



*Preparing people to lead extraordinary lives*

# **School of Education**

## **Graduate Student Resource**

### **Guide**

**2011-2012**



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# SCHOOL OF EDUCATION CONTACT INFORMATION

## **LOCATION & CONTACT INFORMATION**

The School of Education is located on the Water Tower Campus of Loyola University Chicago in downtown Chicago, IL.

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<i>Mailing Address:</i> School of Education 820 North Michigan Avenue Chicago, IL 60611 Office Assistant/Front Desk	<i>Location:</i> Lewis Towers 11 <sup>th</sup> Floor  James Wade	<i>Phone:</i> 312.915.6800 <i>Fax:</i> 312.915.6660 <i>E-mail:</i> <a href="mailto:schleduc@luc.edu">schleduc@luc.edu</a> <i>Website:</i> <a href="http://www.luc.edu/education">www.luc.edu/education</a> <a href="mailto:jwade1@luc.edu">jwade1@luc.edu</a>
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## **KEY PEOPLE IN THE SCHOOL OF EDUCATION**

<i>Dean</i> Dr. David Prasse 312-915-6992 <a href="mailto:dprasse@luc.edu">dprasse@luc.edu</a>	<i>Associate Dean, Academic Programs</i> Dr. Bev Kasper 312-915-6464 <a href="mailto:bkasper@luc.edu">bkasper@luc.edu</a>	<i>Associate Dean, Student Services</i> Dr. Janet Pierce-Ritter 312-915-6878 <a href="mailto:jpierce@luc.edu">jpierce@luc.edu</a>
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## **PROGRAM DIRECTORS & PROGRAM COORDINATORS**

<b><u>PROGRAM</u></b>	<b><u>PROGRAM DIRECTOR</u></b>	<b><u>PROGRAM COORDINATOR</u></b>
<u>CULTURAL AND EDUCATIONAL POLICY STUDIES</u>	Dr. Noah Sobe 312-915-6954 <a href="mailto:nsobe@luc.edu">nsobe@luc.edu</a>	Valerie Collier 312-915-6836 <a href="mailto:vcollie@luc.edu">vcollie@luc.edu</a>
<u>COUNSELING PSYCHOLOGY</u> Counseling Psychology Ph.D Community Counseling MA/PhD School Counseling MEd, Cert Only	Dr. Anita Thomas 312-915-7403 <a href="mailto:athoma9@luc.edu">athoma9@luc.edu</a>	Valerie Collier 312-915-6836 <a href="mailto:vcollie@luc.edu">vcollie@luc.edu</a>
<u>EDUCATIONAL LEADERSHIP</u> Administration & Supervision Ed.D/Type 75 Superintendent Instructional Leadership	Dr. Janis Fine 312-915-7022 <a href="mailto:jfine@luc.edu">jfine@luc.edu</a>	Wendy Johnson 312-915-6871 <a href="mailto:wjohns7@luc.edu">wjohns7@luc.edu</a>
Higher Education	Dr. Bridget Kelly 312-915-6855 <a href="mailto:bkelly4@luc.edu">bkelly4@luc.edu</a>	Wendy Johnson 312-915-6871 <a href="mailto:wjohns7@luc.edu">wjohns7@luc.edu</a>

Continued →

**PROGRAM****PROGRAM DIRECTOR****PROGRAM COORDINATOR****RESEARCH & PSYCHOLOGY IN THE SCHOOLS**

Research Methodology  
School Psychology PhD

Dr. Pamela Fenning  
312-915-6803  
[pfennin@luc.edu](mailto:pfennin@luc.edu)

Wendy Johnson  
312-915-6871  
[wjohns7@luc.edu](mailto:wjohns7@luc.edu)

School Psychology MEd/EdS

Dr. Lynne Golomb  
312-915-6218  
[lgolomb@luc.edu](mailto:lgolomb@luc.edu)

Wendy Johnson  
312-915-6871  
[wjohns7@luc.edu](mailto:wjohns7@luc.edu)

**TEACHING AND LEARNING**

Curriculum and Instruction  
School Technology

Dr. Ann Marie Ryan  
312-915-6232  
[aryan3@luc.edu](mailto:aryan3@luc.edu)

Janell Hutcherson  
312-915-6833  
[jhutche@luc.edu](mailto:jhutche@luc.edu)

Behavioral Intervention Specialist  
Elementary Education  
Middle School Math  
Reading  
Science Education  
Secondary Education  
Special Education

Dr. Dorothy Giroux  
312-915-7027  
[dgiroux@luc.edu](mailto:dgiroux@luc.edu)

Janell Hutcherson  
312-915-6833  
[jhutche@luc.edu](mailto:jhutche@luc.edu)

## STUDENT RESOURCES

**ACADEMIC ADVISING**

Information regarding advising, your advisor, and registration for classes is provided through the program to which you were admitted. You may also contact your advisor/program director regarding registration. The name and the contact number of your program director can be found in your admission letter. Degree and program requirements are listed on the SOE website under each academic program.

**ACADEMIC POLICIES**

[http://luc.edu/education/academics\\_policies\\_main.shtml](http://luc.edu/education/academics_policies_main.shtml)

Students are personally responsible to review the following general academic rules and regulations. If students have questions about particular regulations, they should contact their academic dean's office for clarification.

**CALENDARS:**

**Academic Calendar** Important Dates and Deadlines

**University & School of Education** List of events at the School and University

## **CTA U-PASS**

312.664.7200 ext. 3051 – *Off Campus*

<http://www.luc.edu/upass/>

Graduate students enrolled in 8 or more credit hours during the fall and spring semester are eligible for a CTA U-Pass. The CTA U-Pass is your ticket to unlimited rides aboard CTA buses/trains during the time classes are in session.

## **GRADUATE SCHOOL**

773.508.3396 - *Lake Shore Campus*

<http://www.luc.edu/gradschool/>

This website will be useful for students in M.A. or Ph.D. Programs:

- Counseling Psychology
- Cultural and Educational Policy Studies
- Higher Education
- Research Methodologies
- School Psychology

\**The Website is where M.A. & Ph.D. students will find forms and deadlines important to completing their degree.*

## **HEALTH CARE PLANS FOR STUDENTS: HEALTH INSURANCE WAIVER**

773.508.7705 - *Lake Shore Campus*

<http://www.luc.edu/bursar/insurance.shtml>

All students registered for 8 or more hours will automatically be enrolled in the university health insurance program unless they provide proof of other health insurance coverage. If you are taking less than 8 hours and want to enroll in the health insurance, you must opt-in by the deadline posted. If you are charged for the insurance but are covered under another medical insurance plan, or have an individual policy in place, then you must complete the waiver to opt out of the plan to avoid unwanted charges on your tuition bill. If you do not waive the insurance by the deadline, it is understood that you are choosing to enroll in the insurance program. Your money will not be refunded. To waive the insurance, opt-in, or to read additional information about the program, please visit the website. Additional questions can be directed to the Office of the Bursar.

## **HOUSING INFORMATION**

773.508.3300 – *Lake Shore Campus*

[http://www.luc.edu/biology/grad\\_housing.shtml](http://www.luc.edu/biology/grad_housing.shtml)

Loyola also offers apartment-style living in graduate student residence halls at the Lake Shore and Water Tower Campuses. On-campus housing for graduate students is limited. Most graduate students rent apartments near campus. There are numerous apartment rental agencies in Chicago that can help you find an apartment suited to your needs and price range.

## **“THE HUB”**

773.508.7700 – *Lake Shore Campus*

<http://www.luc.edu/onestop/>

Sullivan Center, located at 6339 N. Sheridan on Loyola's Lake Shore Campus, is a student-centered facility that consolidates over a dozen student services from across the university and provides students with a one-stop resource for efficient and seamless support. Check the website for specific services and hours of operation.

## **IMMUNIZATION INFORMATION**

773.508.2530 – *Lake Shore Campus*

<http://www.luc.edu/regrec/immunization.shtml>

Proof of Immunization is required of students who register for more than 7 credit hours. However, a grace period is given to new students entering the university. Until the proper documentation is submitted to the Health Services Department, those who do not comply will be blocked from making any changes to registration for the current term and will be unable to register for classes the following semester.

## **INFORMATION TECHNOLOGY SERVICES**

773.508.7190 - *Lake Shore Campus*

<http://www.luc.edu/its/index.html>

New students are automatically issued a Universal ID and password. The ID will provide you with access to Loyola's electronic mail, computer labs, and numerous software programs.

- [Blackboard](#) (BB) is Loyola's online course management system. Most professors in the School post course information through BB. Your Universal ID and Password will allow you to access BB.
- [Email](#) It is extremely important to access your Loyola e-mail account on a weekly basis. Announcements regarding registration, student events, deadlines, and other valuable information will be communicated through e-mail. Visit the Information Technology Services website to learn how to access your Loyola e-mail account.
- [LOCUS](#) Loyola's online connection to University services is an integrated, Web-based student information system.
- [Manage Your Password](#) Instructions on how to forward your Loyola e-mail to your personal account.

## **LIVETEXT**

866-548-3839 – *Technical Support*

[http://www.luc.edu/education/course\\_manage\\_fee.shtml](http://www.luc.edu/education/course_manage_fee.shtml)

Students enrolled in the School of Education are required to purchase "LiveText," a software program designed to assist with course management and to support the school's standings with national, state and specialty accreditation boards.

- LiveText software is used to manage core assignments and assessments in designated classes for accreditation purposes in each degree and certification program.
- The software also allows students to create a professional portfolio and provides a professional way to chronicle, organize, and present information on their academic experiences.
- This one-time Course Management fee of \$125.00 includes the Skill streaming module, training, and on-campus lab assistance in the use of the software.
- Information about the distribution of LiveText software and training session will be sent to students through their Loyola e-mail address.

## **LOYOLA SHUTTLE**

708.474.7474 – *Off Campus*

<http://www.luc.edu/transportation/shuttlebus.shtml>

Shuttle buses run a continuous loop between the Lake Shore Campus (LSC) and the Water Tower Campus (WTC), Monday through Friday, starting at 7 a.m. from WTC. The final two shuttle buses of the day are scheduled to arrive at both campuses at 12:30 a.m. There is no shuttle service on Saturday or Sunday.

## **MINISTRY**

312.915.6465 – *Water Tower Campus*

[http://www.luc.edu/ministry/water\\_tower.shtml](http://www.luc.edu/ministry/water_tower.shtml)

Ministry is committed to the development of the whole person through the service of faith and the promotion of justice. Ministry provides opportunities for students to discern their gifts and talents in light of God's calling. Through liturgy and worship, service to others, retreats and spiritual formation, students are formed by the Ignatian charism of doing all things for the greater glory of God and the good of all. Ministry invites all students, staff and faculty to actively collaborate in the integration of faith, learning, and action.

### **Sunday Evening Mass**

7PM

St. James Chapel (Quigley)

Corner of Rush and Pearson

## **NEW STUDENT ORIENTATION**

312.915.6800 – *Water Tower Campus*

<http://www.luc.edu/gpem/soeadmits.shtml>

The School of Education new student orientation is an opportunity for us to welcome you, and to orient you to SOE programs, services, benefits, and opportunities. Current faculty, students, and staff will be on hand to provide valuable resource information and to answer questions you have before commencing your graduate program. The orientation also provide new students the opportunity to network and socialize. It is highly recommended that new students attend this orientation.

## **PARKING AT LOYOLA UNIVERSITY CHICAGO**

773.508.7036 – *Lake Shore Campus*

<http://www.luc.edu/parking/>

Loyola University Chicago appreciates the cooperation and courtesy shown to one another by students, staff, faculty and friends as it relates to parking at Loyola's Chicago campuses. Rules and regulations are put into effect to control the use of limited parking facilities and to maximize safety for members of the university community.

### **Parking at Water Tower**

<http://www.luc.edu/parking/watertower.shtml>

- Discount parking lots

### **Parking at Lake Shore**

<http://www.luc.edu/parking/lakeshore.shtml>

- University parking lots

## **REGISTRATION & RECORDS**

773.508.2800 - *Lake Shore Campus*

312.915.7221 - *Water Tower Campus*

<http://www.luc.edu/regrec/>

The Office of Registration and Records provides academic and enrollment services for faculty and students. These services include: scheduling, registration, recordkeeping and reporting. The office also assists external audiences such as employers seeking degree verification and alumni who request copies of their transcripts.

## **ROME PROGRAM**

312.915.7022 – Dr. Janis Fine – Water Tower Campus

[http://www.luc.edu/education/spgrm\\_rome\\_graduate.shtml](http://www.luc.edu/education/spgrm_rome_graduate.shtml)

Loyola University Chicago's School of Education offers summer study sessions at Loyola's Rome Center campus in Italy. All School of Education courses at Loyola's John Felice Rome Center make use of the vast cultural resources of this world-class city and involve on-site instruction. In addition, activities are scheduled for students that expand interaction with Rome and with the Italian way of life.

## **SCHOOL OF EDUCATION**

312.915.6800 – Water Tower Campus

<http://www.luc.edu/education/>

Your link to everything you need to assist you through your studies:

- [Course syllabi](#)
- [Faculty information](#)
- [Forms](#)
- [Policies](#)

## **SCHOOL OF EDUCATION STUDENT ORGANIZATIONS**

<http://www.luc.edu/education/resources.shtml#orgs>

- Comparative & International Education Graduate Student Association ([CIEGSA](#))
- Higher Education Student Association ([HESA](#))
- Loyola Association for School Psychology (LASP)

## **STUDENT ACTIVITIES**

773.508.8850 - Lake Shore Campus

<http://www.luc.edu/activities/>

Student Activities & Greek Affairs provides opportunities and consistent support to help you develop into a confident, self-aware leader engaged in the community and dedicated to being a person for others.

## **STUDENT BUSINESS OFFICE (BURSAR)**

773.508.3180 - Lake Shore Campus

312.915.6160 - Water Tower Campus

<http://www.luc.edu/bursar/>

The Office of the Bursar is responsible for the billing tuition and fees, collecting payments, processing refunds, and adjusting students' accounts. The Office can also assist students and their families with payment plan options, student refunds, and withdrawal policies and procedures. Additionally, it can assist with questions regarding tuition and fees, room and board rates, and student health insurance.

## **STUDENT DEVELOPMENT COMMITTEE**

312.915.6878 – Dr. Janet Pierce-Ritter – Water Tower Campus

[http://www.luc.edu/education/resources\\_stu\\_dev.shtml](http://www.luc.edu/education/resources_stu_dev.shtml)

The Student Development Committee is a standing committee of the Academic Council of the School of Education. The primary function of the committee is to approve student funding requests for attendance and presentations at conferences.

## **STUDENT FINANCIAL AID**

773.508.7704 - *Lake Shore Campus*

<http://www.luc.edu/finaid/>

The Office of Student Financial Assistance (OSFA) works with students and families to finance a Loyola education. In addition to putting together customized assistance packages using various financial resources, the Office is committed to providing help with the financial assistance process and answering your questions.

## **STUDENT ID CARDS**

312.915.7756 – *Water Tower Campus*

773.508.2273 - *Lake Shore Campus*

<http://www.luc.edu/campuscard/index.shtml>

After you have registered for classes, you should obtain your picture ID card at the Campus Card office, located in 25 E. Pearson (Corboy Law Center), 1<sup>st</sup> floor lobby, Student Services. Please call 312-915-7756 to obtain current office hours. Students are required to carry their student ID card with them at all times when on campus. You will not be able to enter the university buildings or library without the ID.

## **TEXT BOOKS**

312.915-7420 – *Water Tower Campus*

<http://www.luc.edu/info/bookstore.shtml>

Textbooks and related materials can be purchased at the Loyola University Bookstores. For classes scheduled at Water Tower the bookstore is located at 26 E. Pearson, Baumhart Hall. For classes scheduled at Lake Shore the bookstore is located in the Granada Center, 1032 W. Sheridan. Each bookstore will have a complete list of required and recommended materials needed for each class.

Other resources for purchasing books online are [www.amazon.com](http://www.amazon.com) and <http://www.bkstr.com>.

## **UNIVERSITY STUDENT HANDBOOK**

<http://www.luc.edu/students/handbook/>

Please read this document carefully. You are accountable for compliance with its contents. Students who violate the policies and procedures described in the handbook may be subject to judicial hearing or other disciplinary action as outlined in the Student Judicial Procedures section.

## **WELLNESS CENTER**

773.508.2530 - *Lake Shore Campus*

<http://www.luc.edu/wellness/index.shtml>

Students are welcome to use the Wellness Center as often as necessary to maintain or improve their health.

# ELECTRONIC ETIQUETTE

Email is a very easy form of information exchange between Students and Faculty / Staff. This document consists of some helpful tips on electronic communication with the Faculty / Staff.

1. Response Time
2. Importance of Editing
3. Clearly Stated Subject Line
4. Explicitly Titled Documents (for Electronic Distribution)

## 1. **Response Time**

It is important to understand that Faculty and Staff receive many emails every day. It is unnecessary and overburdening to send the same email multiple times. Please be patient, a response is coming.

## 2. **Importance of Editing**



Keep it Brief, to the point, and clear.

Long rambling emails tend to be confusing.

Ask Yourself:

- Is there a more concise way to ask / explain my point?
- Is all of this information appropriate or necessary?
- Is there a better way to introduce the subject matter?
- Should I call rather than send an email?



When you are communicating electronically with Faculty & Staff be sure to always include the previous message in your email so there is a quick reference point.



Email vs. Phone Call.

If your email is getting lengthy and you feel every sentence is pivotal then a phone call may be in order. [SOE Faculty & Staff Directory](#)

- Suggestion: You can start off the conversation by emailing to set up a phone or office appointment with your professor.

## 3. **Clearly Stated Subject Line**

When sending an email to your professor for any reason it is extremely important to title your email correctly. If you do not have the correct **subject line** your email and / or its urgency could be overlooked. Making the Subject simple and straightforward is the best way to get a speedy response.

**Subject line:** (*Order of necessary information*)

1. Course / Subject
2. VERY brief purpose of email

**Examples:**

CIEP101 –HELP! – Curriculum Portfolio

ELPS101 – Critique Paper

RMTD101 – Assignment #7

CPSY101 – Quick Question

Advising Appt - Response needed by 00.00.00

## 4. **Explicitly Titled Documents (for Electronic Distribution)**

When you are turning in an assignment electronically the **title of your document** should be clearly labeled. Your professor may need to save your document to a file. It is your responsibility to make the title clear so your Professor knows what they are opening.

*The order of the title should be as follows:*

1. Course
2. Student's Last Name
3. Subject of Document
4. Semester & Year

**Examples:**

CIEP101 – Miller - Assignment #5 – Sum II 10

ELPS101 – Smith - Critique Paper – Fall 09

RMTD101 – Parker – Quiz 14 – Spring 10

CPSY101 – Stevens – Journal #2 – Sum I 10

# WATER TOWER CAMPUS



## Directory

**1 E. Pearson St.** 1  
**Maguire Hall**  
 School of Business Administration  
 Corboy Courtroom Room 160  
 Career Management Services Floor 2  
 Graduate School of Business Floor 2  
 Executive Education Floor 3  
 Family Business Center Floor 3

**24 E. Pearson St.**  
 University Bookstore 2

**25 E. Pearson St.** 3  
 School of Law  
 Student Services Lobby  
 Law Library Floors 3-5  
 Lewis Library Floors 6-9  
 Ceremonial Courtroom Floor 10  
 Civitas ChildLaw Center Floor 11  
 Kasbeer Hall Floor 15

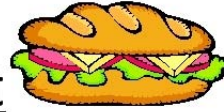
**26 E. Pearson St.** 4  
 Terry Student Center Floors 1-3  
 Baumhart Residence Hall Floors 4-24

**51 E. Pearson St.** 5  
 School of Communication Floors LL-2

**111 E. Pearson St. / 820 N. Michigan Avenue** 6  
**Lewis Towers**  
 School of Continuing and Professional Studies Floor 4  
 Institute of Pastoral Studies Floor 6  
 College of Arts and Sciences Floor 9  
 School of Education Floor 10  
 School of Social Work Floor 12  
 Advancement Floor 13  
 Beane Hall Floor 13  
 Office of the President Floor 15  
**LUMA Loyola University Museum of Art** 7  
 Entrance along Michigan Avenue Floors 2-3



## A Quick Bite to Eat



1. **Go Roma Italian Kitchen** 484 North State Street

2. **ING Café:** 21 East Chestnut Street

3. **Chick-fil-A:** 30 East Chicago Avenue

4. **Jimmy John's:** 46 East Chicago Avenue

5. **Qdoba Mexican Grill:** 20 East Chicago Avenue



6. **Starbucks:** 11 East Chestnut Street

932 North Rush Street

42 East Chicago Avenue

7. **Subway:** 43 East Chicago Avenue



700 North Michigan Avenue

8. **Walgreen's (ATM):** 757 North Michigan Avenue

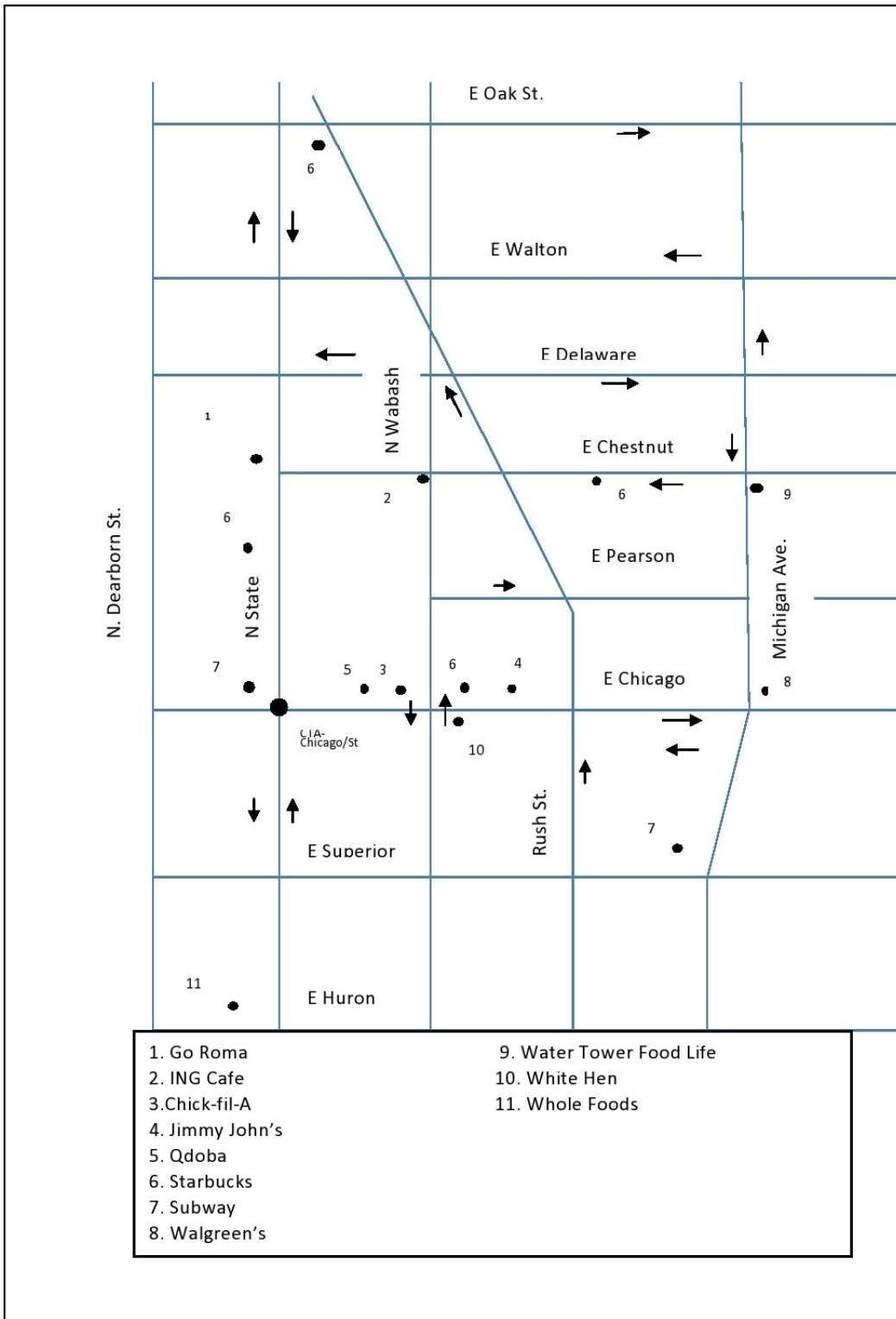


9. **Water Tower Food Life:** 845 North Michigan Avenue

10. **White Hen:** 45 East Chicago Avenue

11. **Whole Foods:** 30 West Huron Street





## **NOTES**