

2017-2018
Undergraduate Departmental Representative Program
Handbook



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General Program Information

Introduction

Congratulations and welcome to the Undergraduate Departmental Representative (UDR) Program at Brandeis University. This program was first established by the Student Senate in the early to mid-1990's, and was re-established in 1997-1998 at the suggestion of participants in Committee for the Support of Teaching meetings. The program is designed to open avenues of communication between undergraduate majors and minors and departmental and program faculty.

UDRs have been entrusted with facilitating exceptional faculty-student engagement and guiding fellow students through the unique opportunities provided by Brandeis' academic excellence, liberal arts education, and stature as one of the youngest private research universities in the country. Department and program chairs and Undergraduate Advising Heads (UAHs) have repeatedly commended UDRs for strengthening the communication between faculty and students and for initiating community-building activities within the department/program. Thus, on behalf of the entire Brandeis community, thank you for agreeing to serve in this critically important role.

If at any point during your service as a UDR you need help, support, guidance, or feedback, please do not hesitate to contact the program office.

Contact Information

Office of the Dean of Arts & Sciences (DAS)
Bernstein-Marcus Building, Room 73-12
MS 120
brandeis.edu/das/programs/udr

Program Administrator:
Joan Tarkulich
(781) 736-2103
joantark@brandeis.edu

UDR Council

The UDR Council is comprised of current UDRs who represent departments and interdepartmental programs from across the University. The Council meets regularly to discuss UDR program activities and advise the Dean's office on new initiatives, policy changes, and other topics concerning the UDR program.

2017-2018 UDR Council Members:

Gemma Curnin '19, Women's, Gender and Sexuality Studies
Zachary Diamond, '18, Physics
Danielle Gaskin, '18, Health: Science, Society and Policy
Caroline Kaye '18, Psychology

Important Dates

- Fall UDR Training: Sunday, September 10, 3:30-5:15PM
- Priority Funding Request Deadlines: October 1 (fall semester), February 15 (spring semester)
- UDR Activity Reports Due: October 15, December 3, February 25, April 15
- Annual UDR Luncheon: Tuesday, April 17, 12:00-1:00PM

Roles and Responsibilities

UDRs seek to facilitate faculty-student engagement, guide fellow students through the unique opportunities provided by their major/minor, and initiate community-building activities within their department/program.

UDR responsibilities include:

- Serving as a resource and representative for fellow and potential majors and minors
- Eliciting feedback from majors/minors about program concerns, and then providing this information to faculty
- Taking a leadership role in convening students for social and/or department specific initiatives
- Conducting sessions on topics relevant to the major/minor
- Providing academic and career information to fellow students
- Attending, at the discretion of the department/program chair, department or program meetings to discuss undergraduate issues
- Serving as ambassadors for the department/program at special events

They are expected to meet with staff and faculty to critically examine department/program needs and plan accordingly. As a result of these meetings, they should execute at least two programs or initiatives each semester and submit reports on those initiatives to the UDR Program Administrator.

They are also required to prepare a year-end report of accomplishments and work in progress and participate in ongoing assessments of UDR activities.

First Steps

Congratulations on your appointment - you're a UDR! Now what?

Communicate with your Department/Program Faculty, Staff and Students

- Meet with your fellow UDRs, department/program academic administrator and Undergraduate Advising Head (UAH). Mutually decide upon the best way to communicate with each other, how often you will meet each semester, and discuss the use of the student email list and social media for your major/minor.
- Send an introductory email to all majors/minors. Let them know who you are, ways in which you can advise them, what you're planning to do, and how to contact you.
- Draft a letter introducing yourself to the entire faculty of your program/department. Ask the academic administrator to send this letter to all faculty in your major/minor to introduce yourselves, share your plans, and to offer your assistance.
- Ask your academic administrator to list your names, photos and profiles on the department/program website. Post your names, photos, and contact information in a very visible location in your department/program office.
- Identify large classes and/or intro classes in your major/minor. Ask the professors of those classes for 5 minutes at the beginning or end of class to introduce yourself and get email addresses from non-majors/minors who want to receive UDR emails. Our surveys show us that many students said they learned of their UDRs and the program through introductions made in a classroom.

Critically Examine Department/Program Needs and Plan Accordingly

- Meet with your academic administrator and/or UAH to review plans for the upcoming year. Review past UDR reports and surveys for ideas.
- Think about what you want to accomplish during each semester as a UDR and set one or two goals for yourself and the department or program. What specific information would be most useful to the department/program? What projects might you undertake?
- What programs were well received in the past? What programs were not successful? Examine why some programs were successful and some weren't.
- Where do you get ideas for initiatives? Ask other students, teachers, and staff. Find out what people need and fulfill that need.

Peer Advising

As representatives for students and for departments/programs, UDRs can make a real difference. We encourage you to offer up your own experiences, both as the advisor and the advisee. In order to be an effective advisor, you need more than just enthusiasm. Developing listening skills and an ability to 'read' your advisees will prepare you for the conversations and interactions you will experience as a peer mentor.

Advising Best Practices

Five Basic Principles of Advising:

1. Provide accurate information.
2. Don't make decisions for your advisee.
3. Be a good listener.
4. Make effective referrals.
5. Be nice.

Who is a great peer advisor?

- Someone who is approachable and has the ability to communicate with others.
- Someone who helps other students plan a course schedule that works with the student's other commitments.
- Someone who is willing to share their experience selecting academic paths with other students.
- Someone who has the knowledge to answer a student's questions accurately and in an approachable and friendly manner.
- Someone who can empathize with other students.
- Someone who assists the professional advisor, faculty advisor, or program coordinator with advising-related activities.

Becoming an Active Listener

There are five key elements of active listening. They all help you ensure that you hear the other person, and that the other person knows you are hearing what they are saying.

1. Pay Attention

Give the speaker your undivided attention and acknowledge the message. Recognize that non-verbal communication also "speaks" loudly.

- Maintain a comfortable amount of eye contact.
- Put aside distracting thoughts.
- Don't mentally prepare a rebuttal.
- Avoid being distracted by environmental factors.
- 'Listen' to the speaker's body language.
- Refrain from side conversations when listening in a group setting.

2. Show That You're Listening

Use your own body language and gestures to convey your attention.

- Nod occasionally.
- Smile and use other facial expressions.
- Note your posture and make sure it is open and inviting. Lean slightly towards the speaker to show interest.
- Encourage the speaker to continue with small verbal comments like yes, and uh huh.

3. Provide Feedback

Our personal filters, assumptions, judgments, and beliefs can distort what we hear. As a listener, your role is to understand what is being said. This may require you to reflect what is being said and ask questions.

- Reflect what has been said by paraphrasing. "What I'm hearing is . . ." and "Sounds like you are saying . . ." are great ways to reflect back.
- Ask open-ended questions to clarify certain points. "What do you mean when you say . . ." "Is this what you mean?"
- Summarize the speaker's comments periodically.

4. Defer Judgment

Interrupting is a waste of time. It frustrates the speaker and limits full understanding of the message.

- Allow the speaker to finish; don't interrupt.

5. Respond Appropriately

Active listening is a model for respect and understanding. You are gaining information and perspective. You add nothing by marginalizing the speaker or his/her ideas or questions. Be candid, open, and honest in your response.

- Assert your opinions respectfully.
- Empathize with the person, try to put yourself in their shoes.

Planning Initiatives

You can all make a difference for your departments/programs - it is up to you and your department/program to decide what programming is best. You can get some ideas from past UDRs or conduct a survey of your majors/minors to find out what they would like. UDRs have organized a wide variety of events, such as lectures or 'Meet the Majors'. There are many other ways, besides events, that UDRs can have an impact on their departments/programs.

Examples of Past Initiatives

- Create or attend pre-enrollment information/advising sessions.
- Organize a research panel; include information/speakers on research, internship and other academic opportunities.
- Organize a series of brown bag lunches on issues in your field of study.
- Create a Facebook page just for your major/minor.
- Mediate a department issue with faculty.
- Organize a 'What to Do with a Major' in your field; invite alums with a range of professions.
- Create a department/program newsletter to distribute information on internships, research, cultural events and other department/program activities.
- Participate in job talks and interviews for new faculty searches.
- Send out a survey to majors/minors to learn what they most appreciate/most want to change in your department/program and present the findings at a department/program meeting.
- Address issues surrounding curriculum change and courses; discuss recruitment ideas to attract prospective majors (e.g. letters to pre-first-years).
- Help establish tutoring groups.
- Lobby for new course offerings.
- Organize a graduate school information session; invite faculty.
- Organize an alumni career panel.
- Plan movie nights, talent shows, and ice cream socials.
- Plan a 'Thinking about an Internship' event. Connect with the Hiatt Career Center and your UAH so you can invite students who have had internships.
- Review and update departmental thesis guidelines to ensure these better reflect students' experiences writing their theses.
- Organize theses writing sessions so students can support each other.

Helpful Hints

- Plan ahead. It is very hard to get services and book on-campus space on short notice.
- Attend a Conference and Events Services Jump Start meeting to help plan your program brandeis.edu/ces/studentevents/jumpstart.html
- Food draws crowds so it is usually best to serve at least light refreshments.
- Secure all required funding before incurring expenses.
- To minimize conflicts, check University calendars when deciding on initiative dates and times.
- Have a sign-in sheet at initiatives to collect names of students who may want to be on your distribution lists.

Planning Guide

Initiatives can be small or large, but no matter its size, or its audience, every initiative will require planning in order for it to be successful. Create a detailed list of the tasks that needs to happen, assigning each a deadline and responsible team member. Use the Programming Checklist (Appendix A) as a guide to organize responsibilities and deadlines.

During the early stages of planning, consider the following:

BRAINSTORMING

- What are your objectives and how do they relate to your organizational mission?
- Do you want to collaborate with UDRs from other departments and programs?
- How many people are needed to assist with planning and day-of activities and what talents should they possess?
- What University resources/expertise exist that could be utilized? (i.e. Hiatt, Library Services)

SCHEDULING AND SPACE/AUDIO VISUAL REQUIREMENTS

- Check the University calendar to avoid conflicts
- Determine the type of venue that is best suited for the initiative (see Appendix B: Facilities Guide)
- Are the needed technology resources obtainable?

FOOD/SUPPLIES

- Will food be provided? Is food the main draw?
- Will you be using University (Sodexo) catering? Recognized student groups are welcome to bring in their own food for events. Students are also then responsible for providing any necessary supplies (i.e. forks, knives, plates, etc.)
- Determine what other supplies are needed and from where they will be obtained.

ADVERTISING

- What is the best way to reach your audience?
- Prepare publicity materials 3-4 weeks in advance
- Have consistent messaging and design

BUDGETING

- Do you have the necessary resources? Use the sample Budget Planning Worksheet and Common Costs guides.
- If you are applying for funding, you must contact DAS and other offices at least 2 weeks in advance. Check in with your department BEFORE you check in with DAS for funding.

Publicity and Promotion

You have planned your initiative - now make sure to get the word out so it will be well attended. Some methods of publicity that can be utilized are:

- Email Announcements:
 - Your department/program's listserv
 - What's Happening listserv through the Department of Student Activities: brandeis.edu/studentlife/activities/news/whats%20happening.html
 - Student Union announcement, <https://goo.gl/forms/u9MTcYAj5aS26yo53>
 - Academic Services Class Specific Emails: docs.google.com/a/brandeis.edu/forms/d/e/1FAIpQLSe4NfqHYNWC2XBaj2UveC1bZJrPAbkS73xnrj7fYW4LQLzgvw/viewform?formkey=dE5PSkRGU1pjUIJKUTIsMmF0LUFQTVE6MQ&pli=1#gid=0
- Tabling/Ticketing Sales: Limited tabling space is available in Lower Usdan (contact the Department Coordinator in the Department of Student Activities for reservations) or in the Shapiro Campus Center on a first-come first-serve basis. If you are interested in selling or distributing tickets from the Shapiro Theater Ticket Booth, please contact the Operations Specialist in the Department of Student Activities for availability.
- Mailboxes: If you wish to advertise to all students through a mailbox stuffing, you must obtain permission from the Department of Student Activities. Bring two samples of the flyer you plan to stuff to the office and pick up a form, which when completed and presented to the mailroom staff, will allow you to access student mailboxes.
- Newspaper Ads: The Justice: send email to ads@thejustice.org.
The Hoot: <http://brandeishoot.com/advertise/>
- WBRS FM 100.1: <http://www.wbrs.org/contact/>
- Sidewalk Chalking: Use fun and colorful chalk drawings on well-traveled pathways. Only sidewalks may be chalked. Chalking on buildings and personal or University property (i.e. buildings, cars, bus shelters, signs, etc.) is not permitted.
- Social Media: Create a Facebook event.
- Make announcements in class; request permission of the instructor first
- Flyers/Posters: See the Leadership & Resource Handbook at www.brandeis.edu/studentlife/activities/pdfs/campus_posting_policy.pdf
- BrandeisEVENTS: Submit an Event at brandeis.edu/events/submit.html
- DAS office will copy up to 75 flyers on colored paper for free.

Post Initiative Evaluation

Evaluate your event/initiative. Do this as soon as possible after the event so that the details are fresh in your mind. If several UDRs were involved in the planning, plan a short meeting to evaluate the event as a group. Write down notes that can be referred to when planning future events and can be utilized to complete required UDR Activity Reports.

- Did we meet our goals/objectives with this event/initiative?
- Did we meet our budgetary goals?
- Did we have enough volunteers for the event/initiative?
- What could we have done differently to make the event/initiative better or more productive?
- Did we have enough advertising/PR for the event/initiative? Are there areas for improvement?
- Did we execute the program in a professional manner?
- Did we face any group conflict with this program? What was it? How was it resolved? What could we have done differently?
- Would we bring this vendor/performer/speaker in again? Was it worth it?
- Would we execute a similar program in the future? What changes would we make?

Budgeting and Costs

Use the Budget Planning Worksheet and Common Costs information as guides to help determine whether you have the necessary funding for your initiative. All funding should be secured prior to finalizing initiative plans.

Budget Planning Worksheet

ANTICIPATED EXPENSES

Facilities Rental (Chairs, Set-Up)	\$ _____
Food & Beverages	\$ _____
Lodging, if necessary	\$ _____
Publicity	\$ _____
Speaker Fees/Honoraria	\$ _____
Supplies	\$ _____
Technical Support	\$ _____
Travel	\$ _____
Security	\$ _____
Film Licenses or Permits	\$ _____
Registration Fees	\$ _____
Other Expenses	\$ _____
*TOTAL	\$ _____

ANTICIPATED INCOME

Co-Sponsorships	\$ _____
Grants	\$ _____
Home Dept. Contribution	\$ _____
UDR Funding	\$ _____
Other Income	\$ _____
*TOTAL	\$ _____

***If your totals do not match, you should adjust your program accordingly.**

Common Costs

These prices are subject to change; please confirm all costs with Conference and Events Services.

Personnel

Custodians	Approximate cost for one custodian is \$250 for a 4-hour shift.	Custodians are REQUIRED at all events that occur outside of normal business hours and that include food and/or a room set-up. No exceptions. It's a policy. Sometimes, two custodians are needed for large events.
Public Safety	Approximate cost for a Public Safety Officer is \$225 for a 4-hour shift.	Public Safety will likely be required at your event if: <ul style="list-style-type: none">• You're expecting over 50 people to attend• Your event is in any way controversial• Your event features a speaker that requires security Public Safety is required at all events that feature alcohol service. No exceptions. It's a policy. Public Safety has a specific policy for use of metal detectors, which are sometimes required at events.
Waitstaff	Approximate cost for waitstaff is \$125 for a 2-hour shift.	If you choose to order catering from Brandeis Dining Services, you may need waitstaff for your event.

Rental Equipment

All rental arrangements should be made through Conference and Event Services. Every rental order is subject to a \$33 pick-up/delivery fee.

Tables	Round \$7.50 - \$14 each Long \$7 - \$8 each
Chairs	\$0.90 - \$7 each
Pipe & Drape	\$30 per 10-foot section (\$3 per foot/10 foot minimum)

Food

University catering (Sodexo) has developed a menu specifically for student catering needs. Visit brandeis.edu/ces/studentevents/foodandbev.html for selections and pricing. Arrangements for catered food should be made through Conference and Event Services. If using Sodexo, they require at least 5 days notice for catering. Kosher food orders must be placed 10 business days in advance.

Student clubs have the "right to obtain food and beverages (excluding alcohol) from sources other than Sodexo and bring them into Dining Facilities for events that are sponsored, attended and paid for by Brandeis students" according to the Brandeis' contract with Sodexo. In order to do so, you must obtain, complete, and submit a food waiver through Conference and Events Services.

Audio Visual Equipment

Often student groups have to rent equipment to fulfill their programming needs. There is limited equipment available on campus so Conference and Events Services makes arrangements to have equipment delivered for events.

The following are items that are commonly rented from Media Technology Services (MTS) by student groups and an estimate of the cost. This list is not inclusive of all items available. Contact Conference and Events Services if you're looking for additional items. There may be additional operator charges.

	Normal Cost (estimate)	Discounted Cost to Clubs
Projector	\$75	\$25
Wired Microphone	\$15	FREE
Small venue sound system	\$75	\$25
Projection screen	\$10	FREE
Use of installed projection	\$35	\$25
Delivery	\$33	\$25

Funding

There is no set amount of UDR funding for a particular initiative; however, funding is limited, so spending should be kept modest (i.e., snacks instead of a full dinner). Historically, the average per initiative spending has been approximately \$80. Ask your department/program if they have any available funding for your initiative. Also, if you are collaborating with another office, ask them if there are any sources of funding that they can provide. There are also grants available from various offices (Brandeis Pluralism Alliance, Ethics Center, etc.), depending on the topic or the goal of your project, for which you can apply.

Be sure to apply for UDR funding as soon as possible. Priority will be given to funding requests that are submitted by October 1 (fall semester) or February 15 (spring semester). You cannot apply for funding after your initiative has occurred.

How to Request Funding

All funding requests must be submitted online. The form should be submitted 2 weeks before your initiative. Please allow at least three days for approval notification. Submission of the online form and approval of the funding request by the DAS Dean's Office, prior to the occurrence of the event or program, is required in order to receive reimbursement for monies spent.

Funding Timeframes

UDR approved funding expires at the end of the semester in which the event or initiative was scheduled to occur. Unused funding cannot be carried over to another event or initiative. Reimbursements for monies spent on approved initiatives must be submitted by the following deadlines:

- Fall semester - Feb 1st
- Spring Semester - Last day of the final examination period

Payments

Helpful Info and Tips

- Payments to Brandeis faculty, staff, and students for services and for the purchase of alcohol are prohibited.
- To be reimbursed through DAS or your department, save all expense receipts. Receipts must be original and itemized. Make a copy of the receipts for your records, in case the originals get lost. Submit all required documentation shortly after the initiative is completed. Missing information can delay or prevent processing.
- NEVER sign a contract.
- NEVER pay or reimburse an individual (e.g. a performer, guest lecturer) yourself. You will be in violation of tax laws and the university will NOT reimburse you.
- Beware of hidden fees. Make sure the quoted price includes everything (fees, taxes, etc.). Avoid late and rush fees by making arrangements as far in advance as possible.
- Remember, Brandeis is a non-profit tax-exempt organization so if Brandeis is paying, no tax should be charged. Be sure to inform the vendor in advance.

Payment and Reimbursement Procedures

All funding requires pre-approval from the DAS office.

Important Points to Remember

- Plan ahead. Some purchases require up to two weeks to process.
- Bring in or send ALL required documentation. Missing information will delay processing.
- Receipts for reimbursements must be original and itemized. Make copies of the receipts.
- NEVER sign a contract.
- NEVER pay or reimburse an individual (e.g. a performer, guest lecturer) with your own funds. You will be in violation of tax laws and the university will NOT reimburse you.
- Beware of hidden fees. Make sure the quoted price includes everything (fees, taxes, etc.), and avoid late and rush fees by making arrangements as far in advance as possible.
- If you have any questions, contact DAS.

Payment Methods

DIRECT PAYMENT TO ON-CAMPUS VENDORS (CONFERENCE & EVENTS, COPY CENTER, ETC.)

Payments for on-campus services can be paid directly with the DAS chart string. On-campus services have their own order forms and procedures. Please consult with the appropriate office for further instructions. All forms can be directed to the UDR Program Administrator or you may deliver them in person to the DAS office [Bernstein-Marcus 73-12]. Any changes to original orders should be approved by DAS. Please be sure your name and department/program is clearly referenced on the documentation.

UNIVERSITY CREDIT CARD

Some off-campus purchases can be paid for directly with a University Credit Card. For example, if you order catered food that must be paid for in advance, you may coordinate direct payment with the UDR Program Administrator in the Dean's Office. Original receipts must be delivered to the Dean's office for record keeping. This option is also best if you are purchasing online supplies.

TRANSFERRING GRANT FUNDS TO ANOTHER UNIVERSITY ACCOUNT

If you would like to take advantage of this option,

- Please notify the Program Administrator, Joan Tarkulich via email that you plan to arrange a transfer, and then speak to Stephen Costa, budget analyst in the Office of Students and Enrollment, to initiate it.
- Tell him that you have funds available from the Office of the Dean of Arts and Sciences, and that they have agreed to transfer them to your club account. If done via email, cc Joan and she will supply the Office of Students and Enrollment with the DAS chart string to complete the process.
- Please allow two weeks for the transfer to be completed.

PAYMENT FOR CONTRACT SERVICES AND HONORARIA

All contractual agreements must be approved and signed by specific university officials. No student or staff member should ever sign a contract on behalf of the University; these regulations are designed to protect both students and the University from liabilities. If you are unsure who should sign the contract, please bring it to DAS. Honoraria, stipends, and fees for contract services are not allowed for Brandeis faculty, staff, or students (this includes students acting as DJs or performers). Do not pay someone yourself, intending to be reimbursed later - this violates tax procedures and you will not be reimbursed.

UDRs are responsible for completing and coordinating any paperwork necessary to pay a non-employee, non-student vendor. The Resource and Leadership Handbook on the Student Activities website is an excellent tutorial on how students can pay off-campus partners.

There is often confusion about the difference between an honorarium and a contractor or consultant.

- A contractor/consultant is an entity or person who provides a professional service on a short-term basis (e.g., musicians, coaches, etc.). They will need to fill out documentation so that their compensation can be recorded for tax purposes.
- An honorarium is a "token" payment for services such as an academic presentation; the fee is at the discretion of the University and is not legally required.

REIMBURSEMENT WITH ORIGINAL RECEIPTS (FOR ALL PURCHASES NOT INCLUDED ABOVE)

All other purchases must be made by the individual and then reimbursed. All reimbursements must be submitted by February 1 for fall initiatives or by the last day of the final examination period for spring initiatives.

a. Reimbursements for amounts UNDER \$100

- You **MUST** have original receipts in order to be reimbursed. If you spend under \$100, stop by the Program Administrator's office in Bernstein-Marcus 73-12 to complete a Petty Cash Form.
- Once the form is completed and signed, you will take it to 60 Turner Street during the Cashier's office hours and you will receive a cash reimbursement.

b. Reimbursements for amounts OVER \$99

- You MUST have original receipts in order to be reimbursed. If you spend \$100 or more, stop by the Program Administrator’s office in Bernstein-Marcus 73-12 to complete the necessary reimbursement form.
- The Program Administrator will send the completed form and receipts to Accounts Payable. Once Accounts Payable has processed the form, a check will sent to your mailbox. This process may take 1-2 weeks.

Reporting Requirements

UDR Activity Reports

Twice a semester UDRs are required to submit a UDR Activity Report that summarizes UDR initiatives that have been completed up until the due date of the report and, if applicable, any initiatives that are planned for the remainder of the semester.

These reports let us know about the valuable and impactful work that is being done by UDRs for their departments and programs. The collected information is also used to build a catalog of UDR planning resources that can be shared with other UDRs.

Selection of UDR Recognition Prize winners will be based on information that has been submitted by UDRs in their UDR Activity Reports. Recognition prizes will be awarded once each semester.

A UDR Activity Report should be submitted for each initiative that has occurred or is planned. If more than one UDR coordinated the initiative, only one of you needs to submit a report. Please submit at least one UDR Activity Report, via an online form linked to from the UDR website, by each of the following due dates:

Fall Semester	Spring Semester
October 15	February 25
December 3	April 15

Year-End Report

UDRs should prepare a year-end report of accomplishments and work in progress to share with their department/program incoming UDRs.

Recognition Prizes

Recognition prizes will be awarded once each semester to UDRs who have spearheaded exemplary UDR sponsored initiatives. The Office of the Dean of Arts and Sciences will select UDR Recognition Prize winners based on information that has been submitted by UDRs in their UDR Activity Reports.

The winners, in addition to being showcased on our website and in communications to the UDRs, will receive a lunch for themselves, a friend and a faculty member of their choice in the Faculty Club.

Campus Resources and People

There are many Brandeis offices that can offer support for UDR programs. Do not hesitate to contact them to collaboratively plan initiatives.

Academic Services

Contact: Erika J. Smith, esmith@brandeis.edu

- Do you know if there is a BUGS tutor for your department? (Contact Brain Koslowski, bkoslow@brandeis.edu)
- Learn how to make referrals to our same-day appointments and to advisors within Academic Services (Class Advisors, Fellowships/Scholarships, Disability Services, Pre-Health, Student Support Services, Transitional Year Program, and International Students & Scholars Program)
- We can help you advertise your programming by including your advertisement in our weekly email to all undergraduates (<http://tinyurl.com/o8sohel>) (Contact Lily Pineiro, lpineiro@brandeis.edu)

Admissions

Contact: David Girvan, dgirvan@brandeis.edu

Nearly half of incoming students have indicated an early interest in certain majors and programs.

- Answer emails from and help advise prospective students
- Let future Brandeisians know about opportunities and options within your major/minor
- Participate in Fall Preview Days & Admitted Students Day

Office of the Arts

Contact: Ingrid Schorr, ingrids@brandeis.edu

The arts at Brandeis aren't just for art majors. Explore connections with history, anthropology, literature ... even physics and chemistry. The Office of the Arts can help you plan a custom visit to the Rose Art Museum, or a post-play or post-concert discussion that relates to topics & issues in your major.

Experiential Learning

Contacts: Daniel Langenthal, langent@brandeis.edu and Alyssa Canelli, acanelli@brandeis.edu

Through courses and programs experiential learning helps students:

- Understand their motivations and values in relation to the choices they are making.
- Actively apply and connect their learning to their life experience.

As a UDR, Experiential Learning Staff can help you to:

- Learn more about EL courses, workshops and programs.
- Help students understand practicum courses and how to find them.
- Help students find course credit for internships.
- Help students brainstorm, create and present ideas for projects.
- Collaborate on events with us. We can offer co-sponsorship, joint planning and other resources. We are experts on creating activities for events.

Graduate School of Arts & Sciences

Contact: Jaclyn Farina, farina@brandeis.edu

Life beyond Brandeis doesn't have to be an end to learning...or even leaving! What post-baccalaureate paths suit your major/minor best? Learn about Brandeis MA programs and joint BA/MA opportunities, and GSAS' scholarship for Brandeis graduating seniors/alumni.

Hiatt Career Center

Contact: Andrea Dine, dine@brandeis.edu

Whether you are looking for career advice, a job or internship, networking opportunities with Brandeis alumni and friends, or help with your grad school application, the Hiatt Career Center can help. Connect with Brandeis alumni in your major and/or field(s) of interest.

- Academics think discipline; employers think skills. You will develop a specific set of skills and knowledge areas through your major. Explore your major and research possible careers. Learn what internships students have held and what alumni have gone on to do.
- Partner with Hiatt to host a workshop, panel or other career-related event for your department.

Library Services

Contact: Laura Hibbler, lhibbler@brandeis.edu

Each academic department has a library liaison--your liaison would be happy to work with UDRs to help majors get the most out of the library. Your liaison can address library-related concerns of majors/minors, promote library resources and discuss tips for research in your major, and meet with UDRs to discuss programming ideas. For example, your liaison could meet with majors who are thinking about doing a senior thesis.

Find the liaison for your department: <https://lts.brandeis.edu/research/staff.html>

Library resources and services for your major:

- Library research guides (<http://guides.library.brandeis.edu>): Check out the guides related to your major to find recommended resources and research tips.
- Research assistance: Contact your library liaison with research and library-related questions. You can also schedule a research appointment to meet one-on-one with your liaison. You can also

chat with a librarian online (Monday-Friday, 9am-5pm) or stop by our Research Help Desk to talk with a librarian (Monday-Friday, 11am-5pm).

- Databases by subject area (<http://scholar.brandeis.edu>): Find a list of recommended databases for research in your major.
- Citation advice for your subject-specific style (<http://guides.library.brandeis.edu/citations>)

LTS

Provides support for software and tools that you might use in your research, including:

- Workshops covering topics such as data analysis software and citation tools that quickly save, format, and auto-generate citations and bibliographies. Check out the workshop calendar: <http://calendar.library.brandeis.edu/>
- Support for GIS (<http://guides.library.brandeis.edu/gis>) and Data Services (http://guides.library.brandeis.edu/data_analysis)

MakerLab

Contact: Ian Roy, makerlab@brandeis.edu

Brandeis MakerLab has four main services; 3D printing, 3D scanning, robotics and Virtual Reality/Augmented Reality. From 3D printing molecules to building a virtual model of the Rose art museum, students use our services to work on a variety of amazing projects. At Brandeis MakerLab, we offer trainings to all Brandeis community members in 3D printing, 3D scanning and soldering for Robotics, so that they can be in control of all part of their project with absolute autonomy. Feel free to schedule a tour of the MakerLab or sign up for the trainings by emailing us at makerlab@brandeis.edu.

Roosevelt Fellows

Contact: Katie Dunn, kdunn@brandeis.edu

Partner with a Roosevelt Fellow to advise first-year students about interesting courses in your department.

Student Activities Department

Contact: Stephen Pagios, pagios@brandeis.edu

Is here to help students:

- Get all of their programming and club questions answered.
- Plan campus events.
- Learn valuable leadership skills.
- Take your club leadership to the next level.

Study Abroad Office

Contact: Darren R. Gallant '08, gallantd@brandeis.edu

Works to ensure that study abroad is a fully integrated aspect of students' academic careers at Brandeis.

- We can arrange for study abroad returnees from your department to present on their time abroad.
- Invite us to Meet the Majors events.
- We will create materials, such as handouts or videos, about students' experiences abroad.

University Archives & Special Collections (A&SC)

Contact: Surella Seelig, seseelig@brandeis.edu

A&SC holds a HUGE collection of amazing materials* which should be of interest to students from a wide range of majors/minors. These materials are open for use by all students (you do not have to be in a class or working on a research project to use any of our stuff) and students are always welcome to explore our collections.

We also have many resources available online, including several ways to search our collections, a LibGuide to our collections listed by subject, a number of digitized collections and digital exhibits, a Special Collections blog and a University Archives blog. We are also on Twitter (@BrandeisSpColl) and Facebook (@BrandeisArchSpColl). A&SC would be delighted to work with the UDRs to arrange an event where students could explore some of our materials, get a taste of archival research, and to learn how UA&SC can be of use to them throughout their Brandeis career.

*Which include: art, literary papers, research files, institutional records, rare books/journals/pamphlets, object collections, photographs, correspondence, diaries, government documents, awards and medals, newspapers, films, sound recordings, posters, musical scores, glass plate negatives, scrapbooks, etc.

Appendix A: Programming Checklist

	Responsible Person	Deadline	Date Completed
BEFORE THE EVENT			
Review programming tips on Student Activities website			
Pick date and time for event			
Check availability & reserve facility			
Review expenses and budgeted allocations			
Estimate overall expenses			
Will your dept. provide enough funding? If not, apply to DAS			
Select entertainment, speaker, trip, etc.			
Go to a One Stop Meeting			
Arrange for other equipment, if needed			
Request Food, if needed			
Develop Marketing Plan			
Flyers/emails/Facebook/listservs			
Get contracts and send for signature			
Arrange for payment with the Student Union			
Design and copy program, if needed			
Arrange for a cash box, if needed			
DAY OF EVENT			
Arrive Early - check set up and equipment			
Set up entrance area to event			
Put out Sign-in Sheet w/email Contact			
Meet and greet performer, speaker, staff			
Introduce performer/speaker			
Be present to handle any problems			
Thank your performers/speakers			
Pass out evaluations or speak with attendees about your event			
Clean up as necessary			
AFTER THE EVENT			
Complete an evaluation sheet			
Write Thank you notes to performers, volunteers and others			
Follow up with any outstanding bills			
Pay speaker/performers			
Deliver Sign In Sheet to DAS Office			
Record information for the future			

Appendix B: Facilities Guide

LOCATION	CAPACITY
Usdan Student Center – Contact Conference and Events Services to book	
Alumni Lounge	100 (Aud.), 72 (Banquet), 40 (Closed Square)
International Lounge	120 (Aud.), 90 (Banquet), 40 (Closed Square)
Levin Ballroom	450 (Aud.), 300 (Banquet), 750 (Empty)
Levin Ballroom North/South Mezzanines	80 (Aud. Style), 50 (Banquet Style)
Shapiro Campus Center – Request online: http://www.brandeis.edu/studentlife/activities/shapirocampuscenter/index.html	
Atrium	150 (Aud.), 140 (Banquet),
Multipurpose Room	80 (Aud.), 80 (Banquet), 40 (Closed Square)
Room 315	16
Room 314	16
Room 313	24
Shapiro Theater	249
Shapiro Patio/Lawn	Varies
Hassenfeld Conference Center - Contact Conference and Events Services to book	
Feldberg Lounge	50-75
Geller	40 (Aud.), 30 (Banquet), 24 (Closed Square)
Levine Ross (1 & 2)	30 (Aud.), 20 (Banquet), 16 (Closed Square)
Lurias (1 & 2)	25 (Aud.), 10 (Banquet), 16 (Closed Square)
Lurias 3	30 (Aud.), 20 (Banquet), 16 (Closed Square)
Sherman Function Hall	350 (Aud. Style), 240 (Banquet Style)
The Stein	100
Residence Areas – Request online: https://www.brandeis.edu/studentlife/dcl/currentstudents/reservation.html	
Castle Commons	varies
Charles River Commons	varies
Gordon/Scheffres Polaris Lounge	25 (seated), 100 (standing)
Massell Quad Shapiro Lounge	varies
Pomerantz Airplane Lounge	30
Ridgewood Commons	varies
Rosenthal South Lounge	25
Rosenthal East Dance Studio	varies
Village A House Multi Purpose Room	varies
Village B House Seminar Room	varies
Gosman Sports and Convocation Center - Contact Conference and Events Services to book	
Aerobics Room, 1st Floor	25
Club Sports Room, 2nd floor	15
Multipurpose Room, 3rd Floor	150 (Aud.), 120 (Banquet), 250 (Reception)
Napoli Trophy Room, 3rd Floor	120 (Aud.), 100 (Banquet), 200 (Reception)
Pool Mat Floor Room, Lindsey Building	20-25

Shapiro Gym, 3rd Floor	2000
Other Spaces - Contact Conference and Events Services to book	
Chapels	65 - 120
Cholmondeley's (Chum's)	80
Classrooms: Lown, Golding, Olin-Sang, Shiffman, Schwartz, Pearlman	Varies
Faculty Club Main Dining Room	140 (Dance), 160 (Banquet)
Faculty Club Social Lounge	44 (Banquet), 100 (Reception), 30 (Closed Square)
Golding Auditorium	150
Intercultural Center - Contact ICC to book	100
Lown Auditorium	108
Mandel 128 & 228	16
Mandel 328	20
Mandel G10, G 11, & 303	24
Mandel G12	48
Mandel G3	90
Olin-Sang Auditorium	250
Pearlman Lounge	40
Pollack Auditorium	120
Rabb Steps	
Rapaporte Treasure Hall	120
Schwartz Auditorium	198 (Fixed Seating), 60 Additional
Shiffman 219	100
Slosberg Auditorium	240
Swig Lounge (ICC)	Contact ICC to book
Wasserman Cinema	240

Appendix C: 2017-2018 UDRs

African and Afro-American Studies	Saren McAllister	European Cultural Studies	Huiyi Gu
American Studies	Abigail Patkin	Education	Zach Goldblatt
	Anna Stern		Zak Kolar
Anthropology	Candice Jiang		Jennie Weaver
	Gianna Petrillo	English	Benjamin Fong
	Yiyi Wu		Rachel Moore
Biochemistry	Miriam Hood		Sarah Terrazano
	Frankie Marchan	English - Creative Writing	Rebecca Kahn
Biological Physics	Michael Perlow-Zelman		Raphael Stigliano
	Olivia Zou	Environmental Studies	Gerrianna Cohen
Biology	Abraham Cheloff		Guthrie Diamond
	Abigail Daniels		Rebecca Weiss
	Katherine Dorfman	Fine Arts - History of Art	Pavla Berghen-Wolf
	Sarah Zainelabdin		Alli Steinberg
Business	Aninditaa Agarwal	Fine Arts - Studio Art	Allison Fritz
	Wenli Bao		Orli Swergold
	Zev Kaufman	Film, Television and Interactive Media	Rachel Goldstein
	Katie Kest		Rachel Zhu
	Daniel Schupper	French and Francophone Studies	Emma Hanselman
Creativity, Arts & Social Transformation	Hangil Ryu		Ally Mooney
	Maggie Ziegel		Kirsten Zhao
Chemistry	Richard Haburcak	German	Michael Kroker
	Evan Mahnken		Julia Sirota
	Maurice Windley	Hispanic Studies	Luis Flores
	Wendy Yang		Francina Martinez
Classical Studies	Emily Dana		Nina Rosenblatt
	Joana Jankulla	History	Casey Cho
	Helen Wong		Ryan McCarthy
Comparative Literature and Culture	Talia Franks	History of Ideas	Sasha Kliger
Computer Science	Lina Ghanim		Sam Sano
	Talie Massachi	Health: Science, Society, and Policy	Danielle Gaskin
	Hannah Moser		Sarah Hult
	Seth Rait		Hannah Lee
	Joelle Robinson	International and Global Studies	Hannah Brown
East Asian Studies	Hannah Brown		Ziyang Chen
	Tamara Garcia		Zach Schwartz
	Kevin Park	International and Global Studies	Hannah Brown
Economics	Roza Azene		Ziyang Chen
	Emily Hong		
	Darhan Rzaev		

		Psychology	Selen Amado
Independent Interdisciplinary Major	Jordin Carter		Caroline Kaye
	Rachel Geller		Lauren Puglisi
Islamic and Middle Eastern Studies	Emily Smith	Religious Studies	Lily Ming Wageman
Italian Studies	Ben LoCascio		Rebecca Hersch
	Alex Nedell	Russian Studies	Andrew Baker
	Zachary Schwartz		Linda Liu
Journalism	Eva Spitzen		Chantal Tepper
Latin American and Latino Studies	Alexandria Ashley	South Asian Studies	Vidit Dhawan
	Natalia Gonzalez		Avanti Mohan
	Rodrigo Granados	Social Justice and Social Policy	Lily Elderkin
Legal Studies	Jacob Edelman		Rachel Lederer
	Laura Garcia	Sociology	Sharon Cai
	Samuel Sano		Allison Plotnik
Language and Linguistics	Alyssa Berkson	Sexuality and Queer Studies	Divanna Eckels
	Marco Guevara	Theater Arts	Andrew Child
	Sooyoung Jeong		Sara Kenney
	Piera Licht		Keturah Walker
Mathematics	Kaiyue He	Women's, Gender & Sexuality Studies	Yael Jaffe
	Elana Israel		Isabel Lahn-Schroeder
	Christopher Simonetti		
Music	Anthony Arcese		
	Kerri Gardner		
	Kaylee Wallace		
Near Eastern and Judaic Studies	Joey Barr		
Neuroscience	Leah McNeil		
	Devorah Meyers		
Peace, Conflict, and Coexistence Studies	Lily He		
	Amanda Shilton		
Philosophy	Ruby Macsai-Goren		
	Gabriella Potter		
	Emma Farrell		
Physics	Matthew Reeves		
	Matthew Schecker		
	Zachary Diamond		
Politics	Jesse Held		
	Carly Klein Stern		
	Liana Simpson		
	Rachel Bossuk		
	Daniella Cohen		
	Zach Kasdin		
	Annie Lieber		
	Daniela Michanie		