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The site http://library.hartford.edu/presidentscollege/volunteers/ has information useful to Volunteers.

Table of Contents
Mission Statement  2
Governance  2
The Role of the Volunteers  3
Glossary  3
Instructions for Course Coordinators  5
Sample Welcome Letter to Course Instructors  9
Sample Welcome Letter to Enrollees  11
Harry Jack Gray Center Map  12
Check List  13
Technical Equipment List  14

Revised 1.31.2019
Mission Statement
The mission of the Presidents’ College is to create an extended community dedicated to the importance of the life of the mind. By offering a wide range of activities, the Presidents’ College allows its participants to explore significant topics at a high intellectual level under the guidance of university-level faculty and distinguished guest instructors. The Presidents’ College extends the University of Hartford’s educational mission by engaging the adult population of the surrounding communities in the intellectual life of the campus, to build significant connections between them and the University.

NOTE: The Presidents’ College is an outreach program of Harrison Libraries. Any surpluses generated by the Presidents’ College flow directly to the Libraries to purchase library resources. Thus, the College directly strengthens the Libraries’ services to students and the public.

Governance

Director, Harrison Libraries. The Presidents’ College (PC) is the outreach program of the University of Hartford’s Harrison Libraries, and, as such, is under the general supervision of the Director of Harrison Libraries.

Director, Presidents’ College is a University faculty member. His/her duties include program development; identification of instructors; directing Volunteers and appointing their Chair; acting as liaison with University senior staff; cooperation with other organizations; oversight of PC website and communications. The Director is assisted by Harrison Libraries’ staff.

The Business Manager handles online course registration, budget, technology requests, room reservations, and other business-related responsibilities.

The Volunteers Chair reports to the PC Director and works closely with the Harrison Libraries’ Director and the Business Manager. His/her responsibilities are to seek out and interview prospective volunteers; assign volunteers as course and lecture coordinators; create the agenda for and chair monthly volunteer meetings; participate on various PC committees; and promote the Presidents’ College throughout the community. The Chair may select a Co-Chair from the volunteers to assist and step in as/if required.

Volunteer Meetings are scheduled monthly from August through May to discuss programs and policies; receive programming updates; receive activity reports; and conduct other volunteer-related business.

The Steering Committee serves as an advisory group to the Presidents’ College’s Director and assists the volunteers’ Chair in his/her responsibilities. Members of the Steering Committee are appointed by the Director.

The Faculty Advisory Committee consists of eight to ten faculty members or deans—ideally representing all University schools and colleges—and the Director of Harrison Libraries. It advises the PC Director on matters relating to the faculty’s role in the PC; recommends faculty members to teach or lecture; serves as liaison with the faculty; and promotes the PC in academic circles. The PC Director chairs the Faculty Advisory Committee, which typically meets twice a semester. He/she also selects Committee members from those most supportive of the goals and purposes of the PC.
The Role of the Volunteers

- Volunteers are crucial to the existence of the Presidents’ College. A volunteer coordinates each PC course/program—acting as a liaison with registrants; informing registrants of course location and parking; communicating suggested advance readings and any scheduling changes. Courses with numerous registrants may require two volunteers. The volunteer(s) contacts the instructor to ascertain their audiovisual and other technical requirements. For the complete course coordination protocol, see the following pages.
- Volunteers who coordinate a course or program attend the course gratis.
- Volunteers may also serve on standing and ad hoc committees established for particular purposes; for example, on publicity and recruitment committees, or on the Speakers’ Bureau.
- Volunteers should plan to enroll as Presidents’ College Fellows (see Glossary); attend monthly meetings; and contribute per previous three bullets above.
- Any individual may ask to be a Volunteer. The candidate meets with the Volunteers’ Chair and Co-Chair to discuss how they might contribute. If this process is mutually satisfactory, the candidate joins the Volunteers.
- After active participation, a Volunteer may elect to transition into the PC’s Retirees, a category comprising fewer responsibilities. Retirees should plan to continue as Fellows, with all the benefits.

Glossary

- **1877 Club.** A meeting, dining, teaching venue in the Harry Jack Gray Center.
- **Course Catalog.** Fall and spring course and lecture listings appear on the PC website as soon as they are finalized. [http://library.hartford.edu/presidentscollege/courses/](http://library.hartford.edu/presidentscollege/courses/).
- **Course listings** contain course descriptions, short instructor CVs, and registration procedures. A printable event listing is available there.
- **Fellows.** Those who contribute financial support to the PC beyond registration fees. Fellows pay $100/year, or $75 for the spring semester only, and receive benefits including a park-anywhere parking permit, course discounts, Harrison Libraries’ borrowing privileges, and access to databases.
- **Friends of the Library.** Those who contribute a minimum of $250 annually to support the Harrison Libraries.
- **Fuller Building.** The Alfred A. Fuller Music Center is a four-story complex that houses The Hartt School administration, Music Division and the Community Division. Occasionally PC classes are held in this building. See url for campus map, bldg. #17: [http://www.hartford.edu/visitingcampus/files/pdf/university-hartford-campus-map.pdf](http://www.hartford.edu/visitingcampus/files/pdf/university-hartford-campus-map.pdf).
- **Greenberg Center for Judaic Studies.** A teaching venue on the upper level of the Harry Jack Gray Center.
- **Handel Performing Arts Center.** 35 Westbourne Parkway, Hartford. The Hartt School Dance and Theater students perform here.
- **Harry Jack Gray Center.** A large, centrally-located brick building housing libraries, teaching venues and the 1877 Club.
- **KF Room.** The principal classroom for PC courses, located on the main level of Harrison Libraries. Maximum occupancy is 49 people, including Instructor and Coordinator.
- **Library Lectures.** PC on-campus lectures, usually in the KF Room, treating varied, stimulating topics; one registration fee covers the series of three or four per semester.
- **Mortensen Library.** The University’s main library, a part of the Harrison Libraries, and located in the Harry Jack Gray Center.
- **Off-Campus Lectures at Duncaster and McAuley.** PC lectures held at Duncaster Retirement Community, Bloomfield, and at The McAuley, a retirement community in West Hartford. Fall/Spring Lectures and registration procedures are found at the PC website. There is a designated contact person for PC Volunteers at both communities.
• **PC Retirees.** Those Volunteers who wish to move into a less active role while staying connected to the PC. Retirees are self-selecting and they no longer need to coordinate courses or attend monthly meetings. They may be called upon occasionally to host or assist at an event. They continue to receive emails and announcements; they continue as Fellows of the PC, with all the benefits.

• **Public Safety Office.** Responsible for campus safety and parking.

• **Speakers’ Bureau.** A small group, chosen from Volunteers, whose purpose is to introduce the PC and its offerings to a wider audience in the greater Hartford region. Speakers deliver scripted short talks at libraries, men’s-women’s clubs, and other targeted venues.

• **Starbucks at the Goodwin Café.** The café in the lobby of Harrison Libraries.

• **Steering Committee.** A group whose members are appointed by the PC Director and charged with advising the Director and raising pertinent issues regarding the PC.

• **Website.** The PC website, [http://library.hartford.edu/presidentscollege/](http://library.hartford.edu/presidentscollege/) is the go-to source for PC information as well as for course/lecture registration. One link leads to a Volunteers-only cache. [http://library.hartford.edu/presidentscollege/volunteers/](http://library.hartford.edu/presidentscollege/volunteers/)

• **Wilde Auditorium.** A 225-seat auditorium in the east wing of the Harry Jack Gray Center located on the lower level. Large-attendance PC courses and special events are held here.

• **Woods Family Classroom.** A classroom for PC courses and occasional events, located on the main level of Harrison Libraries. The maximum occupancy is 32 people, including Instructor and Coordinator.

# See Harry Jack Gray Center map on pg. 12.
Instructions for Course Coordinators

Course/lecture Coordinators are essential members of the Presidents' College Volunteers’ team. The program could not exist without them. Course Coordinators:

- assist the Instructor with course arrangements
- serve as liaison with course participants
- maintain an overview of the course as it proceeds
- report on course results.

Before the Semester Begins

Choose a course (s) you wish to coordinate

- Review the Course and Lecture listing posted in August and December on the PC website. The listing shows Instructors, scheduled times, and fees. Email the Volunteers Chair, Nena Donovan Levine, with your choice (s).
- The assignment of courses to Volunteers is done on a first-come, first-served basis. However, if a Volunteer has coordinated a particular class/instructor numerous times and there are other Volunteers seeking to coordinate it, a new coordinator may be assigned at the discretion of the Volunteers' Chair.
- Remember: You may attend any course you coordinate at no charge
- The Volunteers’ Chair will promptly assign your course (s) and advise whether there will be a Co-Coordinator.
- If there is a Co-Coordinator, introduce yourself via email or phone and discuss plans to cover course tasks.
- Ask for pertinent info about your instructor from other Volunteers who have worked with him/her.

Lectures at Duncaster and McAuley Communities

- Each semester three or four lectures are offered in the main building at two retirement communities: Duncaster, 40 Loeffler Rd, Bloomfield, CT 06002, 860.380.5006, and McAuley, 275 Steele Rd, W. Hartford, CT 06117, 860.888.5698. http://library.hartford.edu/presidentscollege/lectures. Each lecture typically has a different presenter.
- Usually two Volunteers coordinate the series—one for each community. The procedure varies from standard PC courses. Attendees register online, and the Coordinator obtains an enrollment list from Monica Mills close to each lecture date to find out the expected number of attendees. Attendance is not taken but the Coordinator should inquire if any attendees did not register, and should take a head count of attendees.
- Coordinating these lectures requires contacting three or four Instructors/Lecturers for one session each vs. coordinating a standard course—one Instructor teaching for three or four sessions.
- The Coordinator does not send a Welcome Letter to each Lecture registrant, but does send a Reminder email to all registrants three days before the Lecture (using the BCC: feature to protect registrants’ addresses).
- No parking permits are issued. Attendees park in Visitors’ Lots.

Library Lectures (formerly known as Fellows Lectures)

- Each semester three or four lectures are offered on-campus, typically in the KF Room. Each lecture has a different presenter.
- One or more Volunteers coordinate the series. The procedure varies from standard PC courses: there is a per-lecture charge. Attendees register online, so that the Volunteer knows expected audience size. The Coordinator obtains an enrollment list from Monica Mills close to each lecture date to create an Attendance list.
- The Coordinator does not send a Welcome Letter to each Lecture registrant, but does send a Reminder email to all registrants three days before the Lecture (using the BCC: feature to protect registrants’ addresses).
Before the Course/Lecture Begins
Contact the Instructor as soon as you are assigned to the course or lecture.

- Use the UHart faculty list to find the Instructor’s email address and phone number. For non-faculty instructors, contact Monica Mills (mmills@hartford.edu) to request contact information.
- Email the Instructor the Welcome Letter to Instructors (p. 9) to introduce yourself as the Volunteer Course Coordinator. Adapt the letter to include actual course information. Modify it to include a second Volunteer Coordinator if there is one. Familiarize yourself with the Letter’s contents regarding Parking, and Introduction of Instructor, etc. Note the technical questions the Instructor should answer and attach the Technical Equipment List (http://library.hartford.edu/presidentscollege/volunteers/protocol/tech-equip-list.aspx) to the Welcome Letter.
- Supplementary Material. The Letter includes a request to make any such material available asap. Send a follow-up email one week later to check if there will be any such material. If there are supplementary reading materials, check with Library staff to ensure they are placed on a “Hold” shelf for PC attendees. If materials are copious, notify enrollees sooner rather than later.
- Microphone. A lapel microphone is available for the KF Room; the Letter requests the Instructor use it. As Coordinator, you pick up the microphone from the Circulation Desk prior to each session (have the staff check the batteries) and return it when the class is over. The Woods Classroom has a built-in microphone in the ceiling at the front of the room. Contact Judy Kacmarcik regarding microphones for Wilde Auditorium, 1877 Club, and the Greenberg Center.
- Other Tech Specs. Follow up with the Instructor to obtain answers to the tech questions. Supply this information to Judy Kacmarcik, referencing the course name, dates, times, and location, at least seven days before the class session.

Contact Monica Mills (mmills@hartford.edu) three weeks before the course begins.

- Request a course enrollment list in CSV format; do so again about ten days and then five days prior to the course start. Each updated list may include new enrollees. The enrollment list includes names of registrants, contact information and tuition amount paid. The Email and Attendance Instructions can be found at http://library.hartford.edu/presidentscollege/pdf/Email-Attend-Instr.doc.
- Request the Parking Permit for Non-Fellows using the Parking Permit Request found at http://library.hartford.edu/presidentscollege/volunteers/protocol/. Email it to Ann Smith at Public Safety (ansmith@hartford.edu). She will email you a Parking Permit that should accompany all Welcome Letters.
- Adapt the Welcome Letter to Enrollees (p.11) to include the actual course information. Add a second Volunteer Coordinator if there is one. Familiarize yourself with the Letter’s contents regarding Parking, room location, special needs, etc. Use email addresses from the enrollment list to send out the Letter to each enrollee. Ensure the Letter is emailed with only your own and a co-ordinator’s email address visible. Use the BCC: feature for the attendees. Attach a Parking Permit to all Welcome letters. If the Instructor has specified supplementary material, attach that also, or advise that it will be coming as soon as you have it. If an enrollee has no email address, phone them.
- Repeat the Welcome procedure for each new enrollee name appearing on subsequent course enrollment lists.
- Encourage enrollees to ask you questions. Contact Judy Kacmarcik if you still need answers.
- Right before the first class session, use the enrollment list to create an Attendance sheet for class. Include only registrants’ names and class session dates. Take attendance at each session.
During the Course/At the Lecture

First session

• Arrive at least thirty minutes prior to class. Pick up the lapel microphone for the KF Room from the Circulation Desk. If you have asked Judy Kacmarcik to make copies of any handouts, pick them up from her. The Coordinator should have several copies of any material the Instructor has supplied. Bring a few extra Parking Permits in case attendees have forgotten theirs.

• Introduce yourself to the Instructor as Volunteer Class Coordinator. Ensure the room is ready and arranged as the presenter wishes. Confirm that the Instructor is able to successfully connect their hardware/software to the room’s system. If problems arise, see Judy Kacmarcik, Randi Ashton-Pritting or (in KF or Woods) a Reference Librarian. See the A/V person in the booth at the rear of Wilde Auditorium.

• If any registrant has advised you they need a wheelchair, create space for it. In the KF Room there are two chairs to the right of the entry door: move one and place a sign on the other. If any registrant has requested accommodations for hearing or sight, suggest they sit up front.

• Take attendance at the first class. Pass the attendance sheet around at subsequent sessions. For Wilde classes, close one entry door and take attendance as attendees enter auditorium.

• Familiarize yourself with the campus to field any questions from attendees; also with the hartford.edu website.

• Learn how to access your email from an on-campus compute, in case you forget any materials.

• Distribute any handouts.

• **Welcome**: Treat this as an opportunity! You represent the University. Offer a warm welcome to registrants. State the benefits of becoming PC Fellows, and refer all who are interested to the website. Remind all to: silence electronic devices; note the Emergency Exits; check the UHart website before future sessions if weather is inclement. Mention rest room and elevator locations, and any noteworthy upcoming UHart campus events. Ask if any attendees are interested in car-pooling to the class and meet with them after class. Plan your Welcome—consult notes if necessary—to keep it focused and brief: about three minutes maximum.

• Introduce the instructor using materials he/she has provided. At minimum, mention information about the Instructor provided in the online CV. Extend a warm welcome to the Instructor.

• **IF** attendees appear who are not on the course registration/attendance list, ask if they have registered. If so, note their names and e-mail addresses. If not, and there is room in the class, allow them to sit in, but obtain their names and email addresses. Ask them to register after the class. Pass all these names and e-mail addresses on to Judy Kacmarcik. If, however, the course is at full enrollment and they are not registered, suggest they see Judy in case of a late cancellation. The maximum capacity of the KF room is 49 people, including Coordinator and Instructor. The Woods classroom holds 32, maximum.

• Support Instructor—if necessary during the class—by suggesting questions be held until the end if you observe one or more students dominating with questions or comments. Or discuss this situation with Instructor after class. If the room is reserved for the next class, politely direct that all exit promptly.

• Return the KF microphone to Circulation Desk at the conclusion of class session.

Subsequent sessions

• Attend each session. If you cannot, make arrangements with the Chair for coverage.

• See 1-6 bullets above. Each session should start with a welcome to attendees and Instructor and a quick repeat of practical information. Mention noteworthy/current/upcoming campus events.

• Handle any concerns of Instructor and/or enrollees. Ask PC or Library staff for help.

• **Final Session**: Repeat your thanks to the Instructor. State that the PC is always seeking Volunteers, and that any interested enrollees should contact the PC Director, Chair, or Co-Chair. Solicit feedback and suggestions for future courses via email to the Chair or Co-Chair.
After the Course/Lecture Ends

- **Thanks.** Write a thank you note to the Instructor for their work; pass it on to Judy Karmarcik. She will deliver it, along with a box of notecards as a thank-you gift.

- **Course Feedback.** Within two weeks provide feedback, from attendees and yourself, on course positives, problems, comments and suggestions. Email course feedback, with a Subject line of [name of course] Feedback to Nena Donovan Levine nenadonovan@outlook.com and cc: Steve Metcalf spmetcalf55@gmail.com and Jenifer Noble jenifernob@comcast.net.

- Delete enrollment lists, contact information, any personal data you have acquired as Coordinator.

Unforeseen Circumstances

- **Inclement weather.** If bad weather or an emergency causes the University to cancel classes, phone the Instructor and notify enrollees via e-mail. (Phone any without email addresses.) When the University reopens, Monica Mills will contact you and the Instructor about rescheduling the missed session, as she knows room availability. If a storm is forecast several days in advance, advise attendees as soon as you have helpful information.

- **Instructor Absence.** If the instructor cannot attend a session, they should notify Steve Metcalf and Judy Kacmarcik, who will contact you. You will then notify enrollees via email or phone. Monica Mills will advise on make up date.

- **Make-up Session.** For any make-up session, request a Parking Permit for the new date (s) from Ann Smith at Public Safety. Advise Instructor and course registrants of date (s), time and location. Attach the new Parking Permit to that email.

- **Coordinator (your own) Absence.** If you cannot attend a session, arrange for a substitute by contacting the Chair or Co-Chair (or Judy Kacmarcik or Randi Ashton-Pritting if unable to reach Chairs).

- **Emergency Plan.** For any real emergency, call Campus Emergency first (860.768.7777), then call 911. (For non-emergencies call the Office of Public Safety, 860.768.7985.)

- **Classroom Meeting Location Change.** Very occasionally a class meeting location is switched after the Welcome Letters have gone out to the Instructor and Enrollees. You will be notified of any such change and must email (with Course Name as Subject line) or phone the Instructor and Enrollees, informing them of the new location. Check with Judy Kacmarcik to learn of potential technical equipment changes in new location; then contact Instructor if necessary.
Sample Welcome Letter to Course Instructors

Note to Volunteer Coordinator: Cut and paste the green type in this email to convey your course information to your Instructor. The Course Name should be the Subject line of your email. Remember: Attach Technical Equipment List!

Dear Course Instructor:

You are scheduled to teach (name of course) at the University of Hartford’s Presidents’ College.

**Dates:** for example: Tuesdays, March 13, 20, 27 and April 3  
**Time:** for example: 11:30 a.m. – 1:00 p.m.  
**Place:** for example: KF Room, Harrison Libraries

*Please arrive at least 30 minutes prior to the class/lecture start time to allow for tech-A/V set-up.*

*Today we need something from you: the best phone contact number and some tech info (see questions below).*

**Supplementary/Preparatory Material:** If you have read-ahead material for attendees, please send it to me electronically to forward to the attendees. If you have handouts to be duplicated, please provide them to me at least a week ahead of the class session.

**Teaching Venues:** Here is the url for the campus map: http://www.hartford.edu/visitingcampus/files/pdf/university-hartford-campus-map.pdf. Most PC teaching/lecture venues (KF Room, Wilde Auditorium, Woods Classroom, Greenberg Center and 1877 Club) are located in the Harry Jack Gray Center. For an off-site lecture at Duncaster or McAuley, find links to directions to each on the PC website: http://library.hartford.edu/presidentscollege/about/event_locations.aspx.

**Parking on University of Hartford campus** (for Non-Faculty). You will soon receive a Parking Permit via email to print and display on your car dashboard. Park in the Lots (for example, F or K) clearly designated on the Permit. Failure to display the Permit can result in ticketing by campus Public Safety officers. Parking lots are clearly marked, as are several walking paths up to the Harry Jack Gray Center. See url for campus map above.

**Technical and A/V Support:** See Technical Equipment List attached. I need to inform Tech Support of your requirements. Internet access is available via the classroom PC. We supply a lapel microphone.
- Will you bring your own computer? Is it a Mac?
- Will you use a PowerPoint-type presentation?
- Will you show video clips?

Note: An adaptor is available for Mac equipment, but it is not compatible with all Mac hardware. If you have an adaptor, bring it. We strongly recommend you load your presentation onto a flash drive to use with the classroom PC.

If you wish to schedule an advance site visit to familiarize yourself with the venue, I will gladly do so. Neither photography nor recording during the class is permitted without your express prior approval.

**Introduction:** I will introduce you at the start of the course. Let me know what to say beyond the brief CV provided in the online course catalog.

**In-Class Time Management:** You will typically encounter an engaged, interested group, ready with questions and comments. We suggest you plan the presentation to allow time for class input, and clarify if you’ll take questions/comments *during or at the end of* your presentation. Restate that policy at the start of each session. If the course has a discussion format, please clarify any ground rules at the start.
**Cancellations:** Classes are held unless the University is closed. If in doubt, check the status at [http://hartford.edu](http://hartford.edu) or 860.768.4100. If you are unable to attend a session, advise Steve Metcalf (860.550.2337), Judy Kacmarcik (860.768.4269) and me, the Class Coordinator, immediately. I welcome you to the Presidents’ College and look forward to your class.

JANE Q. DOE, Volunteer Coordinator
janeqdoe@gmail.com
860.123.4567
Sample Welcome Letter to Enrollees

Note to Volunteer Coordinator: Cut and paste the green type in this Sample Letter to convey your course information to each enrollee. The course name should be the Subject line of your email. Use the BCC: to address your email to keep enrollee information private. Attach any supplementary reading material.

You are registered for (name of course) at the Presidents’ College at the University of Hartford. It is scheduled for:

**Dates:** for example: Tuesdays, March 13, 20, 27 & April 3  
**Time:** for example: 11:30 a.m. – 1:00 p.m.  
**Place:** for example: KF Room, Harrison Libraries

**Supplementary/Preparatory Material:** Attached is material provided by your Instructor to enhance your appreciation of this course [or N/A if there is none]

**Parking:** Attached is a Parking Permit to print out and display on your car dashboard. Park in Lots (for example F or K), clearly designated on the Permit. Failure to display the Permit can result in ticketing by Public Safety. Parking lots are clearly marked on the Campus Map, as are several walking paths up to the Harry Jack Gray Center. The Duncaster bus makes a stop opposite Lot D.

**NOTE:** Presidents’ College Fellows may park in any legal or unreserved space in any lot at any time. Hang your current parking tag from your rearview mirror. You must have a Handicapped tag to park in a Handicapped space. Duncaster and McAuley lectures do not require a Parking Permit.

**Classroom Location:** Here is the url for the campus map: http://www.hartford.edu/visitingcampus/files/pdf/university-hartford-campus-map.pdf. Most classes are in the Harry Jack Gray Center.

**Sign in:** Please take time to introduce yourself and sign the attendance sheet.

**Special Needs:** Contact us with requests concerning wheelchair, hearing or sight accommodations, or for routes to classrooms and restrooms that avoid stairs.

**Photography-Recording:** Neither photography nor recording during the class is permitted without express prior approval of the course instructor.

**Cancellations:** Classes are held unless the University is closed. Check the status at: http://hartford.edu or 860.768.4100. You will be notified regarding any make-up class.

**Questions or concerns?** Let me know.

I look forward to meeting you.

JANE Q. DOE, Volunteer Coordinator  
janeqdoe@gmail.com  
860.123.4567
Course/Lecture Locations

The KF Room is located in the main level of Harrison Libraries within the U-shaped Harry Jack Gray Center. Enter at the center of the “U,” pass by the Circulation Desk on the right, and ascend three steps. The KF Room is on the right. Please dress in layers, as the temperature in KF can vary.

Wilde Auditorium is located in the lower level of the East wing of the Harry Jack Gray Center. Enter from either the main level or from the lower entrance across from Lot D. The lower entrance route has no stairs. Please dress in layers, as the temperature in Wilde Auditorium can vary.

Greenberg Center is a teaching venue on the upper level of the Harry Jack Gray Center, reachable through the 1877 Club or Wilde Auditorium entrance lobby. There is an elevator in the lobby.

Woods Family Classroom is located on the main level of Harrison Libraries within the Harry Jack Gray Center. Use the front entrance, pass by the Circulation Desk on the right, and ascend three steps. The Woods Classroom is located past the New Books shelves to the left.

* Both venues can also be reached via a ramp on the left, inside the main entrance. Proceed through Starbucks and turn right (KF) or left (Woods).
Check List

Before the Semester Begins
• Choose course(s) and/or lecture(s) from list posted online; contact Chair with selections
• Contact Co-Coordinator, if any, to plan course coordination efforts
• Send Instructor Welcome Letter, personalized; attach Technical Equipment List

Approximately three weeks before course/lecture begins
• Request course enrollment list from Monica Mills (mmills@hartford.edu)
• Send completed Parking Permit Request form to Ann Smith at Public Safety (ansmith@hartford.edu)
• Send Enrollees Welcome Letter, personalized; attach Parking Permit
• Send Parking Permit to Instructor (if non-faculty)
• Attach, or send as soon as available, any supplementary reading assigned by Instructor
• Work with library staff to place materials on hold shelf as needed.

Ten days before
• Request updated course enrollment list from Monica Mills
• Send Enrollees Welcome Letter, personalized, to newest course registrants; attach Parking Permit
• Attach, or send as soon as available, any supplementary reading to newest registrants
• Follow up with Instructor to obtain phone number and answers to tech questions in Welcome Letter; provide to Judy Kacmarcik
• If any handouts need copying, get them to Judy Kacmarcik

Five days before
• Repeat request to Monica for newest enrollment list
• Follow Welcome procedure, above, for new names
• Send reminder email to all course enrollees
• Send reminder email to all lecture registrants (Duncaster, McAuley, Library)

A few days before
• Prepare Enrollment sheet from course/lecture enrollment list
• Prepare Welcome remarks and Instructor introduction (create bullet points so Intro covers all)

At first class session/lecture (Arrive at least 30 minutes prior to class)
• Pick up lapel microphone from Circulation Desk (for KF Room) and any copies from Judy Kacmarcik.
• Greet Instructor; prepare room as required
• Ensure tech-A/V equipment works to Instructor’s satisfaction
• Take attendance (not at off-site lectures) and hand out materials. Welcome attendees, introduce Instructor
• Deal with any unregistered attendees. Return KF microphone after class

Subsequent sessions
• Attend class or arrange for a substitute
• Repeat class protocol, as above, but without full Instructor intro
• Final session: thank Instructor; encourage any who are interested in becoming Volunteers to get in touch with the Chair of Volunteers; solicit emails for feedback

Following final session
• Write a thank you note to the Instructor and bring to Judy Kacmarcik; she will send it to the Instructor, along with a thank you gift
• Gather feedback and email it to Director and to Volunteers Chair, per Course Feedback, pg. 8
• Delete from your computer the course enrollment lists and all other personal information on attendees.
Technical Equipment in Each Venue

1. KF Room of Mortensen Library (Harrison Libraries complex)
   - Dell PC Desktop (in the wooden podium stand) with 4 USB slots, and a combo CD-RW/DVD-RW slot
   - SMART Monitor 10.5” x 17” approx. (with USB slots)
   - Hard-wired keyboard and mouse
   - PowerPoint Remote
   - Computer Projector (mounted on ceiling) with remote on/off
   - Powered Speakers
   - Stand Alone Toshiba SD-V296 DVD/VCR combo (in the podium stand)
   - Sony BluRay DVD player (in the podium bottom cabinet)
   - Projector Screen (ceiling mounted)
   - Transparency Projector
   - USB webcam
   - Whiteboards behind wooden sliders in front of room, dry erase markers
   - Wired Microphone

Also available and can be requested for any venue:
   - Adaptor for Mac equipment, does not work on all models
   - Lapel Microphone
   - PC Laptop
   - Speakerphone
   - Turning point clickers

2. Wilde Auditorium of Harry Jack Gray Center
   - Podium, chairs, music stands, piano lights (2), and speakers are available. There is a projector screen. PC laptop can be provided, as well as adaptor for Mac equipment (does not work on all models). Microphone included on podium or arrange for lapel microphone(s).

Normally an A/V assistant remains in booth at rear of Auditorium during the class. If not, A/V office is located in hallway across from Auditorium.

3. Woods Classroom of Mortensen Library (Harrison Libraries complex)
   - SMART podium similar to that in KF Room (see above) with software, monitor, DVD, etc.
   - Whiteboards in front of room, dry erase markers
   - Built-in Microphone (no need to request lapel microphone)

Room is set up with tables and multiple computers around periphery.

4. Greenberg Center of Harry Jack Gray Center
   - Podium (not SMART) at front of lecture space with ceiling-mounted projector screen.

The lecture space has tables and chairs arranged in rows. For classes larger than 49 participants, check with Judy Kacmarcik concerning set up.
5. 1877 Club of Harry Jack Gray Center

Review room set-up with Judy Kacmarcik or designated contact at 1877 Club.

Request she coordinate with A/V for necessary equipment, including a computer and/or Mac adaptor if Instructor is not bringing his/her own. A/V must set up computer and microphone if needed, and/or DVD or VCR player. There is an overhead screen with projector and speakers. Pull down blinds when screen is used.

6. Fuller Building (Hartt School), Millard Auditorium and Handel Center for Performing Arts:

A/V and room set-up is handled by the Hartt School. Confirm with Instructor that request has been made for appropriate set-up.