at [clabadie@tulane.edu](mailto:clabadie@tulane.edu) or 865-5689.

***Media Reserves***—DVDs and CDs may be placed on reserve in the Music and Media Library on the 4<sup>th</sup> floor. There is equipment available for students to view or listen to the media you place on reserve. Contact Doug Park at [dpark@tulane.edu](mailto:dpark@tulane.edu) or 862-8645 for more information.

Course Reserve forms are available at: [http://library.tulane.edu/reserves/reserves\\_index.php](http://library.tulane.edu/reserves/reserves_index.php) (use the links on the left).

## TIDES FAQ

1. **Q:** What day will my class begin on?

**A:** TIDES classes will begin on the first day of university classes. In 2014, the first day of classes will be Monday, August 25<sup>th</sup>. If your class is on Tuesday, you will begin on Tuesday, August 26<sup>th</sup> and so on.

2. **Q:** How do I know how many students are enrolled in my TIDES class?

**A:** At any time you can check your enrollment in several different ways.

Gibson Online Faculty Tab: click on Class Lists under Faculty Services:  
<https://gibson.tulane.edu/tulane/jsp/login.html>

On your MyTulane Blackboard: Communications; Roster  
<http://tulane.blackboard.com/webapps/portal/frameset.jsp>

3. **Q:** My enrollment is low. When will I know if my TIDES class will run?

**A:** Usually in the second week of August, any class with enrollment **below 6 students** will be evaluated to determine cancellation. We will notify you if your class will be cancelled due to insufficient enrollment.

4. **Q:** I would like to purchase some materials for my TIDES course such as books or DVDs. Can I be reimbursed?

**A:** Yes. Just save all of your original itemized receipts and submit them to the TIDES Office along with a completed Instructor Reimbursement Form.

5. **Q:** How long will it take to receive a reimbursement?

**A:** Accounting can take anywhere from 1-3 weeks to return a reimbursement, depending on the time in the semester the request for payments are received. Please be assured that you will receive your reimbursement as soon as possible.

6. **Q:** Is it easier to have a member of the TIDES staff pay for a dinner with my class or should I do it and be reimbursed?

**A:** Either way is fine, but in both cases the TIDES staff must be alerted in order to maintain a correct balance of your class budget. If you are going to pay yourself, **PLEASE SAVE YOUR ORIGINAL ITEMIZED RECEIPT AND SUBMIT IT WITHIN 30 DAYS!**

Accounting requires this documentation for reimbursement, so please be sure to hang on to it. If the TIDES staff will be paying for the dinner with a Tulane University Credit Card, please let us know **at least 1 WEEK in advance** so that we can contact the restaurant and make sure that they have the proper documentation and such for the transaction. Again, please collect the original itemized receipt for our records.

7. **Q:** Can I order food for my class from a cash-only restaurant?

**A:** If you would like food from a cash-only establishment, you will need to see about the arrangements, including the ordering, payment and delivery. We will be happy to reimburse you in full, but you **MUST** present us with the original, itemized receipt.

If you do not wish to proceed with the order from a cash-only restaurant, we will be happy to try and make arrangements at an alternative establishment who will accept Tulane University Credit Cards.

8. **Q:** I just decided that I would like a catered dinner for my TIDES class tomorrow evening. Is it too late to place the order?

**A:** Yes. Requests for catered meals (such as Whole Foods or VooDoo BBQ) must be made at least **1 WEEK** in advance. Pizza orders can be made the day before your class without a problem.

9. **Q:** Are field trips mandatory? Do I have to have field trips at all?

**A:** It is up to the instructor to decide whether or not a field trip is mandatory. Please do have a firm head count for your TIDES coordinator so that we may plan transportation and other cost accordingly.

While field trips do enhance certain TIDES courses, you certainly do not have to have any field trips during your class.

10. **Q:** Do TIDES instructors need to go on field trips they have planned?

**A: Yes!** You should not plan a field trip on a date you know you will be unavailable. Without the instructor, the students do not have much incentive to participate.

11. **Q:** Can I call the TIDES staff to reserve transportation the day before I would like to take my field trip?

**A: NO!** The TIDES Office requires that requests be made **at least 1 WEEK** in advance in order to secure transportation. Please be sure to email your TIDES staff coordinator with your itinerary for your field trip as soon as it is available.

12. **Q:** If a student misses a mandatory event, what should I have them do to make up for it?

**A:** Again, this is a scenario that is up to the TIDES instructor. In the past, some examples of make-up activities have included a short paper on a subject relevant to the field trip or an alternative field trip to a venue closer to campus or a destination the students may reach on their own.

13. **Q:** I would like to invite a guest speaker for one of my TIDES classes. Do I need to collect any information in order to give them an honorarium payment?

**A:** Yes. A copy of the Contract for Honorarium will be supplied by a TIDES staff coordinator. They will need to sign this form along with a W-9 form that will also be supplied by the TIDES Office.

If the speaker is a Tulane employee, they will need to fill out an Employee Guest Lecturer Disbursement Form which contains all the necessary information we will need to process their payment.

14. **Q:** Do I give mid-term grades for my TIDES class?

**A:** Yes, TIDES courses will receive a mid-term grade and a final grade. Midterm grades are due by October 15.

15. **Q:** One of my students has already missed 2 classes and has not completed their first assignment. What do I do?

**A:** When TIDES became mandatory in 2006, they were graded on an S/U basis. Under this system, if a student missed more than 2 class meetings, they would receive a U (Unsatisfactory) in their TIDES course. Now that the classes are letter graded, it is up to you to decide what attendance & course work qualifies as an A and how many missed classes and/or assignments would drop the student to a C or when they might be in danger of failing the class. Your syllabus must include a grading scale that clearly outlines your expectations.

One note: the students should not be allowed to miss more than 2 classes in the 11 class meetings without a serious medical or family emergency. You only have those 11 classes, so each one is important.

**PROFESSORS SHOULD ATTEND ALL CLASSES AND FIELD TRIPS!**

## STANDARD UNDERGRADUATE COURSE MEETING TIMES PER PROVOST BERNSTEIN

The University Registrar has always strongly encouraged departments to schedule their courses during standard meeting patterns. Doing so allows for optimal utilization of classroom space as well as ease of scheduling for our students. Additionally, we are better able to fulfill faculty expectations regarding classroom assignments.

In recent years, our increased enrollment has made the importance of standard meeting patterns even more evident. Courses with non-standard meeting times have caused immense difficulties for our students as well as faculty and staff. As a result, the Registrar will no longer schedule courses with non-standard meeting patterns in general pool classrooms.

In addition, the Registrar must optimize all available classroom space to meet the demand of course offerings. Therefore, the Registrar will utilize general pool classrooms first, and on an as-needed basis, also utilize unscheduled classroom space in buildings that include, but are not limited to, Goldring-Woldenberg I & II, Weinmann Hall, Richardson Memorial, Dixon Hall, Woldenberg Art Center, Dinwiddie, and Social Work to accommodate course scheduling.

I hope that all constituencies will understand the importance of complying with the University's standard course meeting pattern and utilizing all available classroom spaces to ensure the success of our academic programs.

### **EFFECTIVE FALL 2012, ALL CLASSES SCHEDULED IN GENERAL POOL CLASSROOMS WILL FOLLOW ONE OF THESE STANDARD MEETING PATTERNS:**

#### **3-Credit Courses:**

MWF beginning at 8:00 am until 4:00 pm for 50-minutes, each with a 10-minute break between classes,  
TR beginning at 8:00 am until 3:15pm for 75-minutes, each with a 15-minute break between classes,

or

One 3-hour block for seminars MWF beginning at 3:00 pm or TR beginning at 3:30 pm.

#### **4-Credit Courses:**

MTWRF beginning at 8:00 am each course will consist of 3 each 50-minute and 1 each 75 minute class

or

2 each 110 minute classes.

#### **Exceptions:**

In the event that a non-standard meeting pattern is pedagogically appropriate, in the case of a seminar-type course, then a non-standard meeting pattern may be considered only between the hours of 3:00 PM and 5:00 PM, M, W, F, or between the hours of 3:15 and 5:00 PM on TR. Please note that a non-standard meeting pattern could fall on a MW, WF, MF, or TR, only between the hours of 3:00 and 5:00 PM.

Also, please remember that each academic department must schedule classes in all available time slots before repeating a time slot. For example, a department that submits two courses for TR 11:00 AM; but has not scheduled any 8:00 AM classes, will be asked to fill all slots before submitting an additional 11:00 AM course. By utilizing all meeting times and adhering to standard meeting patterns, faculty will have better access to tech-ready rooms and students will have more choices when building their schedules.



# HELPFUL PEOPLE & HOW TO REACH THEM

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