



DEPARTMENT NAME
College of Education
777 Glades Road
Boca Raton, FL 33431-0991
tel: 561.297.6595
fax: 561.297.2925
coe.fau.edu/teached
DeptTeachLearn@fau.edu

Dear Adjunct Faculty:

Welcome to the adjunct faculty for the Department of Teaching and Learning in the College of Education. An Adjunct Faculty Handbook has been prepared for you and is available for you to view at <http://www.coe.fau.edu/FacultyStaff/forms/documents/Adjuncthand.pdf>.

In addition to the Adjunct Faculty Handbook, we have prepared an additional Department of Teaching and Learning guide to help you through some very important processes (i.e., inputting grades, accessing FAU email, etc.). You should find this quite helpful. If you have additional questions, please feel free to contact the Senior Secretary on the Boca Raton campus at 561-297-3621.

Sincerely,

A handwritten signature in cursive script that reads 'Barbara R. Ridener'.

Dr. Barbara R. Ridener, Chair
Department of Teaching and Learning

Orientation

All new employees must sign in with Human Resources. The hours are from 9:00 AM to 4:00 PM on Tuesday and Thursday in Room 109 of the Williams Administration Building (AD-10) on the Boca Raton campus. The following link leads you to the campus map:

<http://uavp.fau.edu/boca/index.html>.

Parking

Upon arrival at the Boca Raton Campus of Florida Atlantic University, new employees should first go to the Information Booth, located on University West at the Glades Road entrance, to obtain a temporary parking pass. Please inform the officer on duty that you are a new employee and will be visiting Human Resources to sign in.

A parking decal may be obtained online after you are hired by accessing faupark@fau.edu. Please consult with the Senior Secretary at the Boca Raton campus who will let the Parking and Transportation Department know you have been hired. The cost for regular faculty is \$143. The cost for adjunct faculty is \$76. Red permit holders are allowed to park in any of the red or blue lots. Parking spaces marked in red are designated as faculty/staff spaces. Vehicles are required to park “nose in” in parking spaces. Vehicles with FAU permits are not permitted to park at and pay the meters; they are reserved for visitors only. Parking at a malfunctioning meter is prohibited. Parking on the grass is NOT ALLOWED anywhere on the FAU campuses. *All parking rules and regulations continue to be enforced 24 hours a day, 7 days a week.* For updated and complete Parking Rules and Regulations, visit www.fau.edu/parking/.

New employees will be able to apply for a permanent parking pass as quickly as an employment contract is complete. The vehicle tag number and Driver’s License number is required to complete this process. To register for a permit, login to your Parking and Transportation account through your MyFAU. If you have problems accessing your account, please email Parking and Transportation Services at faupark@fau.edu.

Sign-In Procedures

Processing of new hires includes, but is not limited to, completion of the I-9 form, W-4 form, E-mail Request Form, Direct Deposit enrollment, personal data sheet, and loyalty oath. New employees coming to sign in should bring a voided check for direct deposit and acceptable identification for the I-9 form. This information is available online at

<http://www.fau.edu/hr/ProcNRec/index.php#NewHires> on the FAU Human Resources web page.

Direct Deposit Enrollment

All new employees are required to have their paycheck direct deposited and should bring a voided check when visiting Human Resources.

Culture of Electronic Assessment

All course assignments must be assessed either in LiveText or Blackboard. All competencies must be assessed as critical assignments in LiveText. Contact the Computer Support Specialist at the Technology Lab in Building ED-47, Room 335F, on the Boca Raton campus at twalsh5@fau.edu to schedule training on LiveText and to register for your free account. All adjunct faculty members are required to complete their LiveText training during the first two weeks of each semester.

In addition, all adjunct faculty members must post their syllabi on Blackboard or LiveText. The syllabus must also be sent to the Senior Secretary at the Boca Raton campus for filing within the department. All grading must be done in LiveText or Blackboard. Be sure to submit end of term grades to the University's Registrar's office via Banner by the due date indicated on the Academic Calendar by 9:00 AM. If a grade change is required, a "Change of Grade Request" form must be filled out. Consult the Senior Secretary at the Boca Raton campus for details when necessary.

LiveText Assessment Tracking System

LiveText is the adopted student performance assessment tool. The college responds to multiple accrediting organizations. One of these accrediting bodies, The National Council for Accreditation of Teacher Education (NCATE), is a national accrediting body for schools, colleges, and departments of education authorized by the U.S. Department of Education. NCATE reviews how schools, colleges, and departments of education meet rigorous national standards in preparing teachers and other school specialists for the classroom. LiveText specializes in providing the tools to help accrediting bodies support students, faculty and administrators in meeting these challenges and assist in demonstrating and ensuring effective student learning and program enhancement.

Referenced by many students and institutions already using the assessment tools, LiveText is intuitive, easy to use, and very user friendly. With this digital assessment tool, you will be better able to track electronically the assessment of competencies embedded in your critical assignments. You will have opportunities to chronicle practicum experiences, internships, and work-based learning in a professional manner.

Use of LiveText in required courses is not an option for faculty and students working with those courses. All courses that require LiveText contain the following statement in the "Required Text/Materials" section of the syllabi. See sample syllabus on page 7.

Blackboard Information

Blackboard training is required and is necessary to utilize this teaching option within your course, as well as to post syllabi, assignments, and handouts online to Blackboard or MyFAU. Once you receive your FAU ID, (your request for an ID will be filled out when you go to Human Resources to sign in) you can go to <http://wise.fau.edu/irm/blackboard> to find out the schedule

for Blackboard Basics I. At that time, you will be able to register for the class. A few days after you have signed in, you will be able to determine your FAU login. Go to <https://secure.fau.edu/createusr/accountlookup.aspx> and enter the requested information. Blackboard is a valuable tool to communicate with your students, allow for online class discussion, and to post announcements and documents (including your syllabus).

Summary

Questions should be directed to the Coordinator, Human Resources, at 561-297-3074. While we understand that coming to campus during the day presents a hardship to some of you who work, if this is the case, please call the Senior Secretary on the Boca Raton campus at 561-297-3621 to visit possible alternatives.

Adjunct Timeline

Before the semester begins:

Prior to Semester Student Registration:

- Department Chair will assign adjunct instructors to courses.
- An offer letter will be sent via email attachment to be printed, signed in blue ink, scanned, and returned to the department.

Once adjunct is assigned:

- A core syllabus (see sample on page 7) will be sent to the adjunct electronically.
- A desk copy of the book(s) assigned for the course will be lent to the instructor to be returned at the end of the semester.
- The employee is expected to sign in with Human Resources (see page 2).
- A parking tag must be applied for (see page 2).
- An FAU email address must be obtained (at orientation).
- The adjunct must register for LiveText and Blackboard training (see page 3).

Office procedures:

- Adjunct mailboxes are provided at each campus.
- The copy policy will be given as well as alternative ideas to making copies.
- See one of the secretaries for your copying and scanning needs. All your copying and scanning needs are to be handled by your department and/or branch campus (inquire with the Senior Secretary on the Boca Raton campus). Plan on a one-week lead time. Due to our limited budget, you will be given a limited number of copies for an academic term. Therefore, please do not copy materials for class, which can be presented through lecture and/or via transparencies, document cameras, PowerPoint presentations, or electronic transmissions via FAU email, LiveText, or Blackboard. Also it is possible to leave copies of certain materials in the library on reserve. If the reserve materials exceed several pages, copyright laws usually prohibit reproduction without the author's approval. Consult your librarian in advance.

Submit to Senior Secretary:

- Recent **resume or curriculum vitae** in NCATE format (a sample copy is included on page 20) must be received in electronic format prior to beginning of assignment to the Senior Secretary on the Boca Raton campus, 561-297-3621.
- Original **official transcripts** showing the highest degree and that you hold at least 18 graduate credit hours in the field in which you are teaching must be sent directly from the college/university where they were awarded, as we must attach the envelope as they arrive for filing. They must be received prior to beginning assignment. They should be sent to the Dean, College of Education. The address is: Florida Atlantic University, College of Education, 777 Glades Road, Room ED 215, Boca Raton, FL 33431.

- Electronic copy of your **syllabus** in NCATE must be submitted to the Senior Secretary on the Boca Raton campus, 561-297-3621, at the beginning of the semester. A sample copy of an NCATE formatted syllabus is included in this handbook and a generic copy for your course will be forwarded to you when you are assigned a course. You may make minor changes to your syllabus as in the dates you will cover certain material and other rules you may make in your classroom. You may NOT, however, change the core syllabus as it pertains to the Critical Assignments (CA) or the grading rubric or the indicators.

This is a general timeline of what needs to be accomplished once an adjunct instructor is assigned and before the semester begins. Please refer to the adjunct requirements listed on the following page for tasks that must be completed during and after the semester.

Adjunct Requirements

During and after the completion of the semester:

As an adjunct for Florida Atlantic University, it is necessary for you to provide and know about the following:

1. You may not change the **textbook**. It is your discretion to add a textbook but with the approval of the Department Chair.
2. A desk copy of your **textbook** will be provided for you but must be returned to the Department Chair at the end of the semester unless you are assigned to teach the same course again the following semester. If you wish to have your own copy, you may purchase one from the bookstore.
3. At the end of the semester, you will need to forward a copy of your **grade book** showing your student's grades as well as an **explanation** of how they are calculated. This calculation should also be in your syllabus and would suffice for your grade explanation. Should a student return and question a grade, it will be necessary for the Department Chair to decipher how a grade was calculated and defend it.
4. If your course contains a **Critical Assignment**, these grades must be posted in LiveText by the due date assigned for grades.
5. Grades must be entered into Banner by the due date indicated on the Academic Calendar by 9:00 AM.
6. Content tests that are not kept as a Critical Assignment must be destroyed. All other **student work** should be returned to the student. Any coursework needing to be given to the students after the semester ends can be brought to Room 352 in building ED-47 on the Boca Raton campus. Please label it so the course is easily recognized as students typically come in with a name and course number. You should also leave instructions as to how long the work should be kept before it is destroyed.
7. Adjunct faculty members are to have **office hours** in order to be available for students. These can occur immediately before or after class, or at another stated time. Room 345 in ED-47 on the Boca Raton campus is for adjunct faculty use.
8. **SPOT Evaluation packets** are distributed each semester to adjunct mailboxes. (See the Campus Information on mailboxes on page 6.) You need to periodically check your mailboxes. Once you pick up the packet, read the "Instructions for Instructor" inside the packet. Choose a student volunteer to distribute and collect the evaluation forms while you leave the classroom. You'll want to write your name, semester, year, and the 5 digit CRN number for your course on the whiteboard. (You can look up your class' CRN number on the online course schedule, <http://www.fau.edu/registrar/schedule/crsschdl.php>.) Once the student volunteer and you sign the label which is used to seal the packet, have the student volunteer bring the packet to Room 352 on the Boca Campus. If it is necessary to drop off the SPOTS after hours, the student can slip the SPOT evaluations under the door to Room 352 in ED-47 at the Boca Raton campus. For the Jupiter Campus, have the student volunteer bring the packet to the Program Assistant in EC-202. He/she will then send the packet via interoffice mail to the Boca Raton secretary, ED-47, Room 352. Adjunct faculty members on the Davie

campus are to return their SPOT evaluation packets to the Senior Secretary on the Davie campus at BC-49, Room 203. For after-hours delivery, the student can just slip the SPOT evaluation under the appropriate door for the campus.

Campus Information

Boca Raton campus:

Mailboxes— If you teach a course during the day, adjunct mailboxes are located in ED-47, Room 352. If you teach an evening course, you will find mailboxes outside of Room 352. Mail is placed in the top half of the A-Z mailboxes by the first letter of the last name. Please be sure to check for mail often as students drop off work.

Work Room—Room 359 is our work room and contains one copy machine for the Department of Teaching & Learning. The user code for the copy machine can be obtained from one of the secretaries in Room 355, 352, or 350. If you have a copy request in advance, you may leave it with the Secretary in Room 352 and she will arrange for a graduate assistant to make your copies and place them in your mailbox. Please review the copy policy and consider alternative ideas to making copies before making a request for copies. Supplies are also available from the secretary in Room 352. If you are in need of computer access or office space to meet with a student, the Adjunct Faculty Office, ED-47, Room 345 is available.

Davie campus:

Mailboxes—Adjunct instructors are assigned mailboxes in the Education and Science Building in Room ES 208. Please do not ask your students to go into this room. If they are dropping off assignments, or picking something up, students **MUST** see the Senior Secretary, BC 49, Room 203. This ensures that students do not have access to other student's work.

Work Area—If you need to make copies or fax, you may use Room ED 208. For supplies see the Senior Secretary, 6-1025.

Jupiter (MacArthur) campus:

Mailboxes—Adjunct mailboxes are located in the Work Room, EC 206. This room is typically open until 7:00 PM.

Work Area—There is space available in EC 201 for you to meet with students, work on the computer or make telephone calls. Copies can be made in the Work Room, EC 206. Please contact the Office Assistant at 6-8135 for copy codes or other needs you might have.

A generic syllabus for your course will be provided. You may make some changes that pertain to your course but the body of the syllabus should remain the same. Please send an electronic copy of your updated syllabus to the Senior Secretary on the Boca Raton campus, 561-297-3621. Also, refer to the blue and red words in the syllabus where you might need to make some changes appropriate for your course.

Please update your curriculum vitae using the following NCATE format and return it electronically to the Senior Secretary in the Boca Raton campus at 561-297-3621.

Dr. Rose Merzon Feinberg

1. Personal Data

Office:

Department of Teaching & Learning
Florida Atlantic University
777 Glades Road
Boca Raton, FL 33431

rfeinbe5@fau.edu
561-297-6598

1.1 Educational Experience

Doctor of Education, Boston University, Boston, MA 1977

Master of Education, Boston University, Boston, MA 1973

Bachelor of Science, Northeastern University, Boston, MA 1967

Florida Atlantic University, Boca Raton, FL

- Elementary-Middle-Secondary Curriculum (Summer A, 2005)
Curriculum leadership issues at the national, state and local levels
- Design Components of School Curriculum (Summer B, 2005)
Knowledge and applications of effective curriculum development

Lesley University, Cambridge, MA

- Managing Educational Programs (Fall 2000-2003)
School management issues and strategies, school law, negotiations, contracts, budget
- A Context for Leadership (Summer, 2001)
Models of leadership school culture, organizational theory, educational administration

Simmons College, Boston, MA

- Curriculum, Program Models and Evaluation for Administrators (Summer 2002-2003)
- Curriculum Methods and Development for Principals (Summer 2001)

Framingham and Fitchburg State Colleges, Massachusetts

- Providing Challenge & Enrichment in Elementary Classrooms, 1997-1998; Understanding Teaching, 1990-1993; Diagnostic & Prescriptive

Reading, 1979; Reading & Language Arts in the Elementary School, 1976-1977, Reading & Language Arts in Early Childhood, 1976-1977

University of Lowell, MA (1973-1977)

- Reading & Language Arts in the Elementary School; Creative Teaching of Reading & Language Arts; Creative Materials for the Classroom; Creative Dramatics in the Classroom; Literature for Children; Current Trends in Teaching Language Arts

Supervisor & Mentor for Principal Certification Programs

- Harvard Graduate School of Education, Cambridge, MA
Supervisor of Principal Interns, 1997-2004
- Massachusetts Elementary Schools' Principals' Association
Mentor & Supervisor for Principals Certification Program, 1999-2003
- Lesley University, Cambridge, MA
Supervisor of Graduate Interns for Principal's Certification Program, 1998-2003
- Simmons college, Boston, MA
Supervisor of Graduate Interns in Certification Program, 2002
Advisory Group for Development of Education Leadership Program, 1999-2000

1.2 Professional Experience

Belmont Public Schools, Belmont, MA

Principal, Mary Lee Burbank Elementary School, 1994-2004

Needham Public Schools, Needham, MA (1983-1994)

Director of Elementary Education, Reading K-12, & Staff Development K-12, 1983-1994

Director of Curriculum K-8 & Program for Academically & Creatively Talented, 1983-1991

Lunenburg Public Schools, Lunenburg, MA

Director of Reading K-12 and Language Arts K-6, 1977-1981

Wayland Public Schools, Wayland, MA

Teacher, Grade Five and Multi-graded, Happy Hollow Elementary School, 1967-1973

Florida Atlantic University

College of Education

IMPORTANT!!! Some Courses have a field experience requirement.

Many education courses require field experience. Students should refer to their individual program to determine the field placement courses required to complete the degree. Field experience requirements are usually listed in the course schedule as well. Students should check with the university instructor and seek clarification regarding the instructor's requirements and whether the course requires a field component. You will work closely with Assistant Director, Academic Support, Education Student Services Traci Catto (tcatto@fau.edu) to arrange field experience for your students.

Each county requires students to apply for security clearance and follow specific policies and procedures. In order to incorporate a field placement component into a particular course requirement, the university instructor **MUST** contact the Field Experience Director/Coordinator. These individuals assume the responsibilities as a liaison between the university and the school district offices. Field Placement arrangements must be processed through these offices. Students cannot assume placement arrangements privately and should not contact the School District Offices directly.

Please refer to Field Experience link

<http://www.coe.fau.edu/students/oass/fieldexperience/default.aspx> for courses with field experience requirements.

Please note that Methods courses have Field Experience hours as prescribed by the instructor.

Students enrolling in courses requiring Field Experiences must submit an application for a Security Clearance in order to be admitted into the schools/community sites.

For general field placement information visit FAU's Student Services web site at www.fau.edu/coess. Click on the "Field Experience" link.

For specific information for placements in Hendry, Indian River, Martin, Okeechobee, Palm Beach, and St. Lucie counties, contact:

Field Placement Director
Office for Academic and Student Services
College of Education—Boca Raton Campus
ED Room 230
561-297-3570

For specific information for placements in Broward and Dade Counties contact:
Field Placement Coordinator
Office for Academic and Student Services
College of Education—Davie Campus
ES Room 202
954-236-1028

It is important for the university instructor to make contact with the personnel from one of these offices prior to the beginning of the semester to receive the necessary placement applications and information.

Technology

Technology Services:

Many of your technology questions can be answered by checking out the webpage <http://www/fau/edu/helpdesk>. This web site provides the answers to many questions you may have about technology here at Florida Atlantic University (FAU). If you are having difficulty getting your laptop computer to connect with WIFI, you will find answers here. If you are having difficulty logging into Blackboard, this webpage will provide directions. Please take a moment to familiarize yourself with this webpage as you will find it a valuable tool. If you cannot solve your computer issues in this manner, use this same web site to “submit a ticket” to get assistance.

Also, if your classroom does not have the necessary audiovisual equipment you need to teach your course, you may go to this web site and make a request by clicking on “Audiovisual” on the left side menu.

Banner:

Grades must be entered into the Banner system by the designated date. To enter your grades, simply go to the FAU web site and click on the Faculty & Staff tab. From the dropdown menu, click the MyFAU tab and enter your user name and password and click Login. In the left hand column, you will see FAU Self-Service (OWLS). Click on that and from there:

- Here you have options to view your personal information as well as your window to data you need for your courses(s).
- Click on the Faculty Services tab to view the data available to you. The important ones for your course are:
 - Term Selection—make sure the semester you are interest in is selected.
 - Class List—provides you with an up-to-date student list with major, level, class level and student Z number.
 - Class List, names only—provides your up-to-date class roll listing only student names so it is easier to download to an Excel spreadsheet. This list, as well as the one on Blackboard (if you have taken the training and requested your course) will be your class roster.
 - Final Grades— Please read the important information at the top of this page first.
 - 1 When the Faculty Services menu is displayed, click on **Final Grades**, Select **Term** and click on **Submit**.
 - 2 In the **CRN** drop down box, choose the class name that you want to enter grades and click on **Submit**.

- **Note:** Please do not go to any class (CRN) that does not have students. If you accidentally access a class without students, sign out and start the process over again.
- 3 After the grades are entered, click on **Submit Query**.
 - **Note:** If a student earns a U or an F grade, please remember to insert the appropriate number in the reason code box. At the top of the page you will see an explanation for each number.
 - 4 If you have another class that you need to enter grades for, click on **Return to Previous** and follow steps 2 & 3 again.

Any grade changes after the closing date must be processed through the department secretary. Critical Assignment grades are to be posted in LiveText.

LiveText:

To learn more about LiveText visit www.coe.fau/students/livetext. All adjunct instructors are required to complete their LiveText training during the first two weeks of each semester. (See the “Culture of Electronic Assessment” on page 3.) All competencies must be assessed as critical assignments in LiveText.

Blackboard:

Blackboard is a web-based application that facilitates use of the Internet and current communication technology for teaching and learning. Using Blackboard will allow you to communicate quickly with your students. Here you can post your syllabus, assignments and even facilitate an online discussion. Please go to <http://www.fau.edu/irm/blackboard/> and look around. It is necessary for you to attend a Blackboard training session to post your syllabus and to input all course assignment grades. For instructions and training on Blackboard, visit www.fau.edu/irm/training. There you will find links to Blackboard.

FAU Accounts:

All students, faculty and staff have a username known as FAUNetID. Information on how to set up your account can be found at <http://accounts.fau.edu/>. Much of the technology available at FAU uses this ID. Again, the best place to educate yourself about FAUNetID is to view the information on the webpage. You should use your FAU account to communicate with your students. To access email, click on <http://mail.fau.edu>.

Additional Information:

Academic Calendar: The academic calendar is available at <http://www.fau.edu> by using the dropdown menu available under “Faculty and Staff.” Click the calendar button and choose the appropriate academic year.

Final Exams and Exam Schedule: Exams must be given at the time scheduled and classes must be held during exam week. To locate the exam schedule, click on “final exam schedule” at <http://www.fau.edu/registrar/acadcal.php>.

Owl Card: The OWL Card is the official picture identification and debit card for the Florida Atlantic community. You may visit their website for more information at <http://www.fau.edu/business-services/owlctr.php>.

Inclement Weather: FAU will post-up-to-date information regarding weather or other campus closings on the FAU website, as well as through student and faculty email (your FAU email account). You may also check for closing and announcements by calling: Boca campus 561-287-2020, Broward campuses 954-236-1800 and Jupiter campus 561-799-8020. If there is an impending hurricane, the university will post announcements regularly.

FAU Alert System: It is essential that all active adjunct faculty members update their telephone contact information every semester. You can do so by logging into MyFAU at myfau.fau.edu, clicking successively on “FAU Self-Service (OWLS),” “Personal Information,” “Update FAU Alert Telephone Numbers” and following the instructions. For details on the components that make up the FAU Alert System, visit <http://www.fau.edu/facilities/ehs/info/FAU-Alert-System.php>.

College of Education Website: For any information regarding the College of Education, please visit the COE website at <http://www.coe.fau.edu>.

Incomplete Grades: You may assign a grade of “I” to students who are passing your course, but have not completed all the required work because of exceptional circumstances. At the time you assign the “I”, it is your responsibility to set the terms of completion (e.g. assignments). An “I” indicates a grade deferral and must be changed to a grade other than “I” within a specified time frame, not to exceed one calendar year from the end of the semester during which the course was taken. After one calendar year, if no change of grade has been filed, the “I” becomes the default grade entered by the instructor indicated on the web at the time the “I” is issued. *Be sure to document the terms of completion and make your department chair aware of your agreement.*

Change of Grade Request: If it is necessary to change a grade after the grading time is exhausted, please get a “Change of Grade Request” form from the office staff. This requires a Department Chair signature, as well as a signature from the Dean’s office. A copy will be made and kept on file. If it is inconvenient to come to the campus, call the department for assistance.

Class Size: Class sizes are determined using several factors including classroom size and feasibility of class size. It is suggested that you maintain a class size as determined by the Department Chair and listed on the Schedule of Classes. If circumstances exist that require adding an additional student, you must have the student complete the “Registration—Drop/Add Request” and you need to sign it. The student is also required to go to Room 230 in ED-47 on the Boca campus, or to any other campus’ Office of Academic and Student Services for the College of Education to get the College Stamp on the form. The

Registrar will not add a student without both the signature and the College Stamp. You should keep in mind that adding more students might compromise the existing students' safety and opportunity to learn.

Critical Assignment: (if your course includes one)

Be sure to input Critical Assignment Results (exceeds, meets, does not meet) for the courses that have Critical Assignments on LiveText so access will be provided. Adjuncts should check with their program area coordinators as to whether their particular courses contain critical assignments.

Library Services:

Campus Library hours are available at <http://www.library.fau.edu/geninfo/hours.htm#boca>. Students may access the online library from off campus by using the EZproxy feature of the library and providing their 14 digit Owl Card student identification number, as well as their birthdate. Then click login.

If you require research for your course, you have the options of arranging an instructional session for your class. Librarians can provide a valuable introduction to good research skills either in your classroom or in the library classroom. They will teach students the techniques to find information in journals, books, databases and the Web and to effectively conduct research. Please check the Library webpage to locate your campus contact.

College of Education Contact List Department of Teaching & Learning

Name	Email@fau.edu	Campus	Telephone	Description of Responsibility
Ridener, Barbara	bridener	Boca	561-297-3588	Department of Teaching & Learning Chair
Amirault, Ray	amirault	Boca	561-297-2581	Instructional Technology
Ariza, Eileen	eariza	Boca	561-297-2933	Spanish & Elementary Education
Bird, Jennifer	jbird4	Jupiter	561-799-8125	Secondary English & Reading
Brewer, Andrew	ebrewer2	Jupiter	561-799-8629	Social Science
Brown, Susannah	sbrow118	Boca	561-297-2635	Art & Elementary Education
Calhoun, Lesile	lcalhou1	Jupiter	561-799-8746	Language Arts & Reading
Carlstrom, Deborah	dcarls	Jupiter	561-799-8347	Elementary Education
Dassa, Lori	ldassa	Boca	561-297-3979	Effective Teaching Practices
Fritzer, Penlope	fritzer	Davie	954-236-1046	Social Studies & Secondary English
Furner, Joseph	jfurner	Jupiter	561-799-8517	Math
Gonzalez-Dehass, Alyssa	agonzale	Jupiter	561-799-8518	Educational Psychology
Harris, Deborah	dlharris	Jupiter	561-799-8515	Reading & Language Arts
Kumar, David	david	Davie	954-236-1044	Science
Lapp, Susanne	slapp	Davie	954-236-1034	Reading
Lambert, Julie	jlambert	Boca	561-297-0082	Science
Leit, Jodi	jleit	Boca	561-297-2175	Effective Teaching Practices
Marinaccio, Philomena	marinacc	Davie	954-236-1070	Reading & Language Arts
Ploger, Donald	ploger	Davie	954-236-1045	Math
Powell, Katherine	kpowell8	Boca	561-297-1273	Educational Psychology
Rhone, Angela	arhone	Davie	954-236-1035	Educational Psychology

Romance, Nancy	romance	Boca	561-297-3577	Environmental Education
Towell, Janet	jtowell2	Boca	561-297-2702	Reading & Language Arts
Visser, Yusra	yvisser	Boca	561-297-0663	Instructional Technology
Willems, Patricia	pwillems	Davie	954-236-1073	Educational Psychology

Support Staff by Campus:

Name	Email@fau.edu	Campus	Telephone	Description of Responsibility
Beyer, Sharon	sbeyer2	Boca	561-297-6588	Program Asst.
Politi, Catherine	cpoliti	Boca	561-297-3621	Sr. Secretary
Elliott, Josephine	jelliot	Boca	561-297-3791	Secretary
Parks, Erica	eparks	Davie	954-236-1025	Sr. Secretary
Winkleblech, Jaime	fwinkleb	Davie	954-236-1029	Office Asst.
Aponte, Aniela	aaponte	Jupiter	561-799-8638	Office Supervisor
Lauzon, Donna	dlauzon	Jupiter	561-799-8135	Office Asst.