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Subject: University-Wide Notices for 2/13/19
Date: Wednesday, February 13, 2019 4:28:28 PM
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University Wide Notices

Here is a list of today's notices:

- [Staff Center Offering: Form I-9 Training](#)
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To view our University Wide Notice (UWN) Procedures, please click [here](#).

Staff Center Offering: Form I-9 Training

Form I-9 Training

Presented by: Jennifer Nelson, E-Verify, U.S. Citizenship and Immigration Service, Department of Homeland Security

Thursday, February 28th

11:00 am to Noon

Location: Alumni 121 or join the webinar from your office. Register and the webinar link will be emailed to you.

Form I-9, Employment Eligibility Verification, is required by Federal U.S. law for employers of all sizes and all industries across the country. The Form allows employers to document the employment eligibility of their employees, but employers can be fined if errors are made, so knowing the steps for proper completion and timeframes are essential. We are here to help. Get all of the answers you need to the following questions and more!

- Must I make photocopies?
- Do I have to enter N/A in unused fields?
- What if I can't see my employee in person?
- Who can sign Section 2 for the employer?
- What if the employee's work authorization expires?
- How long should I keep the Form for my employees?

Join us for a free 60-minute webinar to learn how you can reduce liability by properly completing the Form I-9 as well as the benefits of its electronic companion, E-Verify. Don't get stressed...get answers!

Presented by subject matter experts from the U.S. Citizenship and Immigration Service at the Department of Homeland Security.

Register on the [Staff Center Events site](#) (Google Chrome works best). Email sctd@ferris.edu if you have trouble registering for a session.

Anyone with a disability who needs special accommodations to attend this event should call 231-591-2112 at least 72 hours in advance.

Staff Center Offering: Creating Print Materials

Creating Print Materials

Presented by: Nate Clark, University Advancement & Marketing

Three Dates to Choose From - February 18th, February 25th, or March 4th

Time: 1:00 to 2:00 pm

Location: FLITE 135

Marketing Communications is currently offering staff training in its self-serve system for creating print materials including event posters and invitations, brochures, flyers, and newsletters from pre-built, brand-compliant templates. The system is browser-based, so it requires no software installation, and Marketing Communications provides free access to it for all university faculty and staff who participate in a brief training session.

Register on the [Staff Center Events site](#) (Google Chrome works best). Email sctd@ferris.edu if you have trouble registering for a session.

Anyone with a disability who needs special accommodations to attend this event should call 231-591-2112 at least 72 hours in advance.

Staff Center Offering: Active Attack Prevention & Response

Active Attack Prevention & Response

Presented by: Bruce Borkovich, Public Safety

Offered on Two Dates:

Monday, April 1st from 3:00 to 4:00 pm

Tuesday, April 2nd from 9:00 to 10:00 am

Location: University Center room 213

Overview

The Department of Public Safety emphasizes education and preparedness to help to avoid or minimize injury or death in the unlikely event that an attack occurs on campus.

This training will educate people on:

- The warning signs of an at-risk person
- Strategies to help to intervene before the at-risk person deteriorates further
- The response of those subject to an attack.

RSVP on the [Staff Center Events site](#) (Google Chrome works best). Email sctd@ferris.edu if you have trouble registering for the session.

Anyone with a disability who needs special accommodations to attend this event should call 231-591-2112 at least 72 hours in advance.

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How to Find Career Mentors

Be the CEO of Your Career: Developing Your Personal Board of Directors

Presented by:

Ann Breitenwischer, Research & Instruction Services

Deedee Stakley, Office of Transfer & Secondary School Partnerships

Jody Gardej, Staff Center for Training & Development

Leah Melichar, Office of Transfer & Secondary School Partnerships

Sela Constan-Wahl, Collections & Access Services

Date: February 19th

Time: 11:00 am to 12:00 pm for the presentation. Lunch will follow.

Location: University Center room 202A

*This session will be streamed to the **Applied Technology Center, room 168** – first floor, at Grand Rapids Community College, for those who would like to participate from FSU-Grand Rapids and Kendall College of Art & Design.*

A Personal Board of Directors (PBOD) is a diverse group of people you can consult whenever you need advice. These people act as a sounding board and have a variety of experiences that may be of assistance to you when weighing the pros and cons of a decision. They provide their true opinion or advice. People on your PBOD may change depending on your circumstances and only those people with the experience you need to draw from are consulted at your time of need.

This session will introduce participants to the concept of a PBOD, help them identify people for their PBOD, and provide skills training in initiating conversations with potential PBOD contacts.

Learning Objectives

- Explain what a PBOD is.
- Explain the importance of a PBOD.
- Define the purpose of your PBOD.
- Identify people for your PBOD.
- Initiate conversations with potential PBOD contacts.

Sponsored by the Ferris Women's Network

Register on the [Staff Center Events site](#) (Google Chrome works best). Email sctd@ferris.edu if you have trouble registering for a session.

Anyone with a disability who needs special accommodations to attend this event should call 231-591-2112 at least 72 hours in advance.

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Engaged!

For past Ferris eLearning Engaged! blog posts, please see <https://ferrisengaged.com>. If you would like assistance designing your online course at Ferris, email eLearning@ferris.edu. We can help!

Writing for Online Courses - How is it Different?

You are the expert in your chosen area, and love to teach others. How do you share the knowledge with others to enable synthesis and use, or sharing with others? How do you do this in the online environment? Whether you're transitioning a face-to-face course to an online course or creating a completely new online course, writing is what draws in the student as participant instead of passive viewing.

"As subject specialists they are usually primarily concerned with course content and, therefore, often overlook the ways in which writing and textual practices more generally are central to the process of learning."

- Mary R. Lea

Here are 4 things to remember when writing for an online course:

1. **Use a welcoming tone** -
 - A. As the participant opens the course one should see a welcome message with information about what the course is, instructor introduction and course overview.
 - B. In course announcements, or weekly emails, offer a warm tone and reiterate ways the participant can ask for clarification (open office door feel.)
 - C. Use *italic*, or **bold** for emphasis, but not **both** at once. Avoid using all capitals for words as it comes across as a SCREAM in online text reading.
2. **Chunk information** -
 - A. Instead of an hour long slideshow or written lecture, break it into three or four 15-20 min. videos, narrated or written slides.
 - B. Avoid paragraphs of content on your pages in your online course. Instead, use headers, summaries and content items for different types of information.
3. **Consistent tense** -
 - A. Proofread your course content to ensure consistent tense use throughout modules, pdf's, and assignment instructions.
 - B. Use present tense in course design and search for and eliminate all occurrences of the word 'will.'
4. **Be concise** -
 - A. State what a student needs to do in modules, assignment instruction and discussion board interactions in a concise, first person manner.
 - B. Include a weekly or module *checklist of tasks* for student expectations of items to be completed. In online courses information can be in various places in the course and this

ensures tasks aren't missed for the student.

Think of your online course design and student communication as you would in a face to face class, where you give the student different ways to show content understanding, and ensure it is included in your online course design.

Then, enjoy the online teaching experience and your students!

Written by: Kelley E.B. Senkowski, Online Design Consultant

References

Mary R. Lea (2004) Academic literacies: a pedagogy for course design, *Studies in Higher Education*, 29:6, 739-756, DOI: [10.1080/0307507042000287230](https://doi.org/10.1080/0307507042000287230)
<https://srhe.tandfonline.com/doi/abs/10.1080/0307507042000287230#.XGNfpVxKhPZ>

Simon, M, (2018) 6 Tech Writing Tips for Instructional Designers
<https://elearningindustry.com/writing-tips-for-instructional-designers-6-tech>

Ferris eLearning Department

For more information about Ferris eLearning, please see our website at <https://ferris.edu/elearning>, or contact us by phone at (231) 591-2802 or by Email at eLearning@ferris.edu.

Jackie Hughes, Instructional Technology Coordinator
FERRIS STATE UNIVERSITY | eLearning

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<http://www.ferris.edu/eLearning>

Activator * Positivity * Responsibility * Maximizer * Developer

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Bulldog Weekends

Here is some info on the great activities on campus and around Big Rapids this weekend. Remember that faculty and staff are welcome and encouraged to attend!

Thursday, February 14th

11am in UCB 213
Leadership Workshop: Goal Setting 101

5:30pm at Wink Arena
Women's Basketball hosts Northern Michigan

7:30pm at Wink Arena
Men's Basketball hosts Northern Michigan

Friday, February 15th

9pm-11pm in the Rankin Lounge
Ferris Unplugged

Join CLACS and MEBA for a fun night at the UC!! Relax with your friends while listening to live acoustic melodies!

Saturday, February 16th

1pm-4pm at Card Wildlife Center
Wildlife Drawing Workshop

This three-hour wildlife drawing workshop is open to artists of all experience and age levels. Space is limited, and pre-registration is required. To register, email cullenr@ferris.edu

3pm at Wink Arena
Women's Basketball hosts Michigan Tech

5pm at Wink Arena
Men's Basketball hosts Michigan Tech

Sunday, February 17th

4pm and 7pm in UCB 202

Free showings of "A Star is Born" sponsored by Entertainment Unlimited

A Star is Born stars Lady Gaga and Bradley Cooper and is about a musician that helps a young singer find fame, even as age and alcoholism send his own career into a downward spiral.

Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit ferris.edu/non-discrimination.

Anyone with a disability who needs special accommodations to attend the event should contact the CLACS office at 231-591-2685 or CLACS@ferris.edu at least 72 hours in advance.

Bulldog Weekends

<p style="text-align: center;">Thursday, February 14th</p> <p>11am in UCB 213 Leadership Workshop: Goal Setting 101</p> <p>5:30pm at Wink Arena Women's Basketball hosts Northern Michigan</p> <p>7:30pm at Wink Arena Men's Basketball hosts Northern Michigan</p>	<p style="text-align: center;">Saturday, February 16th</p> <p>1pm-4pm at Card Wildlife Center Wildlife Drawing Workshop This three-hour wildlife drawing workshop is open to artists of all experience and age levels. Space is limited, and pre-registration is required. To register, email cullenr@ferris.edu</p> <p>3pm at Wink Arena Women's Basketball hosts Michigan Tech</p> <p>5pm at Wink Arena Men's Basketball hosts Michigan Tech</p>
<p>FERRIS STATE BASKETBALL</p> <p>VALENTINE'S DAY GAME</p> <p>PRESENTED BY ROGERS JEWELERS</p>  <p>THURSDAY 5:30/7:30 PM VS. NORTHERN MICHIGAN JIM WINK ARENA</p> <p><small>VISIT FERRISSTATEBULLDOGS.COM FOR TICKET & GAME INFO!</small></p>	
<p style="text-align: center;">Friday, February 15th</p> <p>9pm-11pm in the Rankin Lounge Ferris Unplugged Join CLACS and MEBA for a fun night at the UC!! Relax with your friends while listening to live acoustic melodies!</p>	<p style="text-align: center;">Sunday, February 17th</p> <p>4pm and 7pm in UCB 202 Free showings of "A Star is Born" sponsored by Entertainment Unlimited</p> <p>A Star is Born stars Lady Gaga and Bradley Cooper and is about a musician that helps a young singer find fame, even as age and alcoholism send his own career into a downward spiral.</p>
	
	
<p><small>For more info, contact the CLACS office at 231-591-2685 or CLACS@ferris.edu</small></p> <p><small>Anyone with a disability who needs special accommodations to attend the event should contact the CLACS office at 231-591-2685 or CLACS@ferris.edu at least 72 hours in advance.</small></p> <p><small>Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit www.ferris.edu/non-discrimination.</small></p>	

Nick Smith
 Coordinator of Activities
 Center for Leadership, Activities and Career Services
 Ferris State University
 (231) 591-2140

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FCTL: Self-Compassion Practices for Living Life on Life's Terms

SELF-COMPASSION PRACTICES FOR LIVING LIFE ON LIFE'S TERMS

Facilitated by: George Nagel, Ph.D., Professor of Communication, Department of Humanities

Where: FLITE 304

When: 12:05 – 12:45 PM, Wednesdays, February 6 through March 20

Built on a foundation of mindfulness, we will learn how to apply specific self-compassion principles and practices throughout each day of our personal and professional lives. We will develop a calm mind and an attitude of kindness towards ourselves and others. Each session starts with mindful self-compassion before delving into the topic of the day. While specific mindfulness practices have been selected, each session will also be built upon the interests and needs of those present for the session. We will apply mindfulness and self-compassion to workplace and relationship issues raised by those in attendance.

Drop in for whatever sessions meet your interest or schedule, and join us for a time of calm and kindness. Learn how to be kind to yourself. No registration is required. Please join us when you can.

February 20: Acknowledgment: Witnessing my Experience of Thoughts, Feelings, and Body

February 27: Release: Observing and Letting Go of Judging my Thoughts, Feelings, and Body

March 6: Kindness: Bringing Good Will to My Thoughts, Feelings, and Body

March 20: Practicing Self-Compassion Styles

If you have a disability and require accommodation to participate in these events, please contact FCTL at (231) 591-3826 or fctl@ferris.edu to request accommodations at least 72 hours in advance.

Faculty Center for Teaching and Learning

FLITE 408

fctl@ferris.edu

231.591.3826

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[Ferris State Basketball Hosts NMU On Valentine's Day](#)

Ferris State Basketball Hosts NMU On Valentine's Day As Part Of Weekend Homestand

FERRIS STATE BASKETBALL

VALENTINE'S DAY GAME

PRESENTED BY ROGERS JEWELERS





**THURSDAY 5:30/7:30 PM
VS. NORTHERN MICHIGAN
JIM WINK ARENA**

VISIT FERRISSTATEBULLDOGS.COM FOR TICKET & GAME INFO!

Big Rapids, Mich. - The Ferris State University men's and women's basketball squads will play host to the Northern Michigan Wildcats in a Great Lakes Intercollegiate Athletic Conference (GLIAC) home doubleheader on Thursday (Feb. 14) night during Valentine's Day inside Jim Wink Arena.

The action on Thursday night starts with the women's game at 5:30 p.m. (ET) versus the Wildcats with the men's game to follow at approximately 7:30 p.m. (ET). The two games will be presented by Rogers Jewelers of Big Rapids.

In addition to Thursday night's twinbill, the Bulldogs will also host Michigan Tech on Saturday (Feb. 16) at 1 p.m. and 3 p.m. (ET) for the women and men, respectively. FSU will honor its senior class between games and it will also be Faculty Appreciation Day sponsored by Lerner, Csernai and Fath Financial as part of the final regular-season home games.

The Bulldog women's team still sits in fifth place overall in the GLIAC and is closing in securing a conference tournament berth with only five games left in the regular-season. FSU is presently 11-10 overall and 8-7 in league action, but will face a NMU team on Thursday that is 17-6 overall and 12-3 in the conference.

Saturday's opponent, Michigan Tech, owns a 16-7 mark and is also 12-3 in the GLIAC heading into a Thursday tilt against Lake Superior State.

The Bulldog men are presently a game out of first place in the GLIAC North as FSU is 17-9 overall and 9-6 in league play after a decisive 104-78 win over Wayne State on Saturday in a game fueled by a 35-point performance and school record-tying nine three-pointers from junior center [Cole Walker](#).

On Thursday, The Bulldogs will square off against former FSU head coach Bill Sall's Wildcats, who are part of a three-way tie for second in the division along with FSU and Lake Superior State at 9-6 in the GLIAC. NMU is 14-8 overall. Meanwhile, Michigan Tech holds a 10-12 mark and is battling for a spot in the league tourney with a 5-10 GLIAC record.

Earlier this year, the Bulldog women fell to both opponents on the road while the men's team recorded a thrilling buzzer-beating win on a shot from senior guard [DeShaun Thrower](#) at NMU after losing a close battle against the Huskies in Houghton.

All of this week's action will be aired live on Sunny 97.3 FM and the Bulldog Sports Network with live online audio and video coverage at FerrisStateBulldogs.com. Pregame coverage begins a half-hour prior to the opening game each day.

All fans can purchase advance tickets while supplies last for all Bulldog home basketball games to guarantee a seat by visiting the FSU Athletics Ticket Office located inside the Ewigleben Sports Complex. Tickets can also be purchased in advance 24 hours a day, seven days a week online at StarTickets.com or by calling 1-800-585-3737.

Prices are \$10 for adult general admission along with \$7 for FSU Faculty/Staff and Seniors (ages 65 and up) in addition to \$5 for students (age 3-17 years). All FSU students earn free admission with a valid student ID card.

The FSU Athletic Ticket Office's normal business hours are Monday thru Friday from 9 a.m. to 5 p.m. (ET) with extended hours on Wednesday until 7 p.m. (ET).

A complete pricing structure, ticket office hours and additional information is available online at FerrisStateBulldogs.com and can be found by visiting the "tickets" tab. For additional ticket information, please call (231) 591-2888.

GO BULLDOGS!

Anyone with a disability that needs special accommodations to attend this event should contact (231) 591-2860 at least 72 hours in advance.

For more information:

Rob Bentley
Assistant Athletics Director, Communications
(231) 591-3821 or bentleyr@ferris.edu

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Catch Ferris Sports Update Wednesday Night On Fox 32



WATCH: FERRIS SPORTS UPDATE ON FOX 32! **Wednesday at 10:30 p.m.**

Ferris Sports Update, a weekly show profiling Bulldog Athletics, airs Wednesday night on Fox 32 at 10:30 p.m. (ET). This week's show is hosted by Rob Bentley and produced by senior students in the Television and Digital Media Production (TDMP) program under the direction of Glen Okonoski. Funding for the show is provided by FSU Athletics, the College of Education and Human Services, University Advancement & Marketing and the Admissions Office.

This week's guests include:

Andy Bronkema (Men's Basketball Head Coach)
Bob Daniels (Hockey Head Coach)
Kendra Faustin (Women's Basketball Head Coach)

Don't Miss Ferris Sports Update Wednesday Night On Fox 32!

In addition, the show is also available at selected times throughout the week via Xfinity Channel 900 on Comcast and locally on Ferris Television via Charter Cable.

For more information:

Rob Bentley
Assistant Athletics Director, Communications

Staff Center Offering: Creating Accessible Content

March Accessibility Training

Presented by:

*Jody Gardei, Staff Center for Training & Development and
Jackie Hughes, eLearning*

Creating Accessible Documents Workshop

Wednesday, March 13th

9:00 AM to 3:00 PM

Creating Accessible PDFs Workshop

Thursday, March 14th

9:00 AM to 3:00 PM

LMS Accessibility: Ally, Images, and Links

Friday, March 15th

9:00 AM to 3:00 PM

Location: FLITE 405

These workshops will allow you to transform the content of your documents to make them accessible, thereby meeting the expectations of ADA. Each day will focus on a certain aspect of accessibility and include instructional time and work time. The objective is to help you, through guidance, repetition, and collaboration, to become comfortable making electronic documents, PDFs, and LMS content accessible.

[Overview](#)

- Learn how to make accessible Word documents and fix existing documents.
- Learn how to make accessible PDF files. While some PDF files may easily be made accessible, others may be a scanned image and a little more challenging. You will learn how to use Adobe's accessibility tools to make PDF files accessible. Prerequisite: Creating Accessible Word Documents.
- Learn how to use Ally in Blackboard to identify accessibility issues and how to fix them. Prerequisite: Creating Accessible PDFs.

For more information, go to the [Accessibility Training website](#).

Register on the [Staff Center Events site](#) (Google Chrome works best). Email sctd@ferris.edu if you have trouble registering for a session.

Anyone with a disability who needs special accommodations to attend this event should call 231-591-2112 at least 72 hours in advance.