THE LEOPARD’S OATH
OUR COMMUNITY COMMITMENT

Wentworth Institute of Technology is a community of students, faculty, and staff committed to learning and growth. Knowing that human interaction is essential to our growth and development, we must cultivate an environment of civility, respect, and integrity in order to maximize our potential. As members of the Wentworth community, we agree to uphold the following principles:

ACT WITH COMPASSION & RESPECT

We acknowledge the inherent dignity and worth of all individuals in our community. We strive to treat others as they would like to be treated through all our interactions and treat property of others as it were our own. We all contribute to a safe environment free of vandalism, bias speech, physical violence, and harassment.

WITHOLD JUDGEMENT & SEEK LEARNING

We acknowledge that we are all different in terms of culture, race, ethnicity, religion, ability, sexuality, gender identity, and in many other aspects of ourselves. We recognize that seeking to learn and understand each other not only contributes to our personal growth, but enables us to be more effective and active citizens and professionals. We seek to create an inclusive environment where all have the right to be themselves.

BRING CIVILITY & INTEGRITY INTO EVERY ENVIRONMENT

We acknowledge that we are Wentworth in the classroom, at co-op, and in all of our personal interactions. We hold ourselves to the highest standard of ethical behavior. We recognize that honesty and integrity are essential to one’s academic and professional endeavors. We welcome a diversity of ideas that allows for the most appropriate and efficient problem solving skills to be used. We have collective responsibility to create and maintain a respectful environment and hold each other accountable for our behavior.

EMBRACE OUR HISTORY & LEAD OUR FUTURE

We acknowledge all those who came before us to create our strong heritage. We will learn from their contributions, scholarship, and traditions; challenge appropriately in pursuit of growth; and contribute our legacy to ensure success for future generations of Wentworth students, faculty, and staff.

I commit to do my part in creating a respectful Wentworth Community

___________________  ___________________
Name                     Date
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Accelerate

ACCELERATE, Wentworth Innovation + Entrepreneurship Center was conceived as a logical extension of Wentworth’s already existing strengths and disciplines to drive thought partnerships, interdisciplinary engagement, and out-of-the-box ideas among students, alumni, industry, and the Boston community. ACCELERATE aims to build innovative thinking and entrepreneurial confidence in our students.

THE STARTUP CHALLENGE

The Startup Challenge is an interdisciplinary extra-curricular program helping students develop innovative thinking skills and entrepreneurial confidence through interdisciplinary teamwork. It provides students a platform for idea exploration, mentorship, networking opportunities and gives students’ permission to test an idea without fear of failure. This educational foundation serves to impact the student’s definition of success, reframe their role in a company and provide a taste of the startup culture. All Accelerate events are open to the entire Wentworth community to attend.

HOW CAN FACULTY ENGAGE IN THE STARTUP CHALLENGE?

New Team Recruitment: Interdisciplinary student teams who are working on exceptional projects that they are excited about can be encouraged to bring these ideas to Accelerate. Any faculty member that sees potential in a group or idea can be a catalyst to help the team take their idea to the next level. Connect these students to the resources and networking opportunities of Accelerate.

Hot Seat Mentor: Midway through our fall and spring semesters Accelerate holds a Hot Seat event. This is a showcase style event where Accelerate teams pitch to faculty, staff, and innovators and entrepreneurs from the Boston ecosystem. For many teams, this will be their first time receiving feedback from external mentors. Being a Hot Seat Mentor allows you to connect with all of the teams in Accelerate, provide valuable feedback to new and previously funded teams and learn about projects that students are doing beyond their classwork.

Faculty Mentor: Faculty can be available to provide mentorship to teams who are looking for help in specific areas of expertise. These can be related to their field of study or a personal interest outside of the classroom.

Faculty Ambassador: Faculty Ambassadors are faculty members who’ve taken a vested interest in Accelerate and the Startup Challenge and want to engage on a greater level than just attending events. These faculty members are available as subject matter experts for teams, available for Faculty Hot Seat events to provide feedback, and provide extra credit for students who attend Accelerate events.

THE SOCIAL INNOVATION LAB

The Social Innovation Lab is a 12-week interdisciplinary and immersive experience encouraging coop students, the Social Innovation Fellows, to create innovations that matter, solve real world issues and work in a high-intensity environment. Students partner with an external organization, e.g. WGBH, Zoo New England, Boston Children’s Museum, State of Massachusetts and others, to address a challenge they are facing. Throughout the process the Fellows are connecting with over thirty external thought partners and organizations to harvest subject matter expertise and transfer it to the SIL challenges. SIL Fellows are also exposed to innovation methodologies and different processes such as design thinking to generate systemic, sustainable, and meaningful solutions.
HOW CAN FACULTY ENGAGE IN THE SOCIAL INNOVATION LAB?

**New SIL Fellow Recruitment:** The SIL Fellows are an interdisciplinary group of coop students. For any student interested in social innovation and impacting their community, the Social Innovation Lab is a great opportunity to earn coop credit. Students are exposed to design thinking methodology, team building exercises, networking with collaboration partners and subject matter experts and project management tools. Recommend the Social Innovation Lab to any student who is interested in applying what they’re doing in their major to impacting their community.

**Class Feedback Session:** Faculty can bring their class in to critique the work of the Social Innovation Lab and provide valuable feedback for the Fellows project development.

**External Partnership Connections:** Faculty who have connections to organizations that could benefit from have a problem tackled by the Social Innovation Lab can connect the organization.

INNOVATION STRATEGIES

Innovation Strategies are a pro-active method of injecting innovation and entrepreneurship culture into the campus. Condensed overview exercises are implemented in classrooms and other engagement points on campus. This outreach allows a broader reaching session in which to expose students to the competencies and skills utilized in the larger Accelerate programs (Startup Challenge, Social Innovation Lab) and to provide a snapshot of the skills, mindsets and strategies that would be covered in greater depth as part of one of the programs. Innovation Methodologies covered include Design Thinking, Sprint Project Development, Lean Startup Principles and other innovation/entrepreneurship activities.

HOW CAN FACULTY ENGAGE IN INNOVATION STRATEGIES?

**Classroom Host:** Faculty who are interested in exposing students to any of the Innovation Strategies can schedule a classroom session. A member of the Accelerate team will come in to your class or run the session out of the Accelerate space. Sessions can accommodate different class lengths and a variety of topics. These sessions may also be run in conjunction with a class project to kick start idea generation or rapid prototyping.

CONTACT INFORMATION

Email: accelerate@wit.edu
Phone: 617-989-4583
Monique Fuchs, Associate Vice President Innovation + Entrepreneurship: fuchsm@wit.edu
## Admissions

### Admissions Events

<table>
<thead>
<tr>
<th>EVENT NAME</th>
<th>PARTICIPANT INFORMATION</th>
<th>WENTWORTH’S ROLE</th>
<th>PROGRAM LENGTH</th>
<th>DAY’S ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open House</strong></td>
<td>• 300+/- prospective students, many visiting WIT for the first time</td>
<td>• Sponsor.</td>
<td>• A full day of activities which includes an informal meet &amp; greet with departments during registration, two 1-hour program-specific sessions, and a buffet lunch allowing for informal conversation.</td>
<td>• Share a general overview of programs and career opportunities in the field. Activities like lab/studio tours, demonstrations, and sample student projects that will pique students’ interest. Faculty and current student speakers will engage both parents and students.</td>
</tr>
<tr>
<td></td>
<td>• High &amp; Middle school aged students (13+) most minors accompanied by an adult</td>
<td>• Recruitment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Visitors elect to attend this event.</td>
<td>• Introduce students to WIT, our programs, and familiarize them with the academic and student culture.</td>
<td></td>
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</tr>
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</tr>
<tr>
<td><strong>Weekly Tours and Info Sessions</strong></td>
<td>• +/- 1000 visitors per year</td>
<td>• Sponsor.</td>
<td>• One-hour session offered weekly by each department.</td>
<td>• Similar to Open House. Provide a general overview of the program and career opportunities. Lab/studio tours, student introductions, student projects. Give personal attention to individual questions in a small-group setting.</td>
</tr>
<tr>
<td></td>
<td>• High &amp; Middle school aged students (13+) most minors accompanied by an adult</td>
<td>• Recruitment.</td>
<td>• Daily campus tours at 10am and 2pm for 1 hour.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fall sessions include small groups of prospective students who are often visiting WIT</td>
<td>• Provide a personalized and close-up look at programs for those students who have an interest in a specific major, or who have already been admitted into a program.</td>
<td>• Select Saturday/Holiday tour dates as well.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for the first time. Students tend to be the more focused and motivated applicants.</td>
<td></td>
<td>• Day program only, various times.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Spring sessions also include admitted students taking a closer look at a program or making a follow-up visit to WIT as they make their final decision.</td>
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<tr>
<td></td>
<td>• Visitors elect to attend these events</td>
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</tr>
</tbody>
</table>

**Wentworth’s Role**

- **Institutional Interest**
- **External entities [as applicable]**

**Program Length**

- **Overnight Component [as applicable]**

**Day’s Activities**

- **Facilities used**
<table>
<thead>
<tr>
<th>EVENT NAME</th>
<th>PARTICIPANT INFORMATION</th>
<th>WENTWORTH’S ROLE</th>
<th>PROGRAM LENGTH</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Shadow Program</td>
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<tr>
<td>• Ongoing from February – April</td>
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<tr>
<td>• Faculty teach classes that accepted students will attend</td>
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<tr>
<td>50 +/- accepted students attend</td>
<td></td>
<td></td>
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<tr>
<td>Individual admitted students hosted daily by a current student in their major.</td>
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<tr>
<td>The student will attend class with his/her host.</td>
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</tr>
</tbody>
</table>
| High school aged students (16+)
| Visitors elect to attend this event. |
| Sponsor. |
| Recruitment. |
| Provide newly admitted student with a “day in the life” experience. |
| Day program only. |
| Times vary depending on host’s class schedule. |
| Faculty will be made aware that a prospective student will be attending their class. We encourage them to welcome the student before or after class. |
| Various Wentworth facilities utilized. |
| Transfer Open House | 30-50 +/- prospective transfer students. |
| Ages 18 and older |
| Visitors elect to attend this event. |
| Sponsor. |
| Recruitment. |
| Answer specific questions about the transfer process and credit transfer. Highlight support and opportunities for transfer students. |
| Evening program only (hosted on an as-needed basis based on recruitment numbers) |
| Includes an opportunity for one-on-one discussion with faculty after a general presentation. |
| 5:30-7:30pm |
| Answer specific student questions in one-on-one discussions. Provide information on the curriculum, successful transfer students, and support for transfer students. |
| Beatty Hall utilized. |
| Women’s Overnight: | 40 +/- admitted female students per event, many visiting WIT for the second or third time. |
| Visitors elect to attend this event. |
| High school aged students (16+)
<p>| Sponsor. |
| Yield event. |
| Share opportunities for women in the field. Highlight successful female students and alumni. Introduce women faculty and mentors. |
| An evening event which includes a reception with faculty and dinner in downtown Boston. The next day accepted students shadow a current female student in their major of acceptance. |
| Overnight component. 4pm Thursday-Friday 2pm. |
| Faculty will join students and parents during a reception on the first evening for informal conversation and Q&amp;A. Faculty should welcome students to their classes during the shadow day. |
| Various Wentworth facilities utilized. |</p>
<table>
<thead>
<tr>
<th>EVENT NAME</th>
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<th>PROGRAM LENGTH</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>➢ Time of occurrence</td>
<td>➢ Age</td>
<td>➢ Institutional Interest</td>
<td>➢ Facilities used</td>
</tr>
<tr>
<td></td>
<td>➢ Faculty involved</td>
<td>➢ How participants are identified</td>
<td>➢ External entities [as applicable]</td>
<td></td>
</tr>
<tr>
<td>Accepted Student Day</td>
<td>• Late March or early April</td>
<td>• 300 +/- admitted students, some visiting WIT for the first time, others taking a second or third look before making their final college decision.</td>
<td>• Sponsor.</td>
<td>• A full day event which includes a 75-minute program-specific information session, plus a buffet luncheon for informal discussion with faculty.</td>
</tr>
<tr>
<td></td>
<td>• Deans and or Department Chairs assign faculty to events.</td>
<td>• High school aged students (16+). Visitors elect to attend this event.</td>
<td>• Yield Event.</td>
<td>• Day program only 9am-2pm.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 300 +/- admitted students, some visiting WIT for the first time, others taking a second or third look before making their final college decision.</td>
<td>• Provide information to students as they make their final college decision. Differentiate Wentworth from competitor schools. Make students feel confident in their college decision.</td>
<td></td>
</tr>
<tr>
<td>Summer Preview Day</td>
<td>• Late July/Early August</td>
<td>• 50-200 +/- prospective students and their parents, many visiting WIT for the first time.</td>
<td>• Sponsor.</td>
<td>• A Mini-Open House schedule that includes a campus tour and 1-hour breakouts into individual department sessions.</td>
</tr>
<tr>
<td></td>
<td>• Deans and or Department Chairs assign faculty to events.</td>
<td>• High and middle school aged students 13 and older, most minors accompanied by a guardian. Visitors elect to attend this event.</td>
<td>• Community outreach, recruitment.</td>
<td>• Day program only, 1pm-3pm.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 35 +/- students from Mildred Avenue K-8 school (5th Grade students).</td>
<td>• Similar to Open House, introduce students to WIT, our programs, and familiarize them with the academic and student culture.</td>
<td></td>
</tr>
<tr>
<td>Kids2College</td>
<td>• Late June</td>
<td>• Ages 9 and older. Teachers accompany students on approximately at 10-1 ratio. Students selected by classroom teacher are able to attend.</td>
<td>• 2-part program, first a classroom visit, second introduce local students to WIT, our programs, and familiarize them with college.</td>
<td>• Hands-on activities geared toward middle school age children.</td>
</tr>
<tr>
<td></td>
<td>• Targeted outreach to faculty</td>
<td>• 35 +/- high school aged girls (13-18)</td>
<td>• Day program only. Students at WIT for about 2 ½ hours for activities with faculty.</td>
<td>• Various Wentworth facilities utilized.</td>
</tr>
<tr>
<td>SET in the City</td>
<td>• Summer</td>
<td>• Affiliation</td>
<td>• Day program only.</td>
<td>• Begin the day at Boston University, travel to area venues including Harvard, Simmons,</td>
</tr>
<tr>
<td></td>
<td>• Targeted outreach to faculty</td>
<td>• Community outreach, recruitment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVENT NAME</td>
<td>PARTICIPANT INFORMATION</td>
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<td>DAY’S ACTIVITIES</td>
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</tr>
</tbody>
</table>
| ➢ Time of occurrence  
➢ Faculty involved | ➢ Age  
➢ How participants are identified | ➢ Institutional Interest  
➢ External entities [as applicable] | ➢ Overnight Component [as applicable] | ➢ Facilities used |

- **Outreach to SWE**
- **Tech Savvy**
  - Summer
  - Targeted outreach to faculty
  - Outreach to SWE

<table>
<thead>
<tr>
<th>Event</th>
<th>Age</th>
<th>How participants are identified</th>
<th>Institutional Interest</th>
<th>Overnight Component</th>
<th>Day’s Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach to SWE</td>
<td>• 30 +/- middle school aged girls (10-14)</td>
<td>• Outreach to SWE</td>
<td>• Targeted outreach to faculty</td>
<td>• Outreach to SWE</td>
<td>• Various Wentworth facilities utilized.</td>
</tr>
<tr>
<td>Tech Savvy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Northeastern, and Biogen, and end the day with a keynote and college student panel at Google Cambridge.</td>
</tr>
</tbody>
</table>
# Admissions Information

**Admissions Office - First Floor - Wentworth Hall**

**Monday-Friday 8:15-4:45**

<table>
<thead>
<tr>
<th>Admissions Staff</th>
<th>Ext.</th>
<th>Email</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maureen Dischino</td>
<td>4009</td>
<td><a href="mailto:dischinom@wit.edu">dischinom@wit.edu</a></td>
<td>Executive Director of Admissions</td>
</tr>
<tr>
<td>Amy Dufour</td>
<td>4116</td>
<td><a href="mailto:dufoura@wit.edu">dufoura@wit.edu</a></td>
<td>Sr. Associate Director of Admissions</td>
</tr>
<tr>
<td>DJ Moore</td>
<td>4008</td>
<td><a href="mailto:moored@wit.edu">moored@wit.edu</a></td>
<td>Associate Dir. of Adm. Communication</td>
</tr>
<tr>
<td>Tina MacDonald</td>
<td>4006</td>
<td><a href="mailto:macdonaldt1@wit.edu">macdonaldt1@wit.edu</a></td>
<td>Associate Dir. of International Admissions</td>
</tr>
<tr>
<td>Ashley Battle</td>
<td>4892</td>
<td><a href="mailto:battlea@wit.edu">battlea@wit.edu</a></td>
<td>Associate Director of Admissions</td>
</tr>
<tr>
<td>Nick Washburn</td>
<td>4002</td>
<td><a href="mailto:washburnn@wit.edu">washburnn@wit.edu</a></td>
<td>Assistant Director of Admissions</td>
</tr>
<tr>
<td>Carlo Fierimonte</td>
<td>4048</td>
<td><a href="mailto:fierimontec@wit.edu">fierimontec@wit.edu</a></td>
<td>Asst. Dir. of Admissions Events &amp; Operations</td>
</tr>
<tr>
<td>Rebecca Kelly</td>
<td>4443</td>
<td><a href="mailto:kellyr12@wit.edu">kellyr12@wit.edu</a></td>
<td>Admissions Counselor</td>
</tr>
<tr>
<td>Armida Bertino</td>
<td>4846</td>
<td><a href="mailto:bertinoa@wit.edu">bertinoa@wit.edu</a></td>
<td>Admissions Counselor (Part-Time)</td>
</tr>
<tr>
<td>Abigail Kim</td>
<td>4088</td>
<td><a href="mailto:kima3@wit.edu">kima3@wit.edu</a></td>
<td>Admissions Counselor</td>
</tr>
<tr>
<td>Brendan McIntyre</td>
<td>4033</td>
<td><a href="mailto:mcintyre@wit.edu">mcintyre@wit.edu</a></td>
<td>Admissions Counselor</td>
</tr>
<tr>
<td>Adina Goodman</td>
<td>4038</td>
<td><a href="mailto:goodmana@wit.edu">goodmana@wit.edu</a></td>
<td>Admissions Counselor</td>
</tr>
<tr>
<td>Nathania Francois</td>
<td>4445</td>
<td><a href="mailto:francoisn1@wit.edu">francoisn1@wit.edu</a></td>
<td>Admissions Counselor</td>
</tr>
<tr>
<td>Loretta Stephens-Smith</td>
<td>4893</td>
<td><a href="mailto:stephenssmithl@wit.edu">stephenssmithl@wit.edu</a></td>
<td>Admissions Assistant</td>
</tr>
<tr>
<td>Jamillah Bailey</td>
<td>4005</td>
<td><a href="mailto:baileyj4@wit.edu">baileyj4@wit.edu</a></td>
<td>Admissions Assistant/Receptionist</td>
</tr>
<tr>
<td>Veronica Midili</td>
<td>4711</td>
<td><a href="mailto:midiliv@wit.edu">midiliv@wit.edu</a></td>
<td>Applications Coordinator</td>
</tr>
</tbody>
</table>
Center for Academic Excellence

What we provide

**Tutoring**
nationally certified tutoring center with Wentworth centric tutors.

**Facilitated Study Groups**
drop-in help sessions lead by faculty and experienced tutors.

**Study Tables**
tutor-led informal assistance in various subjects connecting classmates across sections.

**Learning Labs**
weekly review of fundamental concepts and content identified by faculty.

**Learning Strategies**
personalized support to help students learn more effectively.

Come See Us
Beatty 402 | wit.edu/cae
Center for Community and Learning

ABOUT THE CENTER

Our Mission
The Center facilitates and strengthens partnerships that yield transformative educational experiences for students while addressing community interests.

Our Philosophy
The Center is the result of years of faculty, staff, student, and community efforts to create partnerships that address neighborhood concerns while enhancing the educational and professional environment at Wentworth. We focus on formalizing these grassroots initiatives and enhancing their impact on students and the community. For Wentworth, our community includes our most close neighbors in Mission Hill, but also greater Boston, our Alternative Breaks sites across the country, and our international non-profit partners.

At the core of the Center’s operation is the philosophy of focusing on assets and relationships as a means to producing reciprocal and transformative partnerships. While the Center exists to promote volunteerism and civic engagement, our philosophy is not focused on altruism, rather, the focus of our activities and programs is to create rewarding academic and professional experiences that matter in the real world, and especially in our community. To that end, the Center brings together students, faculty, and community members as a think tank where energetic ideas meet established principles and practice. The result is a focused environment that produces transformative student experiences alongside extraordinary community outcomes.

Wentworth’s mission is to provide a comprehensive interdisciplinary, project-based education in engineering, technology, design and management that integrates classroom, laboratory, studio, cooperative and experiential learning resulting in a career-ready, skilled professional and engaged citizen. Because of that, not only are students looking for a project-based education but students are also looking for community-based projects to bring their learned skills to the urban society. Many courses around the Institute look to enhance the learning experience by bringing community stakeholders into the classroom to take on social issues.

The Center for Community and Learning Partnerships can be a great resources and tool for faculty seeking partnerships in local neighborhoods and around Boston as a whole. The Center has a diverse network and a range of partnerships throughout the city that interested faculty can take advantage of if they choose to conduct a service learning, or EPIC course.

You will find one of these examples that took place this past Spring 2016 semester between Wentworth’s Architecture and Civil Engineering department faculty, the Center for Community & Learning Partnerships and the Hyde Park branch of the YMCA.

Staff:
Director: Erik Miller, millere1@wit.edu
Assistant Director: Courtney Wright, wrightc1@wit.edu
Assistant Director, College Access: Nicole Jensen, jensenn@wit.edu
Thomas M. Menino YMCA Streetscape Improvement Project

1137 River Street, Hyde Park, Boston, MA

Project Description:

The Thomas M. Menino YMCA Streetscape Improvement Project was a multi-faceted collaboration to create an active community space that acts as the face of the YMCA to the community of Hyde Park. With a primary goal to not only design but also to build, this project helped alleviate the YMCA’s undersized interior lobby by providing space for rest, social interaction, expansion of programming and general community engagement between members of the YMCA and local community. Originally started in the Center for Community and Learning Partnerships’ RAMP program summer of 2015, the project continued under the leadership of the Architecture department and their senior design students. Internally, students from the Architecture and Civil Engineering departments, with continued assistance from the Center’s staff, worked in an interdisciplinary team to develop an appropriate design to meet the Y's needs.

External Collaborator(s):

<table>
<thead>
<tr>
<th>Boston Dept. of Public Works</th>
<th>The Home Depot</th>
<th>Hyde Park Masonry Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wagon Wheel Nursery</td>
<td>City Councillor Timothy McCarthy</td>
<td>Boston Police Department</td>
</tr>
</tbody>
</table>

Impact on the Community:

The Menino YMCA has been service the neighborhoods and towns of Hyde Park, Jamaica Plain, Milton and Mattapan since 1896. The Menino Y supports, guides and provides much-needed holistic resources to more than 8,400 adult and youth members. This facility seeks to make a more active, safer neighborhood, and educates over 2,200 individuals in critical life-saving skills in swimming each year. With nearly 6,500 residents within a 15-minute walk to the YMCA, the Menino Y has a significant impact on the health of the Hyde Park population and potentially thousands of individuals living nearby.

Funding: Over $100,000 in materials, labor, and other resources were contributed in order to complete this project in collaboration with the community.

Wentworth Participation: 16 students contributed over 3,200 hours of service to complete this project. Five faculty and staff members were also involved in the design and construction.

Wentworth Participation:

Senior Options Studio – ARCH 5500 07; CRN: 20719; 6 credits; Associate Professor, Robert Trumbour

Community Engagement Project – CIVE 3800; CRN: 20614; 4 credits; Associate Professor, Henderson Pritchard
Center for Diversity and Social Justice Programs

The Center for Diversity & Social Justice Programs

Serves as a gathering space for students, faculty, staff, and guests who are interested in diversity, inclusion, cultural identities, and social justice. Students may utilize the Center to relax and hang out with their friends, attend a club meeting, participate in a workshop, study, or attend an event. The Center aims to be a brave space on campus where we feel supported and challenged as we all work towards a more welcoming and inclusive community. The Center also houses all cultural clubs on campus and sponsors campus-wide events and programs.

Cultural Groups

Asian Student Association (ASA)
Campus Crusade for Christ (CCC)
Catholic Student Association (CSA)
Islamic Society at Wentworth (ISWIT)
Japanese Culture and Anime Club (JCAC)
Multicultural Student Association (MSA)
National Society of Black Engineers (NSBE)
OLAS
Saudi Arabian Cultural Association (SACA)
Society of Hispanic Professional Engineers (SHPE)
Society of Women Engineers (SWE)
Wentworth Alliance (WITA)
Women’s Institute for Leadership Development (WILD)

Prayer/Meditation Room

Managed by the Center, the Prayer/Meditation room (Flanagan 029) is open to anyone looking for a quiet space to connect spiritually. Meditation cushions, prayer rugs and a foot sink for ablution are available for use. Please note that the Prayer/Meditation room cannot be reserved for private functions or programs. The Prayer/Meditation room is open the same hours as the Flanagan Campus Center (check the info hub for details).

The Student Experience Diversity Committee

SEDC promotes an environment where identities, beliefs and values are explored in an effort to create self-awareness and perspective taking. The committee recognizes and celebrates difference as an instrument for dialogue, compassion, and education within a community that respects and values the full and equal inclusion of its members. All students, faculty and staff are welcomed to be members. The committee has active subcommittees that work on programming, campus climate assessments, trainings and workshops.

Impact!

Bridges Mentoring Program
Beloved Community Social Justice Retreat
Continuum (dialogue group for LGBTQ students)
Safe Space Training
Affinity Month Celebrations
Campus Wide Speakers
Diversity Advocates (work study positions)
Educational Workshops
Network Opportunities
And Many More!

The Center for Diversity & Social Justice is open the same hours as the Flanagan Campus Center (check the info hub for details) with professional staff members in their offices from 8:15AM-4:45PM Monday-Friday. The Center is located in 031.
### Center for Wellness and Disability Services

**Faculty Guide: Confronting & Referring Student Behavior Issues**

<table>
<thead>
<tr>
<th>Public Safety</th>
<th>Center for Wellness</th>
<th>CARE Report</th>
<th>Academic Department</th>
<th>Student Affairs Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Threat of imminent harm</strong></td>
<td><strong>Concern for student’s mental health such as depression/anxiety</strong></td>
<td><strong>Significant behavior changes</strong></td>
<td><strong>Absenteeism</strong></td>
<td><strong>617-989-4702</strong></td>
</tr>
<tr>
<td><strong>Threats, in person, email, social media</strong></td>
<td><strong>Concerns about potential self-harm</strong></td>
<td><strong>Attending class under the influence of alcohol or drugs</strong></td>
<td><strong>Inappropriate behavior such as phone use, talking</strong></td>
<td><strong>Unusual or lengthy absenteeism</strong></td>
</tr>
<tr>
<td><strong>Aggressive behavior towards faculty and/or students</strong></td>
<td><strong>Concerning behavior assumed related to mental health</strong></td>
<td><strong>Concerning behavior such as sleeping, confronting others</strong></td>
<td><strong>Poor academic performance. Please see the Center for Academic Excellence for more information</strong></td>
<td><strong>Jury duty</strong></td>
</tr>
<tr>
<td><strong>Student agitated w/ weapon</strong></td>
<td><strong>Student requesting additional emotional support</strong></td>
<td><strong>Noticeable mood swings</strong></td>
<td><strong>Stress related to academics</strong></td>
<td><strong>Death of family member</strong></td>
</tr>
<tr>
<td><strong>Student not complying with directive to leave classroom/lab/studio</strong></td>
<td><strong><a href="https://www.wit.edu/student-life/public-safety">https://www.wit.edu/student-life/public-safety</a></strong></td>
<td><strong>Conversations around family issues, financial issues, roommate concerns</strong></td>
<td><strong>Uncertainty about major</strong></td>
<td><strong>Aggressive behavior without imminent threat</strong></td>
</tr>
<tr>
<td><strong>Student actively consuming alcohol and/or drugs</strong></td>
<td><strong><a href="https://www.wit.edu/student-life/student-services/counseling/counseling-services">https://www.wit.edu/student-life/student-services/counseling/counseling-services</a></strong></td>
<td><strong>Disrespectful emails</strong></td>
<td><strong>Inappropriate use of technology (ie. Facebook)</strong></td>
<td><strong>Disruptive use of technology (i.e. Pornography)</strong></td>
</tr>
</tbody>
</table>
The Center for Student Engagement helps connect students outside of the classroom. It’s a one-stop shop for involvement. The center oversees orientation, First Year Seminar, clubs/organizations, leadership education, the Flanagan Campus Center, large scale programming, and commuters.

**ORIENTATION**
Provide students with basic knowledge of campus community and resources. Faculty assist with academic breakout sessions to provide students with information regarding their academic major.

**FIRST YEAR SEMINAR**
Students are taught skills about time management, academic expectations, and academic integrity. Faculty have the opportunity to instruct First Year Seminar classes.

**COMMUTERS**
Programs and services are provided for commuter students. Faculty members are invited to attend Comuter/Faculty lunches which are a great way for students and faculty to know each other outside of the classroom.

**THE LEADERSHIP INSTITUTE**
Develops career-relative leadership competencies that encourage Wentworth students to lead with merit and character. Faculty can advise students in The Leadership Institute.

**WENTWORTH STUDENT GOVERNMENT**
Student government body that advocates for the student body to improve Wentworth. Members may reach out to faculty to find more information about an issue.

**CLUBS & ORGANIZATIONS**
Provide students with a rewarding co-curricular experience that allows them to explore their interests. Each organization has a faculty/staff advisor who guides the group to fulfill mission and goals.

**INFO HUB**
Located in the Flanagan Campus Center and sells discounted tickets for students to movies, Museum of Science, Aquarium and special events. Faculty may purchase discounted tickets to theaters as well.

**PROFESSIONAL DEVELOPMENT GRANT**
Provides funding for students attending an event that meets 1 of 4 criteria: career exploration, leadership development, promotion of social justice, or service to community. Supports students presenting research done with faculty.

**SENIOR WEEK & CELEBRATIONS**
Provide activities for senior week celebrations as well as give out annual awards for graduating seniors.

**GRADUATION!!!**
A Faculty Guide to Cooperative Education at Wentworth

1. What is the role of the Co-op + Career Advisor?

Co-op + Career Advisors educate students on how to find co-op and full-time positions. We give them the tools, resources and guidance necessary to explore this process on their own. We can facilitate introductions with employers via career-related events and on-campus interviewing.

2. Who are the advisors and what majors do they support?

Our advisors are professionals with varying backgrounds in counseling, higher education, and/or the fields in which they advise. Each supports a different group of majors through the co-op preparation and search process (in-person and through teaching Co-op Institute, the co-op preparation seminar), as well as advises them through their full-time job searches post-graduation.

3. When do students go on co-op?

Students typically go on mandatory co-op for the first time the spring of their junior year and for the second time the fall of their senior year. There are several exceptions to this rule including architecture, electromechanical engineering, and applied mathematics. Most students may also go out on an optional co-op in the summer of their sophomore year.

NOTE: Other than Architecture and three-year Applied Mathematics majors, students must have junior status to complete their first mandatory co-op and senior status to complete the second. Additionally, if a student is off-track from their major curriculum, that student must work with their faculty advisor to decide on the best time to complete their co-op requirements. That decision cannot be made by their Co-op + Career Advisor.
4. What if a student is not able to enroll in the Co-op course?

As long as there are no holds on their account, a student’s ability to enroll in Co-op through LConnect is directly tied to their number of passed credit hours - a guideline of which can be found on the Co-Op and Careers website. While extremely rare, exceptions can be made to allow the student to go on Co-op if they fall just short of cutoff. The Academic Advisor, Department Chair, and Co-op Advisor can make this determination based on the student’s individual development and upon the creation of a new academic plan. The Co-op + Career Advisor must then contact the Registrar’s Office to allow special enrollment.

5. What type of compensation is provided to students on co-op?

Wentworth strongly encourages all for-profit employers to pay students at least the federal or state minimum wage, whichever is greater. Most employers pay between $15-25/hour. Area of study, geographic location, prior experience, and job duties contribute significantly to this wage range.

6. What are the co-op requirements?

Each co-op experience should be a minimum of 12 consecutive weeks, and can be as long as 16 weeks. Students must work between 32 and 40 hours each week. Prior to going on co-op, students must be in good academic standing.

7. How close does the co-op experience need to be to a student’s major?

A student’s co-op experience should be related to their field of study. This is especially true for international students, as they have to adhere to strict immigration laws.

8. What is Co-op Institute?

Co-op Institute is a five-week seminar created to prepare students for their first co-op job search and teach them about professionalism in the workplace. The topics covered include resume and cover letter writing, the job search process, networking, interviewing, and being a new professional. Most students complete this seminar during their sophomore year.

9. What are some events I can suggest students attend?

Our largest annual events are the Mock Interview Day in October and the Career Fair in September and March. Mock Interview Day is a time for students to practice their interviewing skills with professionals in the field. The Career Fairs are open to all students and alumni and provides an opportunity to network with employers who recruit for co-op and full-time openings.

10. What is WITworks and how is it used?

WITworks is an online platform where students can search for co-op and full-time job listings. Students are required to report through WITworks anytime they have been hired for a co-op position. At the end of each co-op, students (and their co-op employers) will return to this platform to fill out assessments of the co-op experience.

11. If I want someone to talk to my class about co-op, how can I arrange that experience?

If you’d like someone to come into your class, you can directly reach out to the appropriate Co-op + Career Advisor. We are happy to present on a specific topic or just stop in to give a quick introduction to the services we offer.
12. How else can faculty collaborate with your office?

There are various other ways in which you can collaborate with our office – it is not limited to referring students or in-class presentations. Below are some ways in which Co-ops + Careers and faculty have collaborated in the past. If you have a new idea, we welcome that partnership.

- Work with your department’s Co-op + Career Advisor to determine the best implementation of co-op for a student who is off-track from the typical curriculum of their major
- Request classroom presentations focused on specific majors regarding – job search process, preparing for conferences, creating an elevator pitch, networking with professionals in the field
- Invite your Co-op + Career Advisor to participate in studio design reviews if his or her background is in the students’ field of study
- Arrange for your Co-op + Career advisor to attend faculty meetings to meet all faculty members, discuss co-op, learn about new majors on the horizon, and more
- Join your department’s Co-op and Career Advisor on a site visit to a co-op employer
- Reach out to your Co-op + Career Advisor for assistance in requesting employers who might be interested in reviewing senior projects or participating in studio design reviews
- Invite us to teach a career-related topic in your classes in the event you have a planned or unplanned absence

13. Where can I find information about employers?

Our students are employed by a wide variety of companies in the Greater Boston Area, throughout New England, and sometimes across the globe. You can find information on specific full-time employers in the Class of 2014 Career Outcomes report, which can be found on the Co-Op and Careers website.

14. What should I do with an employer who contacts me?

Connect the employer with Employer Relations Specialist in the Center. We are continually working to build connections with employers in order to provide more co-op and full-time job opportunities for our students.

15. What is On-Campus Recruiting (OCR)?

On-Campus Recruiting, more commonly known as OCR, allows employers to conduct first-round interviews in our office. We provide all administrative support and our students have the convenience of interviewing on-campus.

16. How does a student get co-op credit for previous work experience?

Students may petition to request co-op credit for previous full-time employment of at least eight months in duration that is in their field of study. Refer interested students to the Center for Cooperative Education and Career Development (Co-ops + Careers).

17. What happens if a student can’t secure a co-op? What can I offer?

If a student is unable to secure a co-op, some faculty may agree to supervise a student through a major research or independent project. Subjects and objectives will vary by major, but the project must be treated as a full-time position. The faculty member would offer guidance to the student through the term and periodically meet to discuss their progress. The student does not need to be provided compensation for their work.

18. Can I call friends working in the field if I have an excellent student I would like to recommend for employment?

Before you decide to recommend a student, please familiarize yourself with the faculty guide to student hiring, which can be found on the Co-Op and Careers website.
Office of Student Affairs

The Office of Student Affairs prides itself in acting as a resource, referral agent, safe space, and advocate for all Wentworth students. Staffed by the Dean of Students, Associate Dean of Students, Assistant Dean of Students, Coordinator of Community Standards, Care Specialist, and the Assistant to the Deans, the Office of Student Affairs provides information and support for students regarding non-academic and, in some instances, academic matters. Student Affairs manages CARE Reports, administers the Student Emergency Fund, and provides oversight of the Student Code of Conduct.

Phone: 617-989-4702  
Email: OSA@wit.edu

Department of Athletics

The mission of the Wentworth Department of Athletics is to provide our student athletes with the best possible environment in which to develop and achieve academically, athletically, and personally. To inspire, engage and positively impact as individuals, teammates and members of the Wentworth community. At Wentworth, being a member of an athletics team is a valued part of the overall educational experience and an opportunity to build the essential skills for future success.

Phone: 617-989-4655  
Email: athletics@wit.edu

Office of Housing and Residential Life

The Office of Housing and Residential Life works to offer students a rich living and learning experience in six residential areas on campus. For this fall semester, upper class students live in 555 Huntington Avenue, 610 Huntington Avenue, the Louis Prang/Vancouver Apartments, the Apartments@525, and Edwards Hall. First-time first-year students live in Evans Way/Tudbury Hall or Baker Hall. Transfer students may be assigned to any of the residences.

Phone: 617-989-4160  
Email: housing@wit.edu

Center for Cooperative Education and Career Development

Co-ops + Careers provides students and alumni resources related to career development. These resources include career advising and job search consultations, graduate school planning, cooperative education (co-op) planning and management, on-line career management tools and recruiting events. Co-op + Career Advisors are assigned to specific majors to assist students in successfully completing co-ops and post-graduation employment.

Phone: 617-989-4101  
Email: coopsandcareers@wit.edu
Center for Student Engagement
This is the center for students’ involvement from the minute they step on campus for Orientation through Senior Celebrations before graduation. In between those events, the Center for Student Engagement enriches students’ experiences through club involvement, First Year Seminar, commuter & transfer student support, leadership development opportunities, and educational & social programs.

Phone: 617-989-4080  Email: getinvolved@wit.edu

Center for Diversity and Social Justice Programs
The Center for Diversity and Social Justice Programs offers programs, advocacy, and support to members of the Wentworth community as we work together to achieve our vision for inclusion: Wentworth respects and values all members of our campus community; through our commitment to each other, we seek to create an inclusive environment for learning and citizenship. The Center supports the success of students from underrepresented populations through intentional experiences and mentoring opportunities, as well as works to educate all students to be engaged citizens of a global society.

The Prayer and Meditation Room provides students the opportunity to practice their faith or a quiet space for reflection. This is offered to promote mindfulness as a component of overall wellbeing.

Phone: 617-989-4987  Email: diversity@wit.edu

Center for Wellness and Disability Services
The Center for Wellness and Disability Services is comprised of Counseling Services, Disability Services, and Wellness Education. The mission of the Center for Wellness and Disability Services is to provide comprehensive support to all students around mental health, wellness education, and disability support and accommodations.

Phone: 617-989-4390  Email: counseling@wit.edu

Department of Fitness and Recreation
The Department of Fitness and Recreation is committed to providing exceptional fitness, recreation, and special event programs and facilities that enhance the health and wellness of the Wentworth community. Fitness and Recreation operates the following facilities: Schumann Fitness Center (Beatty Hall), 610 Group Fitness Studio (610 Huntington), EWT Fitness Room (Tudbury Hall), and the Strength and Conditioning Room (Nelson Recreation Center).

Phone: 617-989-4271  Email: SCHUMANNFC@WIT.EDU
WELCOME TO WENTWORTH
When you arrive at Wentworth, your first step will be to visit the Help Desk located in Beatty Hall, Room 320. The Help Desk is the main support center for all your technology needs from provisioning your Wentworth Laptop to getting you setup in the classroom. The Help Desk is the hub of Technology Services, here to support the Wentworth community by phone, email, or in person (make sure to regularly check wit.edu/dts for our holiday, break and summer hours as they may defer from those posted below).

LOGGING IN
Once you start at Wentworth and pick up your laptop, you will be assigned a username and password. Your username (traditionally last name followed by first initial) will provide you access to services such as:

- LConnect, a portal with links to various websites
- Blackboard, Our learning management system
- EDUroam, Wireless Internet on Campus
- Email, Through Office365
- Wentworth Computers
- LeopardWeb, where you can see your class schedule
- And more!

PASSWORD RESETS
Before you can login to these services you must reset your password from its default, WIT1$ followed by the last SIX digits of your Wentworth ID number. Please follow the steps below to ensure your password is up to date:

1. Navigate to password.wit.edu on your Internet browser
2. Leave “WIT” in Domain Field
3. For your Username please enter your LConnect username. Note: your username does not include @wit.edu
4. Enter WIT1$XXXXXX in to the Old Password field where XXXXX are the last 6-digits of your Wentworth ID number located on your Wentworth ID.
5. Enter a New Password that follows the criteria on the bottom of the page and then confirm it.
6. After you click ‘Change Password’, please ensure it says ‘Password Successfully Changed’ under ‘Network Password Reset’
7. Please login to email.wit.edu as well as LConnect.wit.edu to verify the account is unlocked and working properly. It may take up to 15 minutes for your account to sync so please be patient.

BLACKBOARD
Blackboard is an essential resource for all faculty. It is where all your course documents (e.g., course syllabus) will live as well as where you input your midterm and final grades. We provide 24x7 blackboard support via phone by calling 617-989-4500 and saying Blackboard. If you are having any blackboard issues at any time, please call our support line. Our Learning Innovation and Technology team are also here to support you with Blackboard. They assist you with building your course, inputting your grades, and helping you utilize Blackboard to its full potential.

EMAIL/OFFICE 365
All students, faculty, and staff are provided a Wentworth email account. To access it you can go to email.wit.edu and use your email address as your username and your Wentworth password. Please ensure you check it regularly as all campus announcements as well as student emails will come to this email.

Our email system also has some amazing features as it is part of the Office 365 Suite. Here you can edit Word
Documents, PowerPoint, Excel, use our social media hub called Yammer, OneDrive and do much more. (OneDrive is the preferred and fully-supported cloud storage and file syncing service for all institutional data, including FERPA-related data.)

EDUroam (Secure Wireless Network)
When on campus, as well as many other college campuses around the world, you can access the secure wireless network on your personal devices as well as your Wentworth devices. Use the network named “Eduroam” and enter your Wentworth email address as your username and Wentworth password to log on. Eduroam is also offered at many other colleges in the Boston area as well as institutes around the world. You can see where it is offered at eduroam.us.

Printing & Plotting (Douglas D. Schumann Library and Learning Commons)
The hub of campus printing is located in the Douglas D. Schumann Library and Learning Commons. You need your Wentworth ID to print as the printers are equipped with a “tap to release” system. In the library there are many Lenovo computers, a color plotter/scanner, and four full color 8.5x11 and 11x17 print/copy/scanners. We also have student monitors there during operating hours to assist with your printing and basic technology needs. Being a faculty member you can print for free but remember that students do have a print quota. Please visit the library for any reference help or to access computers during the library’s operating hours. (Starting this fall, additional color plotting is available for the College of Architecture, College of Interior Design, and College of Industrial Design.)

Lynda/Atomic Learning
Wentworth offers free access to Lynda.com and AtomicLearning.com, which are tutorial sites for computer software. If you are curious about specifics on software, please visit these resources.

Computer Help Site
If you need instructions on connecting your devices to wireless, setting up email on your cell phone, or other Wentworth instructions please visit wit.edu/dts and click Computer Help Documentation. There are many tutorials for everything Wentworth you should need.

Software
There are two options to download software at Wentworth. First you can log into LConnect and click the “Access My Software” link which will bring you to all software available for use under your major. (For those on an Apple laptop, you can access your software through the “Self Service” icon on your Dock.) If you need any specific software added, please contact the Help Desk. All academic software is licensed to be installed on Wentworth-owned devices.

For software on a non-Wentworth computer, Wentworth has partnered with Kivuto to bring free or discounted software to students as well as and faculty. Please go to wit.edu/laptop and click the Kivuto link to login. From here you can download Microsoft software, Adobe software, and more for either free or a small fee.

Loaner Equipment
The Help Desk also loans equipment on a short-term and long-term basis. Available equipment includes computers, peripherals and media equipment for use in Wentworth classrooms. Make sure to plan ahead as supplies are limited and available on a first-come, first-serve basis.

Media Services
Media services can assist with any of your classroom technology needs. Please visit us or call during hours of operation for assistance. We also assist with events, from setting up sound equipment to projectors.
MOBILE APP
Wentworth now has a mobile application that allows students to see their courses, get useful information, and have access to Wentworth resources. More and more features are being added every month so please keep checking back as it is available on Android and iOS.

SKYPE FOR BUSINESS/LYNC/PHONE ACCESS
As a faculty member you will have access to Skype for Business, our unified messaging system. You will be able to place phone calls from anywhere in the world using your computer (as long as you are connected to the Internet) and will be provided with a handset that connects to your computer and works just like your traditional phone. You will have a voicemail box that is stored in your email so you can listen from everywhere and you can also instant message other faculty/staff members.

CONTACT INFORMATION
Phone: 617.989.4500
Email: helpdesk@wit.edu
In Person: Beatty 320
Web: www.wit.edu/dts
Twitter: www.twitter.com/dtsatwit

HOURS OF OPERATION
Mon-Thurs: 7:30am-11:00pm
Fri: 7:30am - 6:00pm
Sat: 8:00am - 6:00 pm
Sun: 11:00am-10:00pm
INFORMATION FOR FACULTY

Request a Research Instruction Session

Research education and instruction typically occurs in the library's program room located in the Douglas D. Schumann Library & Learning Commons; however, we will come to your classroom if you prefer. To schedule, please allow at least 2 weeks’ notice and use our online form: http://wit.libsurveys.com/request-research-session

Use Library Resources in your Course

Ways to integrate library resources in your course, contact a Reference Librarian for more information:

- Syllabus Statement
- Course Guides
- Subject Guides
- Link to or Embed Library Content in Blackboard

Request a Purchase

Faculty can recommend books and other materials for our collections: http://wit.libsurveys.com/Request-a-Purchase

Place Items on Course Reserve

Faculty can place items on Course Reserves or Permanent Reserves for use by students that will be available for in-library use: http://wit.libsurveys.com/Add-Items-to-Reserves

Partner with Us

We are interested in new ways we can collaborate to highlight faculty and student work, or innovative activities on campus. Learn more about existing partnerships, and ways you might think of working with us in the future. To find out more, please contact Kevin Kidd kiddk@wit.edu 617-989-4095.
ABOUT THE LIBRARY
The Douglas D. Schumann Library & Learning Commons is a dynamic, technology-driven space for students and faculty to collaborate and learn. The library is here to help you and your students with all their research needs. As of September 2016, the library opens in a newly-renovated library space.

The library collection includes physical and digital access to books, journals, databases, and multimedia, with new resources added regularly. You can place a purchase requests via the library website. The library provides access to cutting-edge technology tools in our Tech Sandbox. We loan technology resources to ensure you have all you need to make projects successful.

Through our online catalog, you can find materials in 9 other local libraries, collectively known as the Fenway Libraries Online, or FLO. We’re also a member of the Fenway Library Consortium (FLC), which allows you to visit and borrow from 6 additional libraries in the area, as long as you remember to bring your Wentworth ID! And, if you need something that is not available through FLO or FLC, we can get it through our Interlibrary Loan service (ILL).

HOURS AND LOCATION
The Schumann Library is located in on the 2nd and mezzanine floors of Beatty Hall.

Library Hours (see the library website for updates)

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>11am-10pm</td>
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<tr>
<td>Monday-Thursday</td>
<td>7am-11pm</td>
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<tr>
<td>Friday</td>
<td>7am-6pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>7am-6pm</td>
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</tbody>
</table>

CIRCULATION DESK AND GENERAL INQUIRES
For help with Course Reserves, Interlibrary loan, material checkout

call: 617-989-4040 (option 2)

e-mail: circdesk@wit.edu

RESEARCH HELP
Please share this with your students or contact us yourself!

call: 617-989-4040 (option 3)

text: 617-600-5989

e-mail: ref@wit.edu
Why EPIC Learning?

Wentworth is striving to be nationally recognized as the university of choice for Externally Collaborative, Project-based, Interdisciplinary Curricula (EPIC) for Learning by 2032. Wentworth’s strategic planning process determined that “Wentworth's core purpose and mission is to empower, inspire and innovate through experiential learning” with the goal of career success. In today’s economy, success depends largely on the ability to work collaboratively with others from different disciplines and organizations. To cultivate those collaborative skills, Wentworth has introduced EPIC Learning as an integral part of its undergraduate programs.

What Is EPIC Learning?

EPIC Learning is an acronym for an approach to learning that closely mirrors what goes on in real workplaces across the country.

E is for externally-collaborative. Most people who work in engineering, technology, design, management, and related disciplines work with people outside their own organization: funders, investors, clients, customers, contractors, sub-contractors, regulators or fans. Professionals need to listen to others; grasp their needs, desires, concerns; and respond appropriately. Externally-collaborative learning helps students develop and practice the skills they need to work well with colleagues and other partners.

At Wentworth, we are open to external collaborators of all sorts, from new start-up businesses to major corporations to non-profits of all sizes to government bodies and agencies at all levels (federal, state and local). We are also interested in engaging learning opportunities wherever they arise. For instance, our mechanical engineering students have recently refined the design of stoves produced by Aid Africa, a non-governmental organization (NGO) active in northern Uganda!

P is for project-based. We believe that there’s an essential role for traditional lectures while allowing students to learn more by getting involved in experiential learning. At Wentworth, as in most workplaces, experiential learning takes place largely through work on projects – sustained efforts with specified objectives along with constraints on time and other resources. We choose projects that we believe offer the best learning opportunities for our students. Some of them are over in a few class sessions; others stretch over several semesters, with different teams of students carrying out different phases.

I is for interdisciplinary. In their careers, our students will work side-by-side with people whose academic background and work experiences vary widely. We model that interaction by organizing interdisciplinary projects bringing together students from two or more majors. Whether it’s future architects and construction
managers, industrial designers and biomedical engineers, or mechanical engineers and computer scientists, students learn more about their own discipline as well as other fields when they work together. Our faculty have discovered that they learn more this way, too.

**C** is for **curricula**. Opportunities for students from different disciplines to work together, and to do so with external organizations, aren’t limited to extracurricular activities within **Accelerate** or the Center for Community and Learning Partnerships (CLP), clubs or select students. Externally collaborative, interdisciplinary projects are being built into all of our degree programs and required of all of our students.

**Learning** is what it’s all about. EPIC Learning represents a significant departure from traditional models of teaching. We believe added value arises when students get hands-on experience that prepares them for rewarding jobs and successful careers. That was the rationale when Wentworth began its co-operative education (co-op) program in the 1970s. The same philosophy guides EPIC Learning today.

**Our Approach**

The Venn diagram visually represents Wentworth’s approach to EPIC Learning. The externally-collaborate, interdisciplinary and project based circles overlap. This signifies that some projects fall in only one of those categories; some fall in two categories (the double-shaded areas in the diagram); and some fall in all three categories (the triple-shaded area where all three circles overlap). Wentworth encourages approaches to learning that fall in any part of the diagram. Over time, we intend to move toward projects that are right at the center of the diagram—that is, they are externally-collaborative, project-based, and interdisciplinary.
Faculty Senate

Purpose
The mission of the Senate is to represent all full time teaching faculty members at the institute and to improve the quality of Wentworth Institute of Technology's learning environment.

Shared Governance
According to the AAUP Statement on Shared Governance, the faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. The Faculty Senate is the organizational body behind the faculty’s responsibilities for shared governance at Wentworth.

Opportunities for New Faculty
The Faculty Senate has several standing subcommittees: Academic Affairs, Academic Policies, Calendar & Scheduling, Enrollment & Admissions, Facilities & Equipment, Finance, and the Institute Curriculum Committee. Each of these committees will accept new faculty who are interested to fill any open slots. You should expect a monthly update from your department’s Senators, as well as an election for new Senators in the spring of every even numbered year. For additional information, please explore the Senate Sharepoint site: https://mywentworth.sharepoint.com/sites/faculty-senate or contact the Senate Chair, Beth Anne Cooke-Cornell.

Membership

1. Members must be full time non-administrative faculty. The Senate may include ex-officio members, with voting privileges, who can be appointed for a term of one year, which can be renewable. The maximum number of such ex-officio members shall be two.

2. The Senate shall be composed of two (2) Senators from each academic department. Departments are entitled to additional Senators based on the number of full time teaching faculty; one (1) additional Senator for 15 or more faculty members, two (2) additional Senators for 25 or more faculty members, and three (3) additional Senators for 35 or more faculty members. In an effort to insure broad based representation, the Senate reserves the right to require any academic department to elect its Senators from different subject areas taught within the department.

Duties

1. The Senate shall elect Officers from among its membership, hold meetings as needed, maintain adequate and appropriate minutes of all meetings, and keep the Wentworth Community informed of its actions and recommendations.
2. The Senate shall take up and discuss matters of academic import or significance. These include, but are not limited to, curricula development, academic facilities, pedagogy, and academic support services, but specifically exclude issues of working conditions, which are the responsibility of the Faculty Federation.

3. The Senate shall take up and discuss matters of Institute and/or Academic Governance directly or indirectly affecting students and faculty.

4. The Senate may form ad-hoc and/or standing committees of the Senate to provide input or advise to the Senate and/or to the Institute regarding any matter on which an Institute Officer, Director or Administrator may request such input or advice and which the Senate agrees to jointly address.

5. The Senate may take up and discuss academic issues affecting the Wentworth academic community.

6. The Senate shall Co-Chair academic task forces and committees on which it participates as a joint member.

7. The Senate shall review the need, function, operations, and organization of the Senate at least once every five calendar years and may, subject to the approval of the President, modify or revise its By-laws and/or the operating procedures of the Senate as may be appropriate to reconcile the Senate to the changing realities of time.

8. The Senate shall submit proposed agenda items for the meetings of the Wentworth Academic Assembly to the Provost and shall report to the faculty on its activities during such meetings.

9. Issues of budget expenditure shall be made by faculty vote.

Organization

1. The Senate shall be constituted as an elected body representing the full-time teaching faculty to enhance the learning environment at Wentworth Institute of Technology.

2. The Senate shall be a separate elected body, reporting to and advising the Provost.

3. The Senate shall specifically not be construed to be constituted for the mere purpose of carrying out directives of the Provost or other Institute Officials, but shall report to the Provost for administrative purposes.

4. The Officers of the Senate and the Senate Committee Chairpersons shall derive their power, and authority from the President of the Institute, with their specific duties and responsibilities deriving directly from the Senate members, subject to the approval of the president.

5. The following Officers of the Senate shall be elected by the members of the Senate from amongst themselves; Chair, Vice-Chair, and Secretary/Treasurer. The duties of these Officers shall be as specified in Article VI of these By-laws.

6. The Senate shall be managed by an Executive Committee comprised of the three elected Senate Officers, the Senate Chair, ex-officio, plus two additional members to be elected by the Senators from amongst themselves, with not more than two additional members to be appointed from time to time by the Chair, on a temporary basis, as the need for special expertise or specific input to particular issues may arise.

7. Officers and Executive Committee members shall be elected for a two-year term. The election shall be by written ballot and shall occur prior to April first in even numbered years. They shall assume their duties on the first day of June following election, and they shall serve through the last day of May in the next even-numbered year following the election.
8. Officers and Executive Committee members shall be limited to two consecutive terms (4 years) in any specific office.

9. In the event an elected Officer or Executive Committee member is unable or unwilling to serve, the retiring Officer or Executive Committee member shall continue to serve until a replacement is duly elected to finish the incomplete term. In the event of a vacancy occurring after the first day of June, the Senate Chair, or in the case of a vacancy in that position, the Vice-Chair, shall appoint a replacement, with the concurrence of the Executive Committee. Replacement officials so appointed shall serve up to thirty (30) days or a properly and duly elected successor has been installed.
Greetings and Welcome to Wentworth

On behalf of the executive committee of the Wentworth Faculty Federation, I would like to welcome you to your new position as a faculty member here at Wentworth Institute of Technology.

As a member of the faculty here on the WIT campus, you are covered by a collective bargaining agreement that has been ratified by the members of the local union. As Wentworth is an “open union”, you are not obligated to become a full member. However, if you choose to join the union, you will be given the full rights and privileges of membership.

For more information, feel free to contact any of the executive board members:

President: Ted Greene, greenet@wit.edu  
Vice-President: Rick Trilling, trillingf@wit.edu  
Treasurer: Gautham Das, dasg@wit.edu  
Secretary: Ted Rooney, rooneye@wit.edu  
Membership: Ali Moazed, moazeda@wit.edu

Or send an e-mail to the general account at: witfed2403@gmail.com

Additionally, to view the current contract navigate to: www.wit.edu/hr, select “Faculty” (left menu) and then “Faculty contract” (pdf download)

Here’s to the start of a new year and a new career!

Sincerely,
Ted Greene, President  
Wentworth Faculty Federation, Local 2403, AFT-MA
Learning Innovation and Technology

https://www.wit.edu, lit@wit.edu, 617-989-5428, Annex Central 205, #lit_at_wit

LIT is dedicated to supporting academic excellence by awakening, nurturing, and empowering all faculty members to be effective educators able to ensure quality student learning at Wentworth Institute of Technology by:

- Delivering flexible, creative, multimodal programs and resources that all faculty can leverage to create transformational learning experiences and deepen student engagement
- Enhancing faculty’s ability to design and facilitate experiential courses (classroom-based, technology-enabled, hybrid, fully online) aligned with program and institute goals
- Foster informal learning and interdisciplinary collaboration among faculty around experiential, project-based teaching, learning, and scholarship

Outcomes: by advancing our mission, participating faculty will, in part, be able to:

- Use effective, dynamic teaching practices that cultivate experiential learning environments
- Reflect on teaching practices for continual development
- Design courses and curricula that maximize course alignment and academic effectiveness
- Use and/or develop appropriate tools and practices for assessing student work
- Collaborate with other faculty to support growth and collegiality

GOVERNANCE
Governance through Learning Innovation & Technology Advisory Committee which meets face to face twice a month with collaboration from the Faculty Senate and Federation for faculty involvement and direction. The LIT Advisory Committee provides direction on ways to leverage innovative learning strategies and academic technology tools to foster excellence in teaching and learning at Wentworth. The committee acts as a conduit for the two-way dissemination of information to enhance communications among the faculty and academic leaders and provide a bridge for effective implementation of innovations in teaching and learning. We stay abreast of technological, philosophical, and operational advances that impact learning strategies, academic technology and provide advice on how Wentworth should prepare to support current and 21st century learners. Our goal is to foster excellence in teaching and learning at Wentworth. Summer/Fall 2017 a subcommittee is assessing video use cases and making recommendations for tool budgeting for 2018/9 budget cycle.

THE LIT TEAM
Director, LMS Administrator, 2 Instructional Designers, 1 ID/Academic Technologist (TBH)

Tes Cotter Zakrzewski EdD, zakrzewskit@wit.edu

Lynn Cooke, cookel@wit.edu

Ron Frattura, fratturar@wit.edu

Don Tracia, traciad@wit.edu
SERVICES
LIT is focused on growing meaningful faculty professional development opportunities and course consulting through formal and informal engagement supported by workshops (face to face, virtual, synchronous, self-paced), online resources, and targeted support for approximately 150 full-time and 220 adjunct faculty.

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Academic Technology Tools Available

- Blackboard Learn, Bb Mobile Learn
- Atomic Learning, Lynda Campus
- Lecture Capture / video creation:
  - Echo360, Student video licenses
  - Kaltura
  - Camtasia
  - Livescribe Pens
- Active Learning and Collaboration Tools
  - VoiceThread
  - GoToMeeting – virtual office hours, student
  - GoToTraining
  - Echo360 Active Learning
- Assessment Tools
  - Polling – iClicker, polling within Echo360 Active learning
  - Respondus test creation for tests within Bb
  - Plagiarism Detection/Education -- Safe Assign within Bb, Turnitin
  - Survey using Qualtrics
Echo360 is a personal capture tool that records anything taking place on the computer screen, as well as optional audio and webcam videos.

Active Learning Platform (ALP) helps organize recordings, as well as provides a channel for student interaction such as time-marked comments and questions.

**Getting Started**
Account activation e-mails are sent out when your first course is created. To have it resent, please contact LIT. Once activated, ALP can be used at https://echo360.org or from within Bb. Personal captures requires software download.

GoToMeeting currently licenses a GoToMeeting suite of tools from Citrix that takes virtual teaching or collaboration to a whole new level. The most commonly used features include:
- Webcam sharing
- Rotating presenters
- Screen sharing
- Keyboard and mouse sharing
- Session recording
- Text chat

**Getting Started**
To get your GoToMeeting account set up, please contact LIT@WIT.EDU

VoiceThread allows easy narration of PowerPoint presentations but really stands out as a discussion forum built around presentations. Students have an opportunity to comment using text, audio or video.

**Getting Started**
VoiceThread is ready to use from within courses in Blackboard.

For more information or to schedule face to face training, please contact LIT@WIT.EDU

E-mail: LIT@WIT.EDU
Website: http://wit.edu/lit/
Blog: http://blogs.wit.edu/lit/
Twitter: @LIT_at_WIT

Ask us about additional Bb integrated tools and other resources:
Bb Mobile, Turnitin, SateAssign, Respondus, Mashups, NuVu, Piazza, portfolios, Livescribe Pens, iClickers and many others.
Wentworth Resources for Effective Teaching

Online Faculty Resource Center
- Professional development opportunities
- Current research and best practices
- Tools and resources
- Tutorials

http://wit.edu/lit

Perspectives in Teaching & Learning
Frequently updated feed of announcements, tips and resources

http://blogs.wit.edu/lit

Online Courses from LIT
Get an online badge for the following courses:
- Faculty Orientation
- Tools & Resources for Teaching Effectiveness
- Blackboard Essentials
- How to design and develop an online course (eLearning Institute 1)
- How to facilitate an online discussion (eLearning Institute 2)
- Disruption-proof your Course
- Universal Design for Learning (UDL)
- Other courses are available on demand

E-mail LIT@WIT.EDU for more information

Video Resources at Wentworth
- Lynda.com (wit.edu/lynda)
- Atomic Learning (wit.edu/atomic)

Also accessible through LConnect (https://lconnect.wit.edu) and Blackboard (bb.wit.edu)

Accessible through the Alumni Library (http://wit.edu/library/):
- Films on Demand
- Engineering Case Studies Online
**Student Support Center**

**What is the Student Service Center?**
The Student Service Center, located on the first floor of Williston Hall, is an important destination for both students and parents. It’s a one-stop shop that is home to the Financial Aid Office, Student Financial Services, the Registrar’s Office, and International Student Services. The team of professionals in the SSC is committed to providing a single point of friendly, professional service for students and parents with questions concerning student accounts, financial aid, billing, registration, or other administrative issues. Our frontline staff, the Student Service Representatives (SSRs), are cross-trained in the key functions of each department, can assist with general questions, can resolve many account issues, or can point you in the right direction to find your answers.

**Financial Aid Office**
The Financial Aid staff is dedicated to counseling students and families on the different types of financial aid available to them. Over 80% of our students receive some form of financial aid to help make the educational investment in their future more affordable.

We offer guidance on: completion of the FAFSA, federal and private student loans, scholarship and grant information, student employment, and financial literacy (debt management, loan consolidation and repayment).

**Student Financial Services**
Student Financial Services oversees all aspects of student tuition accounts. We apply tuition charges, generate the e-bill, process payments, manage health insurance waivers, and issue refunds.

Each student is assigned a billing counselor. Working closely with financial aid, billing counselors are there to help students and families plan how to bridge any gap not covered by financial aid. Our staff is well qualified and can advise families about alternative loans, parent loans, or a monthly payment plan. We are cross-trained in several functional areas including registration and financial aid.

**International Student Services**
International Student Services (ISS) is responsible for assisting the over 300 non-immigrant students at Wentworth Institute of Technology who have joined our community from over 50 countries around the world. Services offered by ISS include providing information to students regarding maintenance of legal status in the U.S., work authorizations, travel to the U.S., and other related topics. Staff members also provide programming relevant to the international student experience and act as resources and liaisons for international students adjusting to a new culture and academic system. Key programs include International Student Orientation, International Student Career Workshop, and Around the World, an intercultural celebration for international students and the entire Wentworth community.