New Hire Checklist for Sophomore Inquiry

- Work with the administrator in your home academic department (this may be UNST) to:
  - Generate your letter of contract.
  - Make arrangements for office space, office supplies, keys, copiers, and mailboxes.
  - Schedule a meeting with Human Resources Staff (ext. 5-4926) to fill out employment papers and learn about university privileges (gym membership, TriMet passes, etc.).
- Get a PSU ID card at Neuberger Hall -1st floor, ID Services window.
- Contact Joe Wightman (josew@pdx.edu), UNST Front Office Support Person, to
  - Add your name to the SINQ list-serv.
  - Receive information on supplies, work space, and day-to-day operations.
- Contact Katherine Barich (barichk@pdx.edu) in the case of
  - Scheduling issues
  - Room issues
- Read the Faculty Handbook with special attention to the section titled “Sophomore Inquiry” and “Mentors” sections.
- Schedule a SINQ Orientation with Rowanna Carpenter (carpenr@pdx.edu) and Carol Gabrielli to include:
  - Overview of UNST Goals and SINQ/Cluster program structure
  - Syllabus Review
  - Info regarding best practices for SINQ instruction
  - Info regarding working with a UNST mentor
  - Orientation to campus services in place to support students (Writing Center, Disability Resource Center, etc.)
- Order books via the PSU Campus Bookstore or create a course packet with the printing support of “Clean Copy.”
- Kim Wilson-St. Claire (wilsons@pdx.edu) at the PSU Library if you need any library-related course support. Kim provides support to UNST courses.
- Learn about D2L, PSU’s online learning management system at https://d2l.pdx.edu/ or contact the Integrated Digital Support Center (5-91111).
- Register with AV Services (ext. 5-91000) if you intend to check out equipment over the course of the term.
- Keep an eye on the SINQ list-serv emails updating you on new procedures or upcoming faculty development opportunities.
- Contact Rowanna Carpenter (carpenr@pdx.edu) with any additional questions!

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