

Instructional Research and Campus Resources

Northern Illinois University makes available a range of resources to help you develop in both your teaching and research expertise. These resources can be accessed as you prepare your course, during the semester and at the end of a course when you plan for the next semester. The following university teaching and research resources are presented in this paper:

- **Faculty Development and Instructional Design Center**
- **Learning Center – College of Education**
- **Office of Testing Services**
- **University Libraries**
- **University Writing Center**

Faculty Development and Instructional Design Center (FDIDC)	
Adams Hall 319 Fax: 815.753.2595	Phone: 815.753.0595 Email: facdev@niu.edu Web: www.facdev.niu.edu
One-On-One Consultations	Consultations can be provided on a one-time or continuing basis as needed. The consultation process is a partnership and a discovery process that evolves over time to accomplish the desired goals of faculty who seek assistance. Faculty who seek assistance can decide on the type and depth of consultation needed, and FDIDC staff will provide the available support and resources.
New Faculty Mentoring Program	This is a voluntary program through which experienced faculty at NIU who are knowledgeable about the campus and academic life are matched with new faculty to orient them to NIU, inform them about campus support services, and assist them in the early stages of their academic careers at NIU. This program is not meant to be a substitute for existing mentoring programs at the department or college levels but can be a supplement to those programs
Library of Teaching-Related Resources	Books, DVDs and videotapes on teaching and professional development. These materials are available for short-term loan.

Online Resources	<p>The Faculty Development and Instructional Design Center maintains a variety of resource directories in fulfilling Northern Illinois University's mission on teaching and scholarly activities including but not limited to accessibility, quick tips for instruction and tutorials on academic integrity, Blackboard, and effective writing practices.</p> <p>Click on this link for a complete list of FacDev online resources: http://facdev.niu.edu/facdev/resources/</p>
Referral Services	<p>The Faculty Development and Instructional Design Center serves as a referral service and as a resource unit in which we will help meet your particular needs.</p>
Classroom Observations	<p>Classroom observation involves observing faculty teaching in the classroom, analyzing related activities, and providing feedback for improvement. This is a lengthy and time consuming process which usually involves at least three to five observations of actual classroom teaching by individual faculty, meetings with the faculty before and after each classroom observation, and involves leading the faculty to make positive changes in teaching.</p>
Coaching	<p>Lead by a staff member . . . on various stages of teaching</p>
Teaching Workshops and Institutes	<p>A wide variety of workshops are offered on topics related to teaching, research, diversity & instructional use of technology. Weekly workshops are often 1.5 to 3 hours in length while some workshops and institutes last between half and full days.</p>

Learning Center – College of Education	
<p>The College of Education's Learning Center offers a wide variety of instructional support, programs, and services. The facility, located in the lower level of Gabel Hall, has multifunctional meeting rooms that can be used for courses, seminars, and workshops.</p> <p>Resources are available primarily for the use of College of Education faculty and students. However, non-College of Education faculty can borrow select equipment for a modest fee.</p>	
Gabel Hall – lower level Fax: 815.753.1258	Phone: 815.753.1241 Email: learningcenter@niu.edu Web: http://www.cedu.niu.edu/learningcenter/
Audio and graphics production labs	See next item
Media production materials available for purchase at cost	<ul style="list-style-type: none"> - Multimedia (video and audio editing stations) - Lamination (materials up to 26" wide and any length) - Duplication of most media formats (e.g. VHS, mini-DV, CDs and DVDs) - A VersaLaser system for cutting out images and letters - Paper supplies and tools, including cutters, a binding machine, art paper, scissors, tape, glue - Copy machines (accepts cash or Huskie bucks) - Huskie Bucks dispenser
Video library related to a range of topics in education	The Learning Center holds a variety of materials that cover every aspect of education. Programs can be previewed in the Center at available viewing stations and faculty can check them out for up to a week.
Large collection of education and school texts	The Center's collection of K-12 curriculum materials helps students become familiar with print-based teaching aids. Students can use these resources to prepare lesson plans and daily activities for their clinical experiences. Material may be checked out for up to two weeks.

<p>Instructional equipment rentals</p>	<p>The Learning Center loans a variety of equipment free <i>for instructional use</i> by College of Education faculty and students. Equipment is available to faculty and students outside of the college for a nominal fee.</p> <p>CoE faculty and staff may reserve equipment with the Learning Center's online scheduling program.</p> <p>CoE students and non-CoE faculty or staff may also request rooms by calling (815) 753-1241 or stopping by the south wing service desk.</p>
<p>Satellite reception capability for teleconferences</p>	<p>The Learning Center coordinates satellite downlinks with Media Services and can make the program available in one of their classrooms.</p> <p>Schedule well in advance for satellite downlinks in order to secure time on the university's satellite dish. If you'd like to contact Media Services directly, call Doug Ball at 753-6690 to set up a downlink. Then call the Learning Center at 753-1241 to schedule a room.</p>
<p>Video conference classrooms and support</p>	<p>Regularly Scheduled Conferences</p> <p>To schedule a regular semester, distance-education course, please contact the Office of External Programs in your college.</p> <p>Occasional Video Conferences</p> <p>The Learning Center can host your one-time or occasional video conference.</p> <p>Examples of these types of conferences include:</p> <ul style="list-style-type: none"> - Face-to-face meetings for online courses - Guest lectures - Concerts and master classes - Oral exams - Collaboration on projects - Modeling effective uses of technology in teaching & learning - Teaching demonstrations for class critiques - Face-to-face interviews for research - Interviewing prospective new hires - Faculty training sessions - Dissertation defenses - Moot Court hearings - Consultation with remote experts

University Libraries		
The NIU Libraries are committed to supporting the teaching, research and outreach efforts of the university and to serving the northern region of Illinois through its collections, preservation efforts and access to information in all of its various formats.		
Founders Memorial Library	Phone: 815.753.1995 Email: Lib-Admin@niu.edu	Web: http://www.ulib.niu.edu/
Renewal of Library Items	Online or in person https://vufind.carli.illinois.edu/vf-niu/MyResearch/Home	
Request for Materials	https://niu.illiad.oclc.org/illiad/JNA/logon.html	
Courtesy Cards	Illinois residents who are not affiliated with NIU or any of the other CARLI institutions and NIU alumni may apply for a courtesy card. Courtesy card holders may check out most library materials for four weeks (see Circulation Policies and Circulation Loan Periods for a full explanation of courtesy card privileges). Courtesy cards are valid for a period of one year; a new application is required each year.	
Faculty Carrels	Faculty carrels are available by request on a semester basis. There is no fee for this service. For information please contact the Security Office at 815-753-0164 http://www.ulib.niu.edu/SERVICES/facultyCarrel.cfm	
Interlibrary Loan	Interlibrary Loan (ILL) is a service provided by the Information Delivery Services Department that attempts to borrow materials from other libraries for you that are not available in the NIU University Libraries. http://www.ulib.niu.edu/SERVICES/ids-services.cfm	
Mediated Searching	The library provides a mediated search service using the DIALOG Select online search system. DIALOG Select provides online access to over 400 databases covering most fields of knowledge. The database access is fast, powerful and of no cost to the user of the service. For further information, or to arrange for a search, call (815) 753-9804. http://www.ulib.niu.edu/SERVICES/MediatedSearch.cfm	
Reserves (Print and electronic)	http://www.ulib.niu.edu/SERVICES/reservesrv.cfm	

Smart Classroom	http://www.ulib.niu.edu/SERVICES/smartclassroom.cfm
Services for People with Disabilities	<p>Our goal is to offer specialized library-use assistance to any person with any kind of disability who wishes to use our library materials and other resources. Assistance will be specifically tailored to the needs of the individual. Assistive equipment is available in a specialized study room.</p> <p>http://www.ulib.niu.edu/SERVICES/Disabilities.cfm</p>
Computers for Public Use	<p>There are a number of computer terminals in the library set aside for use by the public. These computers may be used for library research or general internet use. During busy times or when others are waiting, you may be asked to limit your session time to 30 minutes. All other computers in Founders Memorial Library require logging in with an NIU ID and password.</p> <p>http://www.ulib.niu.edu/SERVICES/computers.cfm</p>

Office of Testing Services		
<p>Testing Services provides comprehensive testing and evaluation support services for Northern Illinois University students, faculty, staff, administration, and individuals or agencies in the University's service region. Testing Services regular hours are Monday through Friday, 8:00 a.m. until 12:00 p.m. and 1:00 p.m. until 4:30 p.m.</p>		
<p>Adams Hall 128 Fax: 815.753.3701</p>	<p>Phone: 815.753.1203 Email: testing@niu.edu</p>	<p>Web: http://www.niu.edu/testing/</p>
Testing Programs	<ul style="list-style-type: none"> - NIU Placement and Proficiency - Credit by Exam (AP and CLEP) - National (ACT, GRE, etc.) <p>http://www.niu.edu/testing/programs/index.shtml</p>	
Course and Teacher Evaluations	<p>University Policy requires that a student assessment of teaching effectiveness be completed for every undergraduate class, every Fall and Spring semester. This assessment is an important aspect of evaluating faculty members for matters of salary, promotion, and tenure. One of the many services offered by NIU's Testing Services is the machine scoring and processing of these evaluations.</p> <p>http://www.niu.edu/testing/evaluations/index.shtml</p>	
Exam Processing	<p>Testing Services process regular and final examinations Monday through Friday, 8:00 a.m. until 12:00 p.m. and 1:00 p.m. until 4:30 p.m. Contact Testing Services for times for shortened summer hours.</p> <ul style="list-style-type: none"> - Tests submitted by 11:30 a.m. should be ready by 4 p.m. the same day. - Tests submitted by 3:30 p.m. should be ready by 8:30 a.m. the next working day. <p>http://www.niu.edu/testing/processing/index.shtml</p>	
Test Taking Tips	<p>Objective and subjective (essay) tests are the two main types of tests. The questions on objective tests are true-false, multiple choice, fill-in-the-blank, or matching. For essay tests, students must be able to recall main ideas and details and organize them intelligently. These tests usually require short answers consisting of a sentence or two, a list, or longer discussion answers.</p> <p>http://www.niu.edu/testing/tips/index.shtml</p>	

<p>Placement and Proficiency Exam Information and Score Interpretation</p>	<p><i>Testing Services</i> provides useful information about placement and proficiency examinations and their results. Information sheets contain detailed information about the particular examination as well as scheduled testing sessions for that examination. Interpretation sheets provide details for interpreting the examination results.</p> <p>http://www.niu.edu/testing/faculty/index.shtml</p>
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<p style="text-align: center;">University Writing Center</p>		
<p>The University Writing Center is located at Stevenson Towers South, Lower Level. The Writing Center is a place for undergraduates, graduates, staff, and faculty to talk about their writing with trained consultants, one-on-one.</p>		
<p>Stevenson South, Tower B, Lower Level</p>	<p>Phone: 815.753.6636</p>	<p>Web: http://www.niu.edu/uwc/</p>
<p>When you work with Writing Center consultants, you can....</p> <ol style="list-style-type: none"> 1. Discuss topics and ideas 2. Develop strategies in planning, organizing, and developing drafts 3. Discover effective uses of sources and correct documentation 4. Understand your professors' writing assignments more clearly 5. Identify better ways to use language 6. Learn appropriate methods of persuading readers 7. Integrate critical reading and thinking skills in your written work 8. Become more aware of the different types of writing that various disciplines require 9. Prepare résumés and applications for internships, scholarships, or jobs 		