GUIDELINES

MISSION: To foster and enhance a sense of community among HUSR students, faculty and staff.

GOALS: To develop rapport and create a positive learning environment among students, faculty and staff. To improve student, faculty and staff communication and relationships outside of the classroom.

WHEN: Spring 2016: February 8th – 12th - Please begin inviting students the week of Feb. 1st

WHAT:

ACTIVITY ONE: Meet and Greet
HUSR Department Pizza Party – Get-together of students, faculty and student associations
Tuesday Feb. 9th from 3pm—5pm
Wednesday Feb. 10th from 11am—1pm
EC Building 2nd Floor Patio

ACTIVITY TWO: Faculty Connection – Signature Quest
- Students will be invited to visit each faculty member during their office hours.
- Invitations will be distributed through email, portal, banners, and flyers.
- Please announce and post to Titanium the Welcome Week Flyer in your classes beginning the week of Feb. 1st for the following week. See attached Flyer
- “Giveaways”
  Faculty can pick up tokens of appreciation in EC405 to be given out to students during your office hours. Giveaways include; HUSR Pens, HUSR pencils, HUSR bookmarks, 3X5 Index cards, and scantrons.
  NOTE: There are a limited number of HUSR pens and HUSR pencils. Please ask the student if they have already received a pen or pencil before giving them one. EACH student should receive ONE PEN and ONE PENCIL total.

Additional personalized suggestions for “Giveaways”
- BE CREATIVE, Meaningful quotes, Food items, Candy, etc…. (not to be costly)

Also, please pick up the “Signature Quest HUSR CARDS” in EC405 (see below).

- “Signature Quest” HUSR CARDS
  Students will be given a “Signature Quest HUSR CARD” from faculty. Once the student collects 3 faculty signatures on their “HUSR CARD”, he/she can turn it into the Department Office for a special surprise gift of his/her choice – the HUSR Department Notepad/Journal (limited supply, first come, first serve), Titan Spiral Notebook, Titan Folder, or Titan Student Planner.
  NOTE: Please sign the signature cards ONLY DURING OFFICE HOURS not during class.

SPECIAL NOTE FOR PART-TIME FACULTY
The Department office will have a basket filled with “Giveaways” and HUSR Bookmarks available for you to take to your office while conducting office hours, this way you don’t have to store the items in your cubicle. Also, please try to be respectful of the other department faculty that maybe in the other cubicles. Please keep the conversations to a low-roar.

For any questions, please contact Michelle Berelowitz, Yuying Tsong, Eboni Threatt, or Leilani Thomas.