



**STEVENS INSTITUTE OF TECHNOLOGY  
CASTLE POINT ON THE HUDSON  
HOBOKEN, NJ 07030**

# **FACULTY ORIENTATION HANDBOOK**

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[www.stevens.edu](http://www.stevens.edu)

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## **SECTION I: PERSONAL ISSUES**

### **Joining the Stevens Team**

As a first step in joining the Stevens Team, you need to process required personnel forms. The Office of Human Resources, located on the 7<sup>th</sup> floor of the Howe Center, will assist you in these matters and process the required forms for you. Among other things, these forms will get you on the payroll, will facilitate issuance of your Stevens Photo I.D., and will arrange for your benefit plans as appropriate. Verify your personal information and ensure that a PR notice is processed for you.

### ***Pay Time***

Payroll is processed on a monthly basis, with paychecks being issued on the last working day of the month. For full-time faculty, you may elect to allocate your annual pay equally over a twelve month period, or over a nine-month period, dependent upon your election. For adjunct, affiliate or part-time faculty, payroll arrangements can be scheduled through your department administrative assistant.

Paycheck is delivered to your department or directly deposited into your banking account. In order to avail yourself of Direct Deposit, you will need to provide the Payroll Office (Ext. 5095, 6th Floor, Howe Center) with a voided personal check, and your bank must be a member of the Federal Wire Transfer System.

To be on the payroll, a payroll notice form must be submitted by your department director. Some of the information contained therein will be entered by the office of Human Resources following your initial interview session with Human Resources. Additional forms such as your Employee's Withholding Allowance (Form W-4) and your Employment Eligibility Verification (U.S. Department of Justice Form I-9) are also required to start your official employment with Stevens Institute and to get you on payroll. Your Department or Program Administrative Assistant will help you with the process.

### ***Stevens ID Card***

As a new employee, you will be issued a Stevens photo I.D. card. This I.D. card will allow you access to many of Stevens facilities, such as the gym and library, as well as other support services such as buying duck bills for use in the Institute's cafeterias and faculty club. Human Resources will arrange a time for you to obtain your photo I.D. Card.

### ***Benefit Programs***

Stevens offers a number of employee benefit programs that include health insurance, dental insurance, a flexible spending account plan, NJ Transit Checks, group life insurance, both long-term and temporary disability insurance, retirement benefits Underwritten by TIAA/CREF, tuition waivers, tuition aid, and travel insurance while on Stevens business. The Office of Human Resources can provide you with detailed plan/program descriptions of each of the above.

### **Establishing Your Computer Account**

A second important task you need to do upon joining Stevens is to immediately establish your computer account. While Section 3, Information Technology, provides details about the Stevens intranet, your Stevens computer account provides you entry to:

- Pipeline
- Your Stevens e-mail account
- Web for Faculty
- Web CT
- Student Information System ("SIS")
- Financial Records System(FRS)

Everyone at Stevens has an account with the Stevens Information Technology Network. You establish this account by filling out and submitting a Computer Account Application Form and a Computer Account Signature Form (available at: [www.stevens.edu/it/forms](http://www.stevens.edu/it/forms)). Remember to check the SIS block on the computer account application form. Upon completion, submit them to the Office of Information Technology.

### **Getting Started – Setting Up Your Office**

All full-time faculty members are assigned an office upon joining Stevens. You will be directed as to how to obtain an office key, electronic key for laboratories, order supplies, etc. If you need any office renovation work done, such as mounting bookshelves, the necessary work orders must be submitted to the physical plant through the department or school administrative assistant. Remember that all purchase expenditures must be processed through Stevens Procurement office and have prior budget approval by your Department Director or Dean.

### **Office Telephone, Fax Service, and Photocopying**

Your telephone can be activated by coordinating with the administrative assistant. You must dial "7" to access outside calls. Voice mail can be activated by dialing "5005," followed by your extension number and password, followed by #. Assistance in setting up your phone and getting started is available from Marisa Sorrentino, who can be reached at Ext. 8316 or [msorrent@stevens.edu](mailto:msorrent@stevens.edu). Telephone directories can be obtained online and printed copies can be obtained through the procurement office.

Fax services are provided through the department or school administrative assistant. A photocopying machine is located in each administrative office. Copiers may require a password obtainable from your department or school administrative office.

### **Office Hours**

While your work week is determined by your responsibilities, full-time faculty will devote at least five days per week during the semester when they are teaching to discharge their responsibilities. A complete discussion of faculty service responsibilities as to the work week is best discussed with your department director. See, the Institute Faculty Handbook, Chapter 3 --- Rewards and Recognition Policies and Procedures, for a complete discussion of your service responsibilities, which includes Stevens policy on consulting.

The Faculty Handbook is available online at: [www.stevens.edu/dof/fachand\\_handbook.html](http://www.stevens.edu/dof/fachand_handbook.html)

### **Holidays**

Stevens celebrates an average of 15 holidays each year, dependent on both the academic and regular calendars which change every year. A schedule of holidays observed is posted in all departments, is available in the Human Resources Office, and can also be found on the Stevens website at: <http://www.stevens.edu/registrar/> (and select the appropriate calendar).



Note that there are some differences between the academic year calendars for faculty and those for Institute staff and employees.

### **Expenses Reimbursement**

Business related travel requires prior approval by your department director. Reimbursement of approved travel and other related expenses are outlined on the Office of Finance's website at: [www.stevens.edu/fd/policies/travel.html](http://www.stevens.edu/fd/policies/travel.html)

Here all the Institute's reimbursement policies and procedures are outlined, coupled with a link to the form "Expense Reimbursement Report" used for preparing your expense report.

Research related reimbursements or payment for other special items are handled by submission of a Check Request Form to the Office of Finance. This form should be coordinated through your department administrative assistant, and is subject to appropriate budget approval and authorization. All expenses must be approved by your department director. The form is available at: [www.stevens.edu/fd/media/Check%20Request.pdf](http://www.stevens.edu/fd/media/Check%20Request.pdf)

### **NJ Transit Checks**

Transit checks for travel on New Jersey Transit Authority services are available through the Office of Human Resources. This program allows you to purchase transit checks up to \$750.00 annually, which funds come out of your pre-tax dollars, thereby resulting in a significant tax savings.

### **Stevens Campus Parking Permits**

All vehicles parked on the Stevens' Campus must have a Parking Hangtag Permit, which requires a fee. Hangtags can be requested from the Campus Police located in the Gatehouse. Full details of campus parking policies and regulations can be found on the Stevens website. [www.stevens.edu/police/parking.htm](http://www.stevens.edu/police/parking.htm)

At this website, all information as to available parking lots, car registration, decal fee payment schedules, and similar information can be found. Please note that finding a parking space on the Hoboken streets is extremely tight and that the Hoboken police do monitor the situation closely with frequent parking tickets and frequent towing of vehicles. Section II presents a more thorough discussion of the many policies and procedures applicable to parking and vehicular traffic on the Stevens campus.

### **Stevens Faculty Club**

As a member of the Stevens faculty, you are entitled to use the faculty club located on the 2<sup>nd</sup> floor of the Howe Center. This facility typically is open from 11:30am until 1:30pm on most school days (Monday thru Friday) and during parts of the summer. There is a modest annual fee to join the Faculty Club and includes admission to monthly events such as wine and cheese tasting, free lunches and special event parties. Stevens offers its students, staff and faculty members "Duckbills," which allows for purchases on campus without the 7% state tax. Duckbills can be used in the faculty club, as well as Colonel John's, Café on the Hudson, and the Burchard Café. "Duckbills" can be purchased in various amount by using the online faculty accounts.

### **Faculty Business Cards**

Faculty business cards follow a prescribed format consistent with the Stevens logo and Institute image. They can be ordered through your department director and/or department administrative assistant.



### **Locked Out Of Your Office or Classroom**

If for any reason you find yourself locked out Campus Security (Ext. 5105) have master keys that allow you access 24/7. You will be asked to show your Stevens ID card.

### **Adjunct Faculty**

Stevens employs a number of adjunct faculty in our teaching programs. We use the term adjunct to emphasize our view that part-time faculty are valuable partners in the educational and research programs of the school.

Adjunct faculty members are acknowledged leaders in industry thought and practice. They play a pivotal role in the delivery of our programs and in making sure that our education is relevant to industry. Adjunct faculty are encouraged to participate in the research, educational, and social life of the school. They participate in curriculum development and research and are often invited to attend individual program meetings and school faculty meetings. However Adjunct faculty do not have voting privileges.

## SECTION II: CAMPUS SERVICES AND SUPPORT FACILITIES

*General: Section II presents an overview of the many campus services and support facilities available to faculty, staff, and students.*

### **Alumni Office**

The Stevens Alumni Office, under the supervision of Anita Lang, director and executive secretary, shares its facilities with the Office of Career Development on the ninth floor of the Center. The office maintains records of all alumni, publishes an Alumni Directory, a quarterly magazine and a monthly newsletter. It is consequently in a position to arrange for personal interviews between students and alumni should a special need arise. Thousands of graduates share with the present students the pride and reputation of the Institute through active participation and financial support of the Alumni Association. Additional information and many useful links are available at: <http://alumni.stevens.edu>.

### **Athletic Facilities**

As a faculty member, you have access to all the facilities of the Charles V. Schaefer, Jr. Athletic and Recreation Center. The \$13 million complex provides a competition-sized swimming pool and basketball arena along with indoor practice areas for tennis, lacrosse, soccer and baseball. Other facilities include areas for fencing and fitness-aerobics, and squash and racquetball courts. (More information is available at: [www.stevensducks.com](http://www.stevensducks.com))

All equipment is issued from the gymnasium. Training rooms for the care and treatment of athletic injuries are also located in the gymnasium. A Stevens identification card must be used to check out equipment and for access to all the facilities.

The Physical Education Department coordinates the use of the athletic facilities on campus, and is responsible for scheduling facilities for students, faculty and staff and their families. All clubs and special interest groups must reserve facilities.

Other campus athletic facilities include tennis courts behind Jacobus Hall and at the north end of campus. The John A. Davis field is also available for touch football, softball, soccer, lacrosse, jogging and general recreational activities when not being used by intercollegiate teams or intramural or inter-fraternity activities. Field lights are available. A bowling alley is located in the basement of the Howe Center. The only cost is for shoe rental as long as you have a validated ID card. Outdoor volleyball and basketball courts are also available.

### **ATM Machine**

A Campus ATM machine is located at the north end of the lobby in the Howe Center just outside of the Student Service Center. Numerous ATM machines are available within walking distance from the campus in Banks and Commercial Establishments of Hoboken.

### **Bookstore**

All required books for graduate and undergraduate courses are ordered through and stocked by the Campus Store and are available shortly before the start of each semester. If you need a book that is not in stock, the store will order it. The campus bookstore can be accessed also on the Stevens Website. Consult with the department assistants about the book ordering process for any classes you teach. [www.stevenscampusstore.com/](http://www.stevenscampusstore.com/)

Aside from books and school supplies, the store carries many other items, including a varied line of calculators, health aids and cosmetic supplies and magazines. The Campus Store also sells clothing and has a variety of tee shirts and sweatshirts. Anything necessary for your computer, from diskettes to manuals is available through the Campus Store. You may also place orders for hardware and peripheral devices such as printers and voltage line surge protectors. Visa, Master Card and American Express are accepted.

## **Career Development**

The Office of Career Development ([www.stevens-tech.edu/ocs/](http://www.stevens-tech.edu/ocs/)) offers career-related services to all undergraduate and graduate students and alumni. It serves as a learning house for full-time, part-time, on campus and summer job opportunities in business, industry, government and education. It is located on the 9th floor of the Wesley J. Howe Center. The Office of Career Development offers the following services:

- **Career Corner:**  
The office communicates to our student body through the Career Corner, our weekly newsletter. Announcements, career fairs, seminars, job listings and a host of other career related information is provided each week. During the academic year this column appears in The Stute, the student newspaper, and is available each Friday at the Howe Center Desk.
- **Resume Critique:**  
Students are welcome to submit a resume for critique at any time in person, through the mail, or by fax. A professional staff member will review your resume and provide the student's with a personalized critique.
- **JobTrak®Career:**  
Development has partnered with JobTrak®, an on-line job listing service on the World Wide Web ([www.jobtrak.com](http://www.jobtrak.com)). All students and alumni are able to access JobTrak® on any networked computer via the internet 24 hours a day. Since 1987, over 300,000 employers have used JobTrak® to reach the best and the brightest candidates on the market.
- **On-Campus Recruiting Program:**  
This office also provides an optimal opportunity for students to network and interview with corporate representatives who participate in our On-Campus Recruiting Program by visiting the Stevens campus to interview our students. To be eligible to participate in the On-Campus Recruiting program, students must be graduating within the current academic year (December, May and Summer). Students must attend an On-Campus Recruiting Orientation and an Interviewing Techniques Presentation. Orientations are held each month.
- **Resume Book:**  
Each year the Office publishes a resume book of the graduating class. Students can submit their resume between April 15 and June 15.
- **Corporate Information Sessions:**  
Each fall and spring, companies may elect to sponsor information sessions. These sessions are typically open to all students interested in learning more about career opportunities. These sessions are mandatory for students participating in On-Campus Recruiting.

- **Annual Career Fair:**  
The Stevens annual career fair is held on the first Wednesday in December. The career fair serves as an information exchange between students and corporate representatives. Typically, 100+ companies and organizations will be on-campus to discuss summer, cooperative education, part-time and full-time employment opportunities.
- **Career & Corporate Library:**  
The Office maintains job search information, employer directories, corporate videotapes and corporate literature. In addition, the majority of companies participating in the on-campus recruiting program provide take-out material for those students being interviewed.

## Dining Services

In addition to the Faculty Club (see section I, page 7), the other dining services at Stevens include Colonel John's and Cafe on the Hudson located in the lobby of the Howe Center. These are café-style facilities and serve a variety of sandwiches, hot items, beverages and snacks. A large-screen television is available in Colonel John's. The Burchard Café is located in the lobby of the Burchard Building and serves a variety beverages and snacks.

Hours of operation for the various dining facilities are as follows:

Dining Facility	Day	Academic Year	Summer Session
Faculty Club	Mon-Fri	11:30a-1:30p	Closed
	Sat-Sun	Closed	Closed
Colonel John's	Mon-Thurs	11:00a-1:00a	8:00a-6:00p
	Fri	11:00a-7:00p	8:00a-6:00p
	Sat	Closed	Closed
	Sun	7:00p-11:00p	Closed
Café on Hudson	Mon-Thurs	11:00a-10:00p	12:00a-4:00p
	Fri	11:00a-6:00p	12:00a-4:00p
	Sat	4:00p-8:00p	Closed
	Sun	4:00p-8:00p	Closed
Burchard	Mon-Thurs	7:30a-7:00p	Closed
	Fri	7:30a-2:00p	Closed

Updates can be found at: <http://stevensdiningservices.com/locations.html>

Sodexho Food Services is the contractor providing all food services on campus. In addition to the above mentioned dining services and student dining (Pierce Room, 2<sup>nd</sup> Floor, Howe Center from late August until mid-May), Sodexho can also arrange special catering for faculty sponsored events and functions. Contact either the department administrative assistant or Sodexho directly at Ext. 5113 or 5545 for more information. Sodexho's online guide is available at: <http://stevensdiningservices.com/>

## Financial Aid

Financial aid for both undergraduate and graduate students enrolled in a degree-granting program on at least a half-time basis (a minimum of six credits per semester) may apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA). The results of this standardized application will allow the Financial Aid Office to determine eligibility for various student loan and on-campus employment programs. Only US citizens or permanent residents may file the FAFSA; international students do not qualify for these types of assistance. These forms can be obtained through the Student Service Center

## **Health Services**

The Stevens on-campus Health Service Center, located on the first floor of Jacobus Hall, is open Monday through Friday, from 9 A.M. to 4 P.M. A registered nurse is on duty full-time. During the fall and spring semester, a physician is on campus to assist with cases of illness or injury, with the exception of surgery or cases requiring special care. During off hours, contact Campus Security via the Stevens Center desk at 216-5105 for medical service. Our Director of Counseling Services is available by appointment two days a week in The Health Services Center.

## **Howe Center Desk**

Operating 24-hours a day for the benefit of the Stevens community, the reception desk (Ext. 5105) receives and aids visitors, contacts Security in case of emergency; keeps an updated list of campus phone numbers, room assignments, and mailbox numbers, posts activities occurring in the Center, posts notices on the Center bulletin board (opposite Campus Store) which is available for sales ads, on-campus and off-campus activities and services announcements, receives non-business hour calls to the Institute, refunds money for malfunction of any vending machine on campus, and makes change.

## **International Student and Scholar Services**

The International Student and Scholar Services (ISSS) office is located on the 5th floor of the Howe Center. It assists both undergraduate and graduate international students. This office works closely with other student affairs offices and academic departments and is responsible for advising students on immigration matters. Through a variety of orientation programs, ISSS helps international students and scholars ease the transition to the United States. All student interactions with the Immigration and Naturalization Services (INS) are handled through this office, including work authorization, maintenance of status, travel documents and other areas relevant to international scholars. The ISSS also coordinates and administers the English Language Program designed specifically to help international students to communicate effectively in contemporary American English. Additional information about ISSS may be found at: [www.stevens.edu/iss/](http://www.stevens.edu/iss/)

## **Jacobus Student Union**

The Lounge, located on the first floor, is a common gathering place for students to watch videos from the lounge film library, listen to music, and play billiards, air hockey or football. The Health Service Center is also located on the first floor. Club and student organization offices are on the second floor including student publications offices, Student Council conference room, and various club offices. On the ground floor are a camera club darkroom, a radio sound room, WCPR (Stevens radio station), and squash courts.

## **Parking**

All vehicles parked on the Stevens' Campus must have a Parking Hangtag Permit. Hangtags can be requested from the Campus Police located in the Gatehouse. Full details of campus parking policies and regulations can be found at: [www.stevens.edu/police/parking.htm](http://www.stevens.edu/police/parking.htm)

At this website, all information as to available parking lots, car registration, decal fee payment schedules, and similar information can be found. Please note that finding a parking space on the Hoboken streets is extremely tight and that the Hoboken police do monitor the situation closely with frequent parking tickets and frequent towing of vehicles.

- **Traffic Regulations:**

Stevens does not assume responsibility for the care and protection of any vehicle or its contents while the vehicle is operated or parked on campus. Campus traffic signs and police officers must be obeyed. The speed limit is 15 m.p.h. except where slower speed is essential for safety. Excessive noise by the driver or occupants of a motor vehicle at any time is prohibited. Driving while intoxicated or driving with intoxicated occupants is prohibited. Passing a moving vehicle traveling in the same direction is prohibited.
- **Where to Park:**

Parking for Stevens faculty is permitted in the Riverside lot, 8th Street lot, and the 6<sup>th</sup> Street/Hudson lot, as well as behind Jacobus Hall. A city ordinance in Hoboken restricts parking on city streets for more than 4 hours to Hoboken residents. Check signs before you park anywhere in the city.
- **Parking Regulations:**

It is prohibited to obstruct fire lanes or hydrants, driveways, gates, buildings or sidewalks, or to park on roads or walkways, except as authorized by Campus Security. A 20 minute parking limit will be observed in loading zones. Individuals may not reassign their parking decals to non-eligible cars. The fact that a vehicle may be illegally parked, but not ticketed, does not indicate that the parking regulations are no longer in effect. Warning stickers, instead of tickets, may be affixed to windshields.
- **Motorcycles, Motor Bikes, Motor Scooters:**

All students, faculty, or staff members and employees of Stevens Institute who operate or park a motorcycle, motor bike or motor scooter on the Stevens campus or its environs must first register the vehicle with the Institute. These vehicles will be issued parking decals which must be properly mounted and clearly visible. These vehicles are subject to the same traffic and parking regulations as four-wheel motor vehicles. They are permitted only in parking areas designated for two-wheel vehicles and may not occupy automobile parking stalls. Under no conditions may two-wheel vehicles be parked or operated on paths or sidewalks, or stored inside, under, or adjacent to an Institute building other than in a marked, designated area. These vehicles may not be driven on any walk, road or driveway not authorized for travel by a four-wheel motor vehicle. Vehicles not authorized for use on state highways may not be operated on campus.
- **Towing:**

Agents designated by the administration have the right to remove to a place of storage, at the owners expense, any vehicles illegally stopped or parked in such a manner as to be: obstructing the flow of traffic; a safety hazard endangering life and property; blocking an area reserved for a special event as designated by signs or traffic enforcement personnel; using an authorized or unauthorized parking space for dormant storage; or parking on campus without a Hang tag or decal. Any vehicle so parked in an authorized parking lot will be towed.
- **Violations and Penalties:**

Any request by an officer of Campus Security Police for a driver or passengers I.D. must be honored when the officer is in the exercise of his duties. Violation tickets shall be affixed by police officers to the motor vehicle or presented to the driver or to persons responsible for the vehicle. Flagrant disregard of parking and traffic regulations will be the cause for removal of on-campus driving and parking privileges.

- Fines:  
All parking violations on Campus will result in a \$25.00 fine, regardless of violation.
- Visitors:  
Visitors to Stevens are provided with Temporary Guest Parking Permits. These permits can be obtained from the Security Officer at the Howe Center Desk.

For more information visit Campus Police website at <http://www.stevens-tech.edu/police/>

### **Post Office**

The Castle Point Post Office provides regular services (stamps, etc.) and special services (money orders, registered mail, etc.) daily (except weekends and holidays) from 9 A.M. to 4 P.M. The Post Office also can offer a modest (up to \$100) check cashing privilege for faculty members. The Post Office is located in the lobby of the Howe Center, next to Colonel John's.

### **Print Shop**

The Print Shop can reproduce copy, such as reports and resumes. Composition equipment is available to set up jobs from a customer's rough copy. There is a charge for this service. Stock illustrations on various subjects are on file. Enlarged or reduced copies of these can be made to fit a layout. Booklets or reports can be collated and stapled, or folded and bound after printing. Tickets and cards can be numbered and bound after printing. For Information concerning work related printing requisitions, consult with the department administrative assistant.

### **Student Service Center**

The Student Service Center (SSC [www.stevens.edu/ssc](http://www.stevens.edu/ssc)), located in the lobby of the Howe Center, includes most of the staff members from the Financial Aid, Registrar's and Student Financial Services offices. The counseling and support staff members are cross-trained and empowered so that the first person a student contacts has the knowledge and authority to resolve the most common questions and problems. Management-level staff from all of these areas are also present in the SSC to oversee operations and meet with you, if required. The SSC is open from 10 a.m. to 5 p.m. Monday through Friday and is also open late one night per week. Special late hours are available at the beginning of each semester. Outside the SSC, kiosks equipped with touch-screen technology enable you to access a variety of information including the current schedule of classes and Web for Faculty.

### **Stevens Campus Ministry**

The Stevens Campus Ministry ([www.stevens.edu/ministry](http://www.stevens.edu/ministry)) sponsors activities and programs for the cultivation of human spirituality and faith. Campus Ministry invites each member of the Stevens community to participate in those programs which serve to nurture her or his spiritual growth, regardless of their religious affiliation. The Campus Ministry Staff can provide you with one-to-one pastoral counseling and spiritual direction. They can also refer you to medical, economic or academic assistance.

### **Stevens Site Map**

Stevens maintains an acclaimed and timely web site for navigation and access of campus information. The entire site-map of the Stevens web site and all pertinent links are available at: [www.stevens.edu/main/home/site\\_map.htm](http://www.stevens.edu/main/home/site_map.htm)

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**CAMPUS ADMINISTRATORS**

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*When dialing from outside Stevens, all campus numbers start with 216. The main number at Stevens is 201-216-5000. This number is available 24 hours a day. Offices are located in the Wesley J. Howe Center, unless otherwise indicated.*

Emergency Closing Information: 201-216-8200

	Extension	Location
Harold J. Raveche, President	5213	13 <sup>th</sup> floor
George P. Korfiatis, Provost and University Vice President	5263	EAS Hall
Maureen Weatherall, V.P., Enrollment Management, Information Technology and Student Development	5190	12 <sup>th</sup> floor
Stefano Falconi, CFO and V. P., Finance	5215	11 <sup>th</sup> floor
Mark Samolewicz, V.P., Human Resources	5218	6 <sup>th</sup> floor
Helena Wisniewski, V.P. Technology Initiatives	8210	13 <sup>th</sup> floor
Marjorie Everitt, V.P., Development	5169	13 <sup>th</sup> floor
Henry Dobbelaar, V.P., Facilities and Support Services	5340	EAS Hall
Joseph Stahley, Asst. V.P., Student Development & Services	8228	10 <sup>th</sup> floor
Eric Rosenberg, Asst. V.P., Information Technology	5488	5 <sup>th</sup> floor
Michael Bruno, Dean, School of Engineering and Science	5338	EAS Hall
James McClellan, Dean, College of Arts and Letters	5395	McLean Bldg
Lex McCusker, Dean, School of Technology Management	8911	Babbio Bldg
Dinesh Verma, Dean, School of Systems and Enterprises	8645	Babbio Bldg
Lawrence Russ, Dean of Undergraduate Academics	5379	10 <sup>th</sup> floor
Charles L. Suffel, Dean of Graduate Academics	5234	EAS Hall
Trina Ballantyne, Dean of Residence Life	5128	7 <sup>th</sup> floor
Daniel Gallagher, Dean of University Admissions	5197	10 <sup>th</sup> floor
Kenneth Nilsen, Dean of Student Life	5699	10 <sup>th</sup> floor
Siva Thangam, Dean of Academic Administration	5558	EAS Hall
Jennifer Marsalis, Director, International Student and Scholar Services	5189	5 <sup>th</sup> floor
Eden Downs, Director, Information Systems and Graduate Admissions	8353	12 <sup>th</sup> floor
Gaetano Libertore, Director of Student Records	5208	10 <sup>th</sup> floor
Robert Ubel, Director of Professional Education Program	5011	12 <sup>th</sup> floor
Robert Zotti, Director of Web Campus Program	5231	12 <sup>th</sup> floor
Diane Bednar, Director, Student Financial Services	5555	1 <sup>st</sup> floor
Kamal Tamna, Director of Academic Support Center	5679	5 <sup>th</sup> floor
Lynn Insley, Director, Career Development	8927	9 <sup>th</sup> floor
Catherine Rooney, Senior Associate Director, Co-Op	8269	7 <sup>th</sup> floor
Ourida Oubraham, Acting Director, Samuel. C. Williams Library	5422	Library
Timothy Griffin, Director of Campus Safety and Chief of Police	5105	Gate House
Frank Cataruozolo, Director, Computer Service Center	5108	Library Basement
David Zimmerman, Executive Director, Center for Performing Arts	8960	EAS Hall
Maribel Quinones, Manager, Post Office and Print Shop	5103	1 <sup>st</sup> floor
Teresa Tridente, Manager, Campus Store	5101	1 <sup>st</sup> floor
Marguerite Cuning, R.N., Nurse, Health Services	8106	Jacobus

**OFFICE OF PROVOST, ACADEMIC DEANS, ACADEMIC DEPARTMENT AND  
RESEARCH CENTER DIRECTORS**

*When dialing from outside Stevens, all campus numbers start with 216. The main number at Stevens is 201-216-5000. This number is available 24 hours a day.*

*Emergency Closing Information                      201-216-8200*

	Extension	Location
<b>College of Arts and Letters</b>		
James McClellan, Dean	8645	Pierce
Edward Foster, Associate Dean, Academic Administration	5399	Pierce
Lisa Dolling, Associate Dean, Program Development	5405	Pierce
<b>School of Engineering and Sciences</b>		
Michael Bruno, Dean	5348	EAS Hall
Keith Sheppard, Associate Dean, Engineering	5260	EAS Hall
Souran Manoochehri, Associate Dean, Research	5562	Carnegie
Constantin Chassapis, Mechanical Engineering	5564	EAS Hall
Henry Dobbelaar, Civil, Environmental & Ocean Eng.	8233	EAS Hall
Stuart K. Tewksbury, Electrical and Computer Eng.	5623	Burchard
Henry Du, Chemical, Biomedical & Materials Eng.	5268	McLean
Alan Blumberg, Center for Maritime Systems	5338	Davidson Lab
Christos Christodoulatos, Center for Environmental Systems	5675	Nicoll Lab
Beth McGrath, Center for Innovation in Eng. and Sci. Education	5037	EAS Hall
Kishore Pochiraju, Design and Manufacturing Institute	8053	EAS Hall
Dilhan Kalyon, Highly Filled Materials Institute	8225	McLean
Bruce McNair, Wireless Network Security Center	5549	Burchard
Patrick Miller, Associate Dean for Sciences	8220	McLean
Frank T. Jones, Chemistry and Chemical Biology	5528	McLean
A. K. Ganguly, Chemistry and Chemical Biology	5528	McLean
Dominic Duggan, Computer Science	5328	Lieb Bldg
Robert Gilman, Mathematical Sciences	5449	Kidde
Knut Stamnes, Physics & Eng. Physics	5398	Burchard
<b>School of Systems and Enterprises</b>		
Dinesh Verma, Dean	8645	Babbio
Kate Abel, Director of Undergraduate Academics	8647	Babbio
John Farr, Associate Dean for Academics	8103	Babbio
Michael Pennotti, Associate Dean for Professional Programs	8836	Babbio
Arthur Pyster, Director for Outreach and Professional Programs	8025	Babbio
<b>Wesley J. Howe School of Technology Management</b>		
Lex McCusker, Dean	5620	Babbio
Lou Laucirica, Associate Dean & Director of Undergraduate Studies	5424	Babbio
Edward Stohr, Associate Dean	8915	Babbio
Eric Gordon, Associate Dean	8166	Babbio
Timothy Koeller, Associate Dean, Academic Administration	5376	Babbio
Jerry Luftman, Associate Dean, Director for Information Systems	8255	Babbio
Murrae Bowden, Technology Management	8191	Babbio
Audrey Curtis, Telecommunications Management	8902	Babbio

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**WESLEY J. HOWE CENTER FLOOR DIRECTORY**

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Basement	Print Shop, Center Receiving, and Bowling Alley
1	Student Services Center (Registrar, Bursar, Financial Aid) Center Desk, Campus Store, Post Office, Col. John's Snack Bar and Cafe on The Hudson
2	Pierce Dining Hall (Cafeteria), Faculty Club, Dining & Catering Service Office, Lounge
3	Enterprise Development & Res.; Conference Rooms: Calder, Fielding, Mott
4	Conference and Seminar Rooms: Bissinger, Hudson, Hoboken & Riverside; Performing Arts Office & Ondrick Music Room
5	International Student and Scholar Services, Undergraduate Academics, Academic Support Center, Information Technology
6	Cooperative Education, Career Service
7	Human Resources, Procurement, Residence Life, Psychological Studies
8	Undergraduate Admissions
9	Office of Sponsored Research, Stevens Alumni Office
10	Dean of Student Life, VP Student Development, Registrar's Office, Special Functions, Stevens Technical Enrichment Program (STEP)
11	Finance and Administration
12	Vice President for University Enrollment & Academic Services - Enrollment Management, Graduate Admission, Web Campus
13	President, Secretary of the Corporation, Development and External Affairs, and Office of Technology Initiatives

## **SECTION III: TEACHING SUPPORT AND INFORMATION TECHNOLOGY**

### **Academic Policies and Requirements**

Appropriate academic policies and requirements are discussed in great detail in the Faculty Handbook. Faculty can obtain a copy of this book online from your Department Director or from the Dean's Office.

### **Ordering Books**

Course textbooks can be ordered through the campus bookstore using the form "Requisition for Campus Textbooks," a copy of which is found in Appendix F. This form can be obtained from the administrative assistant in your department office. The campus book store requests that you requisition textbooks by a certain date prior to the start of classes. Please note that this requisition form must be signed by your Department Director, a copy of which is retained by the administrative assistant.

### **Classroom Assignments**

For on-campus courses, classroom assignments are coordinated through your Department Director and are made through the Registrar's Office. Room assignments can be found on the Registrar's web site at: [www.stevens.edu/registrar/](http://www.stevens.edu/registrar/) (select course schedule and browse)

Classroom assignments are also available on the "Web for Faculty" (login using your user-id and password): <http://es.stevens.edu/afhomepg.htm>

For off-campus locations, contact your department director for course locations, room assignments and directions to the off-site location.

### **Audio-Visual Support**

Should you need special equipment (chalkboards, overhead or LCD projectors, project screens, etc or if the in-classroom support equipment is not functioning properly, your department director may be able to help you get the required support equipment in proper working order. Also, the help desk at the Office of Information Technology (x5500) can be contacted, as they are charged with overall responsibility for the maintenance of classroom audio-visual support.

### **Cancellation of Classes**

As a general rule, Stevens does not cancel classes. In the event of severe weather conditions or utilities failure, members of the Stevens Community are advised that the following media will normally have closing/delaying actions (if taken) by about 5:00 AM.

- The Stevens Web Site
- Stevens Emergency Closing Line: 201-216-8200
- Campus voice-mail
- The WOR Web Site: <http://www.wor710.com> or telephone hotline: 877- 871-9208
- WCBS 880 AM
- News 12 New Jersey Cable TV
- WINS 1010 AM radio

In the event of closing or delayed opening, missed classes, lectures, and/or laboratories will be made up at the discretion of the instructor. It is the responsibility of the student to contact the instructor (e.g. at the next scheduled meeting) in order to learn the plans. If on-campus classes are cancelled, all off campus classes WILL BE CANCELLED as well.

## Information Technology – General Information

Information Technology (<http://www.stevens.edu/it>) supports academic and administrative computing systems, campus networking, telecommunication facilities, web servers, and many computing and networking resources located throughout Stevens' campus. Access to these resources requires individual computer accounts provided by Information Technology.

### Pipeline

For access to email and many other services, all Stevens faculty need a Stevens Pipeline account. Pipeline is a web-based portal to many technology services such as:

- Stevens e-mail
- Spam control settings (user controlled)
- Class e-mail lists for each course you teach
- A class calendar for each course you teach
- Click-through access (no login ID or password needed once inside Pipeline) into Web for Faculty
- Easy access to Stevens' Library databases
- And more...

Complete the form at [www.stevens.edu/it/forms/pdf/comp\\_acct\\_form.pdf](http://www.stevens.edu/it/forms/pdf/comp_acct_form.pdf) sign it on page two, and obtain your Dean or Department Director's signature to authorize the new account. Mail (or fax to x5476) both pages to the Information Technology department.

Upon receiving your signed account application form, Information Technology will create your individual Pipeline account, a Web for Faculty PIN (Personal Information Number), and a Windows Campus domain account. The Campus domain account is for authenticating your use of personal file space and web page space on a computer called "storage01". Documentation on use of storage01 is on the Information Technology website ([www.stevens.edu/it](http://www.stevens.edu/it)) under Documentation.

### Information Technology – Web for Faculty

Web for Faculty allows faculty to view advisee lists, view class rosters, student schedules, find classroom assignments, grant enrollment permissions, and grade students on the web. Web for Faculty is available Monday through Sunday - 7:00 AM to 4:45 AM. You can access the Web for Faculty system by logging into Pipeline and clicking on the School Services tab. (Or you may enter Web For Faculty here: <http://www.stevens.edu/es/faculty>)

Information displayed by Web for Faculty is "real-time" with respect to the information stored on the Student Information System (SIS). (See below.) Therefore, as soon as information is entered by the Registrar, or by the students via their individual Web for Students access page, or by faculty via the Web for Faculty, that information is immediately available to the others. As mentioned above, the easiest access to Web for Faculty through Pipeline. (An alternate way to access Web For Faculty requires your Stevens ID number and your Web For Faculty PIN number).

### Information Technology - WebCT

WebCT (which stands for Web Course Tools) is software used to create web-based "virtual classrooms" to supplement face-to-face classroom instruction or to deliver totally online courses for Stevens "WebCampus" division. Stevens supports WebCT Campus Edition version 4.1. Faculty should request their electronic classrooms well before the start of each

semester. This will give you time to customize the course, mount or modify existing course materials, and plan how to work with your class online. Email [webctadmin@stevens.edu](mailto:webctadmin@stevens.edu) to have a course set up and to sign up for WebCT group training. Information needed is:

- Course name and number
- Section number(s) for the course
- Semester the WebCT classroom will be used for teaching
- Name and email address of the TA for the course (if any)
- Your phone number and email address

Students enrolled in your course appear in your WebCT courses automatically.

To access WebCT, use: <http://webct.stevens.edu/webct/public/home.pl>

Enter your WebCT username and password: Your WebCT username is the same as your Pipeline username. Your password for WebCT is your Web for Faculty PIN. WebCT usernames are case sensitive. All courses you are teaching will be listed in your my WebCT home area. To request assistance with your new virtual classroom, contact WebCT Support by sending email to [webctadmin@stevens.edu](mailto:webctadmin@stevens.edu). If WebCT is unavailable or if your students say they are having trouble getting into the course, call the Help Desk at (201) 216-5500 or send email to [webct@stevens.edu](mailto:webct@stevens.edu). WebCT documentation developed for Stevens is available on the Information Technology web page. Look under Documentation. The URL is <http://www.stevens.edu/it/home/>

### **Student Information System (“SIS”) and Financial Record System (“FRS”)**

The Student Information System (SIS) is the database that handles all student records and functions such as: admissions, student registration, class schedules, class rosters, grade reports, and academic holds, and so on. Web for Faculty is a front-end to SIS and provides access to some, but not all, of the functionality of SIS. Some additional functions that one can perform using SIS that are not available in Web for Faculty include complete student transcripts, student contact information, and similar information items. Connect to SIS through a secure shell client such as Secure CRT or Putty, or TTSSH from your office computer. As you will be dealing with a mainframe system, you will find the interface somewhat less than intuitive. Ask someone in your academic department for assistance with using SIS screens and menus. When you request a Pipeline account, and submit your application form, check the SIS box on the computer account application form in order to gain access to SIS.

If you have a grant or contract which will require you to manage a research account or if you will manage departmental funds, also request an Financial Record System (FRS) account by checking that box on the computer account application form.

### **Information Technology – Support Services**

#### **Public PC Laboratory**

In addition to the notebooks provided by Stevens to all undergraduate students, a PC laboratory operated by Information Technology is available to support access for members of the campus community. It includes a cluster of personal computers running Windows XP, Uniprint printing release stations, a scanner, and network jacks and wireless access for general use by members of the Stevens community. Some academic departments maintain additional computer labs to meet their needs.

## Help Desk

Information Technology provides a variety of services. The User Services Staff provides a help desk (open seven days a week), web-based user documentation, short seminars, timely news updates posted in Pipeline, and assistance using Pipeline, storage01, email, the campus network and more. Call the Help Desk at 216-5500 or send email to [helpdesk@stevens.edu](mailto:helpdesk@stevens.edu) for assistance.

## Computer Service Center

Note: We strongly encourage departments and individuals who need new Windows computers to purchase them through the Computer Service Center. By doing so, your computer will be placed under service contract for a modest annual fee. There are several benefits of purchasing through the Computer Service Center and having your computer under service contract. Benefits include access to various software packages at no charge, onsite computer repair, complete software reloads if needed for your computer, and help desk support. For help purchasing new computers, call the Computer Service Center at 216-5108 or go to their web site at [www.stevens.edu/csc](http://www.stevens.edu/csc).

## Network

Information Technology assists members of the community in evaluating, acquiring, and supporting networked resources. This includes help in planning new facilities, implementing new technologies, and establishing support programs. The Networking Staff assists users and departments in designing and implementing local area networks, network expansion plans, and network applications. To request assistance with network expansion, e-mail details to [helpdesk@stevens.edu](mailto:helpdesk@stevens.edu) or call 216-5500.

Infrastructure services are based a multi-vendor unix platform. Specialized administrative and academic systems support VMS and WindowsNT/2000. An extensive network supports communications from all academic and administrative buildings and residence halls to all major systems. Over 6,500 nodes are supported in the campus network with access speeds of up to 100Mbps and core network speeds of 1Gbps. Off campus connectivity to the Internet is provided by fractional T3 service. High speed (OC3) connectivity to the vBNS (Internet 2) research network, currently funded by a grant from the National Science Foundation, provides high-bandwidth connections to other vBNS-connected education and research institutions. A wireless network provides access to the campus network and the Internet from several locations around the campus mostly in areas that are not easily wired. Remote access to the campus network is supported by a small dial-in modem pool. Contact the Help Desk for the dial-up telephone number. You can also make a VPN connection into Stevens. Refer to documentation on setting up a VPN connection on the Information Technology web site. With a high level of connectivity and advanced functionality accessible from on- and off-campus locations, Stevens continues to be a model environment for other academic institutions and commercial organizations.

## SECTION IV: SAMUEL C. WILLIAMS LIBRARY SERVICES

### Just-In-Time Philosophy of S. C. Williams Library

The S. C. Williams Library has positioned itself in the forefront of academic libraries by using information technology in an innovative fashion: our just-in-time service model, which combines traditional library services with the economic benefits of the digital age.

The just-in-time model provides you with access to documents and materials as needed. Through the Library web site, you can access bibliographic and full-text databases to retrieve books, articles, conference proceedings, patents, standards and technical reports. If full-text is not available online, you can use our Interlibrary Loan/Document Delivery Services to request books and other documents not in our collection.

### Information Services

Information Services Librarians work with students, faculty, and staff to facilitate their research and teach efficient use of Library resources. Assistance is available through a variety of approaches that include:

- Email and telephone support
- In-person help
- Individual customized database searching assistance by appointment
- One-on-one or small group instruction in any subject area
- In-office instruction just for faculty
- Presentations tailored to the needs of a particular class, in the classroom or at the library
- General Library Orientations offered periodically for all users
- Workshops geared to specific databases

For more information about our services, or to arrange for a visit to your classroom or office, please contact an Information Services Librarian:

Valerie Forrestal, [vforrest@stevens.edu](mailto:vforrest@stevens.edu), 201-216-5361

Linda Scanlon, [lscanlon@stevens.edu](mailto:lscanlon@stevens.edu), 201-216-5412

We encourage you to include a library orientation as part of your syllabus, and to join your students in the session. We have found that students, faculty and librarians all gain from the experience of working together.

### Document Delivery Services

In the just-in-time model of the S. C. Williams Library, the Interlibrary Loan/Document Delivery Services (ILL/DDS) plays a vital role by supporting the instructional and research needs of the Stevens community. With access to the most advanced electronic delivery services, ILL/DDS can fulfill almost any request for a book, journal/conference article, technical report or patent. ILL/DDS is committed to pursuing the latest advancements in document order and retrieval systems for the benefit of the Stevens community. Materials not available in the electronic databases or in the library, can be obtained using the interlibrary loan and document delivery services link at: [www.lib.stevens.edu](http://www.lib.stevens.edu)

### **Off-Campus Access to Library Services**

All currently registered Stevens students, faculty, and staff are eligible for access to Library subscription databases. Your Stevens Pipeline username and password are required for authentication to access them from off campus. For instructions to assist you with accessing the databases from off campus:

### **Art, Culture and Special Collections**

The Library is home to a wealth of art works, mechanical models and artifacts, including two works by Stevens alumnus Alexander Calder. A collection pertaining to Leonardo DaVinci is one of the finest accumulations of manuscripts, notebooks and drawings in facsimile. Collections pertaining to Frederick Winslow Taylor, who originated scientific management, the Stevens family and Hoboken history are also found in the library. A variety of cultural events are held throughout the year. For more information, you may access the special collections link in the library home page [www.lib.stevens.edu](http://www.lib.stevens.edu)

### **Services for faculty**

Information on recommending books for purchase by the library, how to place books on reserve, and more is available at:

[www.lib.stevens-tech.edu/faculty/olocfac.html](http://www.lib.stevens-tech.edu/faculty/olocfac.html)

### **Other Services and Helpful Resources Available on the Library Web Site.**

- Online Library Catalog.  
Find books, journals, theses, and dissertations in the Library collection.
- What's New Section.  
Library home page - new products and services are announced here.
- Resources by Academic Discipline.  
Business and Management resources:  
<http://www.lib.stevens.edu/resources/manage.html>
- Research.  
Information about finding Journal Articles, Books, Dissertations/Theses, Patents, Standards, Technical Reports
- Tutorials - Basic Library Research.  
<http://www.lib.stevens.edu/tutorials/basic/index.html>
- Citing Your Sources - Bibliographies, Style Manuals.  
<http://www.lib.stevens.edu/tutorials/basic/citing.html>

## SECTION V: RESEARCH CENTERS

### **Center for Environmental Systems (CES)**

[www.cee.stevens-tech.edu](http://www.cee.stevens-tech.edu)

The Center for Environmental Systems is relied upon by government agencies and private industry to conduct a variety of environmental research projects. The center conducts basic and applied interdisciplinary research in environmental technology development, transfer, and implementation, and fosters partnerships with industry, government, and environmental service organizations for cooperative approaches to solving environmental problems. It also develops and maintains degree, certificate, and continuing professional education programs for the Department of Civil, Environmental and Ocean Engineering.

### **Center for Innovation In Engineering & Science Education (CIESE)**

[www.ciese.org](http://www.ciese.org)

Helping teachers and administrators realize the benefits of integrating technology into the curriculum in order to more effectively engage students in learning and improve student achievement, particularly in science and mathematics, is CIESE's core mission. By helping more students succeed in these subjects, CIESE is playing a pivotal role in creating the technological workforce that the U.S. economy demands. CIESE collaborates with teachers, administrators, schools and school districts in long-term, systemic programs that emphasize hands-on teacher training and administrative counsel.

### **Center for Intelligent Networked Systems (iNetS)**

[www.ece.stevens-tech.edu/iNetS/index.html](http://www.ece.stevens-tech.edu/iNetS/index.html)

The Center for Intelligent Networked Systems (iNetS) was established to explore opportunities for insertion of intelligence within networked systems to achieve "smart" systems whose components easily work with one another. Networked systems extend from large scale systems of diverse interconnected networks through specialized networks optimized for targeted applications to the end-points of networks. iNetS explores the systematic insertion of intelligence at all points throughout this complex system of systems to achieve ease of operation and quality of service. For this purpose, iNetS explores insertion of intelligence within points of the overall networked system, consistent with the needs of adjacent connected components

### **Center for Maritime Systems & Davidson Laboratory**

[www.stevens.edu/engineering/cms](http://www.stevens.edu/engineering/cms)

The Center for Maritime Systems continues the nearly 75-year old tradition of the Davidson Laboratory in employing the experimental method to solve complex problems that are otherwise intractable. This approach has been extended to include the physical and numerical modeling of ocean and vessel dynamics, as well as full-scale prototype testing and ocean field observations. The CMS is a truly unique research and education center that combines the fields of naval architecture, coastal and ocean engineering, physical oceanography, and marine hydrodynamics to create a trans-disciplinary enterprise that can address both the highly-specialized issues confronting each discipline, as well as the more complex, integrated issues facing natural and man-made maritime systems.



### **Design and Manufacturing Institute (DMI)**

[www.dmi.stevens-tech.edu/index.html](http://www.dmi.stevens-tech.edu/index.html)

The Design & Manufacturing Institute (DMI) is an interdisciplinary center integrating materials processing, product design, and manufacturing expertise with simulation and modeling utilizing state-of-the-art computer software technology. Located in the college's historic Carnegie Laboratory, DMI bridges the gap between academic- and application-oriented research and development.

### **Highly Filled Materials Institute (HFMI)**

[www.hfmi.stevens.edu](http://www.hfmi.stevens.edu)

Highly Filled Materials Institute (HfMI), was established in 1989 to investigate, both experimentally and theoretically, the rheological behavior, microstructure, process ability and ultimate properties of highly filled materials, including suspensions and dispersions.

### **New Jersey Center for MicroChemical Systems (NJCMCS)**

[www.njcmcs.org](http://www.njcmcs.org)

The New Jersey Center for MicroChemical Systems was recently established under the auspices of the New Jersey Commission on Science and Technology and with grants from several major federal government agencies such as the US Department of Energy and the Defense Advanced Research Projects Agency (DARPA). NJCMCS exemplifies the Stevens approach to doctoral education—students, faculty, and industrial partners work closely together, sharing ideas and nurturing technology from innovation to implementation. NJCMCS uses a systems approach to design, manipulate, and control chemical reaction and separation processes that occur in micro-volume environments. This research area includes a broad range of new technologies such as microfluidic biochips for drug discovery, combinatorial catalyst evaluation, micro-reactor systems for on-demand chemical production and micro-power systems.

### **Wireless Network Security Center (WiNSeC)**

[www.stevens.edu/winsec](http://www.stevens.edu/winsec)

WiNSeC is a multidisciplinary center engaging research staff and faculty in the Charles V. Schaefer, Jr. School of Engineering, the Arthur E. Imperatore School of Sciences and Arts, and the Wesley J. Howe School of Technology Management. The focus of the Center's activities involves research, implementation, and demonstration of solutions to the real-world security issues of diverse, distributed, complex wireless networks. Security issues addressed include but are not limited to design of high-availability networks in the presence of denial-of-service attacks, and the design of networks that must convey confidential information in the midst of eavesdroppers. The critical infrastructure required by commerce, public safety services, and the military is being addressed in the WiNSeC multiprotocol/multinetwork testbed, operated in the midst of the dense urban wireless environment in which Stevens is nestled. Wireless technologies developed and tested by the center are certified to perform in even the most demanding situations.

## SECTION VI: STEVENS HONOR SYSTEM

“The measure of a man’s real character is what he would do if he knew he would never be found out.”

President Alexander Humphreys formally introduced the Stevens Honor System to the Institution in 1908. The honor System is a core value of the Institute. The success of the Honor System depends on the support of individual students, the student body as a whole, and the faculty.

Since its adoption, the Honor System has been periodically revised to meet changing needs of both the student body and faculty at Stevens. Foremost among these needs are to foster integrity, honor, and fair play amongst the members of the Stevens community. In summary, the Honor System has two objectives:

- First, to insure that the work submitted by students is performed in an atmosphere of integrity.
- Second, to instill in our students a sense of honor which will be a lasting value utilized throughout their professional life.

### **Honor System for Undergraduates**

While the Stevens Honor System is a privilege granted to the undergraduate student body, it is the students that administer the Honor System through the Honor Board, the governing body of the Honor System, and as further supported by the Honor System Constitution and By-laws. The Honor Board’s purpose is as follows:

- To interpret the constitution of the Honor System and to define violations of the Honor System.
- To promote honor and integrity throughout the Stevens campus both academically and socially
- To insure that all submitted work is completed in such a way that all students can be confident in the integrity of the submitted work of their peers.

Undergraduate students are required to sign an agreement upon entering Stevens that they will live by and uphold the principles of the Stevens Honor System. The Constitution and other information regarding the Stevens Honor System can be found at:

[http://www.stevens.edu/honor\\_board/](http://www.stevens.edu/honor_board/)

### **Student Pledge of the Honor System**

The pledge signifies that the work submitted by a student is indeed his/her own. There is one designated pledge to be used for tests, homework assignments, lab reports, and computer projects. The pledge shall be written in full and signed by the student on all submitted academic work. Any references used (including texts, tutors, classmates, etc.) should be listed below the written pledge. "I pledge my honor that I have abided by the Stevens Honor System."

### **Student Responsibilities**

Enrollment into the undergraduate class of Stevens Institute of Technology signifies a student’s commitment to the Honor System. It is the responsibility of each student to become

acquainted with and to uphold the ideals set forth in the Honor System Constitution. Specific student responsibilities include:

- Maintaining honesty and fair play in all aspects of academic life at Stevens.
- Writing and signing the pledge, in full, on all submitted academic work.
- Reporting any suspected violations to an Honor Board member or to the Dean of Student Development.
- Cooperating with the Honor Board during investigations and hearings.

**Faculty and Staff Responsibilities:**

As a member of the Stevens community, faculty shall aid in facilitating and implementing the philosophy and function of the Honor System. It is the responsibility of each faculty member to understand and abide by the Honor System. It is not the role of the faculty member to resolve suspected violations, but to report these alleged infractions to an Honor Board member or to the Dean of Student Development.

- A paramount responsibility of the faculty is to insure that the pledge is fully written and signed on all collected academic work. Faculty shall not grade any work that has not been pledged.
- Reporting all possible violations of the Honor System to either the Vice President of Student Development & Services or to a member of the Honor Board (see paragraph below on reporting violations).
- Appearing before investigating committees and hearings, as well as participating in other functions, when requested to do so by the Honor Board.
- Educating new faculty and teaching assistants regarding the principles and operations of the Honor System.
- Faculty is allowed to be in the classroom during examinations to answer questions. If faculty happens to see blatant acts of cheating, such as open textbooks, or talking, they may report that to the Honor Board.
- Use of seating charts during examinations is required.
- However, faculty shall not proctor examinations, Proctoring means walking up and down aisles in the classroom, looking at student test papers over their shoulders, or generally acting in a suspicious or accusatory manner that make students uncomfortable while taking an examination.

**Violations**

A violation is any action that does not conform to the spirit of the Stevens Honor System. Any situation in which a student has an unfair advantage over a classmate(s) constitutes a violation. For example, failure to clearly cite all references, if any, used in an assignment infringes upon the rights of others, and thereby constitutes a violation. In instances where external sources are utilized, these sources must be identified and due credit given using an appropriate bibliography format. Tolerance (i.e., failure to report) is in itself a violation of the Honor System. Any student who is aware that the academic integrity of the Institute is being compromised and neglects to report this to the Honor Board is guilty of an Honor System infraction.

Students or faculty members who believe a violation of the Honor System has been committed should report their suspicions immediately to Larry Russ (Ext. 5379) the Acting Faculty Coordinator for the Honor System.

The following information should be included:

1. Names of the accused student(s) and witnesses.
2. Nature of the alleged violation committed, and in which course.

3. Any physical evidence of the violation.
4. Where and when the alleged infraction occurred.
5. Name of the person reporting the violation and how they may be contacted.

A reporting form for honor violations can be found on at the end of this section as well as the Stevens web site: [www.stevens-tech.edu/honor\\_board/violations.htm](http://www.stevens-tech.edu/honor_board/violations.htm)

### **13% Rule**

Faculty may investigate alleged Honor System violations involving any required coursework valued at less than 13% of the final grade. Faculty may levy penalties within Honor Board guidelines. Students retain the right to report the case to the Honor Board. Faculty must report honor board violation and penalty to Honor Board within 5 business days. Honor Board reserves the right to reopen the case. Accused will receive the email within three business days from Honor Board after case will be reported by faculty. Students have the right to appeal the instructor's decision. If a student wishes to appeal the decision, they shall refer the case to the Honor Board in writing within 10 business days of the instructor's notification of penalty. The Honor Board will provide the faculty with mandatory guidelines based on Honor Board precedent.

### **Plagiarism**

The dictionary defines plagiarism as the act of "...stealing and using the ideas, writings, or inventions of another as one's own" or ".... taking passages, plots, or ideas from another and using them as one's own". The Honor Board at Stevens Institute of Technology upholds the dictionary's definition of plagiarism.

- All academic work submitted by a student must be the result of his own thought and research.
- If a student has a question regarding plagiarism and his work, it is his responsibility to consult his instructors before submission of the work.
- If a student has a question or is unsure of whether discussion of the assignment among other students is allowed, it is his responsibility to ask the instructor first.
- Unless the instructor has told his students explicitly that they can collaborate on an assignment, all the work turned in must be the student's own.
- When a student's assignment involves research, it is the student's responsibility to acknowledge outside sources or information as references. If someone else's exact words are used, it is the student's responsibility to put quotation marks around the phrase or passage in question and add an appropriate citation, thus indicating its origin.
- These "rules" do not apply to ideas, which are so freely used that it is part of the public domain.
- It is the responsibility of the student to consult his instructor so as to clarify what is and what is not part of the public domain.
- "Submitting a piece of work as your own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate reference to the contributing source is plagiarism."
- It is the student's responsibility to write and sign the pledge in full on each assignment, test, lab, homework, or any other work that is assigned by the instructor. Any references used during any assignment must be stated below the pledge.
- It is the faculty's responsibility to report any suspicion of plagiarism to the Honor Board. Faculty members may not resolve such cases, but will, instead, await the decision of the Honor Board.

### **Policies and Procedures for Graduate Students**

The following statement is printed in the Stevens Graduate Catalog and applies to all students taking Stevens courses, on and off campus.

“Cheating during in-class tests or take-home examinations or homework is, of course, illegal and immoral. A Graduate Academic Evaluation Board (“GAEB”) exists to investigate academic improprieties, conduct hearings, and determine any necessary actions. The term ‘academic impropriety’ is meant to include, but is not limited to, cheating on homework, during in-class or take home examinations and plagiarism.”

Consequences of academic impropriety are severe, ranging from receiving an “F” in a course, to a warning from the Dean of the Howe School, which becomes a part of the permanent student record, to expulsion.

### **Honor Hearings by the GAEB**

The accused may elect to be present at the hearing along with any witnesses he or she chooses. Appeals of the Board’s decisions are first made to the Appeals Committee and then, if necessary, to the Chief Academic Officer of the Institute, i.e. the Chairman of the Dean’s Council.

Members of GAEB, chosen from the Graduate Committee, consist of a faculty member from each school, a graduate student and the Dean of Graduate Studies. Committee members will serve for one year.

Cases to be heard by GAEB are presented in writing to the Dean of Graduate Studies specifying the allegations. If the accusation is deemed to be true, a first offense, as a rule, carries failure in the course or failure in the course accompanied by the notation, “Dean’s Action” on the transcript, depending upon the severity of the offense. A second offense can result in dismissal from Graduate Studies.

While it is not required that faculty bring all improper events to the Graduate Academic Evaluation Board, it is strongly recommended that the Dean of Graduate Studies can be informed to centralize such information.

## SECTION VII: HISTORY, TRADITIONS, AND ANNUAL EVENTS

### Stevens A Brief History

Stevens Institute of Technology is one of the leading technological universities in the country dedicated to study and research. Through its pioneering curriculum and its focus on applied research, Stevens is helping to solve real-world problems in industry and the environment.

Founded in 1870, Stevens offers baccalaureates, master's and doctoral degrees in engineering, science, computer science and management, in addition to a baccalaureate degree in the humanities and liberal arts. The university has a total enrollment of approximately 1,800 undergraduate and 3,400 graduate students, together with a full-time faculty of approximately 140, 95% of whom hold doctoral degrees. Specialty faculty and research staff include an additional 110 people. There are about 14,000 Stevens alumni holding leadership positions in a broad spectrum of professions throughout the world.

Stevens is named for a distinguished family who perpetuated a tradition in American engineering, dating back to the early days of the Industrial Revolution. John Stevens, a colonel in the Revolutionary War, purchased from the State of New Jersey in 1784 the land included in the present-day 55-acre campus of the college.

Before 1800, Col. Stevens was a pioneer in the development of the steamboat, and by 1825 he had designed the first American-built steam locomotive. Robert Stevens, one of Col. John Stevens' sons, invented the T-rail, the form of railroad track in use today throughout the World. With his brother, Edwin, Robert built and operated profitably the first commercial railroad in the United States. Edwin, on his own, was active in the design and construction of ironclad vessels for the U.S. Navy. With another brother, John Cox Stevens, who was the first commodore of the New York Yacht Club, Edwin joined in the syndicate that built and raced the yacht "America." In 1851, that vessel defeated all the English contenders to become the first winner of the famed trophy now known as the America's Cup.

When Edwin Stevens died in 1868, his will provided for the establishment of the college which bears his family name, through a generous contribution of land and funds for building and endowment. Stevens Institute of Technology opened its doors in 1870. The original trustees determined that Stevens should have a single, rigorous engineering curriculum leading to a baccalaureate degree they designated "Mechanical Engineer." The undergraduate program encompassed most of the then existing and emerging engineering disciplines and was firmly grounded in scientific principles. Stevens first president, Henry Morton, was the founding president of the American Society of Mechanical Engineers and held the group's first meeting on campus in 1880.

In June 1907, all classes had adopted an Honor System, which eventually became the cornerstone for all student self-government at Stevens and continues to this day as an essential element in the Institute's undergraduate life. Over the years, the Institute evolved from a small four-year undergraduate college of engineering into a much larger multifaceted institution with considerable research activity and a variety of graduate and undergraduate programs stressing not only engineering, but also science and management.

In 1971, for the first time, Stevens opened its doors to women. Stevens also became the first major educational institution in the nation to implement a personal computer requirement in

1982. In addition, a pioneering project was initiated which resulted in the networking of the entire Stevens campus and thus one of the country's first Intranets.

Stevens current president, Harold J. Raveche, became the sixth president of the university in 1988. His vision for Stevens is to educate leaders who create, apply and manage innovative technologies while maintaining a deep regard for human values. During his tenure, many new initiatives, including an extensive campus revitalization program, have been launched that will prepare Stevens students for success in a competitive global society.

Stevens seeks to develop its graduates as leaders who possess the skills and insight needed to renew American innovation, competitive spirit, and productivity. As Stevens moves forward into the next century, its strong commitment to academic excellence will position the college as a national force in higher education.

### **Annual Events**

#### **Career Fair.**

Every year, the Office of Career Services sponsors a Career Fair during the first week of December. This past year over 100 companies came to the Stevens campus and set up booths to entice students to join their ranks. These companies range in size from very large companies such as IBM to small ten-person companies. Offering jobs of all sorts, such as Co-op, full-time, or summer positions, the companies collect a plethora of resumes from students at all levels. This is a golden opportunity for both students on the job hunt and for companies seeking qualified individuals.

The Dean's Banquet – Graduate Studies. The Dean's Banquet is held the Friday before commencement for graduating students of The Graduate School. Awards are given by to students for outstanding academic achievements by department representatives. The evening starts with a reception followed by dinner and dancing.

The President's Dinner – Undergraduates. On the evening prior to graduation, the President of Stevens hosts a dinner for graduating seniors to celebrate their matriculation at Stevens. Awards are given to students for outstanding academic achievement by the Institute's staff.

Convocation: Ceremony that celebrates the official beginning of the Academic Year, is usually held the second Wednesday of the fall semester at 1:30 PM in the Howe Center.

Commencement: Once a year, generally during the third week of May, academic degrees (Baccalaureate, Masters' or Doctoral) are conferred by the Stevens Board of Trustees. Students expecting to complete degree requirements by the end of the spring semester should notify The Registrar's office of their intention to graduate by submitting an Application for Candidacy, graduation fee and Commencement Questionnaire.

## **SECTION VIII: EMPLOYMENT STATEMENT AND CONDUCT**

Stevens Institute of Technology stands committed to the principle of equality of opportunity in employment and education.

It is the policy of Stevens Institute of Technology not to discriminate on the basis of sex, race, color, creed, national origin, religion, age, handicap or liability for service in the armed forces or status as a disabled or Vietnam era veteran, in its admission policies, educational programs, scholarship and loan programs, athletics, activities, or employment policies. Under Title IX of the 1972 Education Amendments, Stevens (like all other educational institutions receiving federal financial assistance) is required to make public notification of its compliance with this law. Inquiries regarding compliance with Title IX may be directed to the Office of Affirmative Action, Stevens Institute of Technology (201-216-5122) or to the Office of Civil Rights, U.S. Department of Education, Washington, DC 20202.

The Institute is in compliance with Titles VI and VII of the Civil Rights Act of 1964 and all other applicable federal and state laws and regulations relating to non-discrimination and affirmative action. Stevens is also in compliance with Section 504 of the Rehabilitation Act of 1973 as amended, and inquiries may be directed to Mark Samolewicz, Stevens Institute of Technology (201-216-5218)

Stevens Institute of Technology complies with the Family, Education Rights and Privacy Act of 1974 as amended (the Buckley Amendment), which was designed to protect the privacy of educational records, to establish the rights to students to inspect and review their educational records, to provide guidelines for the correction of inaccuracies and to limit disclosures of information from the records. Complete information regarding student rights, responsibilities of the Institute, copies of the Act and rules and regulations for the compliance with the Act may be obtained from the Student Services Center (201-216-5555).

Stevens Institute of Technology endorses and adheres to New Jersey Statutes 2C:10-3 et. seq., establishing "hazing" as a disorderly persons offense and "aggravated hazing" as a crime of the fourth degree. Both offenses are punishable by imprisonment and/or fine under New Jersey law.

Stevens Institute of Technology reserves the right to make changes at any time in the regulations, courses and fees and matters of policy announced in this publication or any official publication of the Institute.

## OTHER REFERENCES

Faculty should be aware that there exists several other pertinent and useful reference material that complement and further expand upon faculty duties and responsibilities, as well as touch upon other academic issues such as course catalogs.

### **Institute Faculty Handbook**

The Faculty Handbook is published by Stevens Institute of Technology and can be found on the Stevens Web Site. Please note that while this handbook discusses many of the administrative issues facing faculty, i.e., where to go and how to get things done, the Institute Faculty Handbook is more oriented towards those policies and procedures that will impact faculty, such as teaching responsibilities, tenure, promotion requirements, and similar issues.

[www.stevens.edu/dof/fachand\\_handbook.html](http://www.stevens.edu/dof/fachand_handbook.html)

### **Appropriate Graduate and/or Undergraduate Stevens Catalogs**

Faculty will also find useful having a copy of the Official Stevens catalog which includes both graduate and undergraduate programs. The catalog is available online at

[www.stevens.edu/catalog](http://www.stevens.edu/catalog).

### **News and Events**

The office of University Communications publishes and archives News and Events pertaining to Stevens Community at: [www.stevens.edu/press](http://www.stevens.edu/press)

**CAMPUS MAP**



