Center for Teaching,
Research & Learning

RESOURCES AT AMERICAN UNIVERSITY

AMERICAN UNIVERSITY
WASHINGTON, DC

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ACADEMIC SUCCESS NETWORK FOR INTERNATIONAL STUDENTS

STUDENT SERVICES OFFERED:

- Cultural adjustment advising
- Academic skills training
- Reading, writing, and classroom adjustment coaching

FACULTY SERVICES OFFERED:

- Assisting faculty with international students' cultural expectations
- Providing language assessment and English proficiency resources
- Assisting faculty with language issues for international students
- Suggesting appropriate curricular adjustments to accommodate international student needs

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Academic Success Network for International Students

Butler 410, MGC 243,
Battelle-Tomkins 255
202 – 885 – 3350

perla@american.edu
www.american.edu/ocl/isss

ACADEMIC SUPPORT CENTER

STUDENT SERVICES OFFERED:

- Academic Counseling
- Writing Appointments
- Study Skills Workshops
- Peer Tutor Referrals
- Group tutoring
- Accommodations and support for students with learning disabilities or ADHD

FACULTY SERVICES OFFERED:

- Consultation with ASC staff
- Refer students to the center
- Assist students in arranging for testing and note taker accommodations

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Academic Support Center

MGC 243	202 – 885 – 3360
M – Th 9am – 8pm	asc@american.edu
F 9am – 5pm	www.american.edu/asc

AUDIO VISUAL SERVICES

STUDENT SERVICES OFFERED:

- Event support for officially recognized student groups and clubs
- AV needs during regular class meetings in the classroom

FACULTY SERVICES OFFERED:

- Video and computer projection and DVD/VHS playback in the classroom
- Video recording of lectures
- Skype or other video conferencing
- Delivery of portable equipment
- University special events requiring sound reinforcement, projection, and audio and video recording

Audio Visual does not provide service to the WCL or the Katzen Arts Center. These spaces have their own dedicated AV departments.

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Audio Visual Services

Anderson B-43
M – F 7am – 11pm
202 – 885 – 2296

av@american.edu
www.american.edu/library/technology/av.cfm

CAREER CENTER

STUDENT SERVICES OFFERED:

- Assistance with all aspects of the career development and job search process (this includes support with choosing a major and applying to graduate school).
- Support in identifying and applying for internships, including internships for credit
- Mentorship on applications for nationally competitive, merit-based scholarships

FACULTY SERVICES OFFERED:

- Classroom presentations on career-related issues;
- Support for faculty internship advisors (collection of employer evaluations, student surveys, etc.)
- Collaboration with faculty members/academic departments in career development programming and events

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Career Center

Butler Pavilion, 5th Floor	202 – 885 – 1804
M & F 9am – 5pm	careercenter@american.edu
T & W 9am – 8pm	www.american.edu/
Th 10am – 5pm	careercenter

CENTER FOR COMMUNITY ENGAGEMENT & SERVICE

FACULTY SERVICES OFFERED:

- Connect your course content to the DC metropolitan area non-profit sector. Two options are available:
  - The Community-Service Learning Program (CSLP): An additional credit is attached to a course by combining classroom study with active civic participation; 40 hours of service are required throughout the semester.
  - Community-based learning and research: All students in a class do some type of project, but it may be project-based or a certain number of hours.
- Go to classrooms to make presentations at the start of each semester
- Help students and faculty identify good community and non-profit partner groups
- Provide orientation and evaluation sessions for students in the CSLP program

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Center for Community Engagement & Service

MGC 273
M & F 9am – 5pm
202 – 885 – 7378

mfcampos@american.edu
rego@american.edu
www.american.edu/volunteer

CENTER FOR DIVERSITY AND INCLUSION

STUDENT SERVICES OFFERED:

- Enhancing LGBTQ, multicultural, first generation, and women's experiences on campus
- Coordinate all the heritage and history month activities on campus
- Anonymous LGBTQ online chat program

FACULTY SERVICES OFFERED:

- Safe Space Sticker Training
- Rainbow Speakers Bureau
- Expertise on LGBTQ, multicultural, first generation, and women and gender equity issues

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Center for Diversity and Inclusion

MGC 201
M & F 9am – 5pm
T – Th 9am – 8pm

202 – 885 – 3651
cdi@american.edu
www.american.edu/ocl/cdi

CENTER FOR TEACHING, RESEARCH, AND LEARNING

FACULTY SERVICES OFFERED:

- Workshops and tutorials
- Pedagogical, online learning, research, and instructional technology consultations
- Green Teaching certification
- New faculty orientations
- Online teaching
- Teaching Enhancement and Ideas Incubator grants
- Teaching with Research Award
- Jack Child Teaching with Technology Award
- Milton and Sonia Greenberg Scholarship of Teaching and Learning Award

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Center for Teaching, Research, and Learning

Hurst 214
M – F 9am – 5pm
202 – 885 – 2117

ctrl@american.edu
www.american.edu/ctrl

COMMUNICATION SERVICES

FACULTY SERVICES OFFERED:

- Office phones
- Long distance
- Voice conferencing
- Cellular service

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Communication Services

4620 Wisconsin Ave NW
M – F 7:30am – 4:30pm
202 – 885 – 1155
peter@american.edu

www.american.edu/oit/network/Telephony-and-Television.cfm

COUNSELING CENTER

STUDENT SERVICES OFFERED:

- Intake sessions
- Same-day emergency appointments
- Individual and group counseling
- Self-help resources
- Referrals to private care
- Workshops

FACULTY SERVICES OFFERED:

- Brochures/Guides
- Consultations
- Guest lecture service

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Counseling Center

MGC 214
M & T: 9am – 7pm
W, Th, & F: 9am – 5pm
202 – 885 – 3500

rahimi@american.edu
www.american.edu/ocl/counseling

DISABILITY SUPPORT SERVICES

FACULTY SERVICES OFFERED:

- Verifying student registration with DSS and identifying appropriate classroom accommodations
- Arranging specialized accommodations for examinations (e.g., proctors, adaptive equipment, scribes)
- Clarifying student and faculty roles and responsibilities in the accommodation process
- Consultation and in-service training for faculty to help establish a campus environment that is welcoming to all

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Disability Support Services

MGC 206
202 – 885 – 3315

dss@american.edu
www.american.edu/ocl/dss

GREEN TEACHING CERTIFICATE PROGRAM (CTRL)

FACULTY SERVICES OFFERED:

- Get Your 2012 – 13 courses certified as Green Courses – it's easy!
- Self-report by answering a number of questions about efforts to make your course more sustainable.
- Five different levels of the Green Teaching Certificate
- Qualified courses rewarded with a logo which can be put on syllabi and Blackboard pages to market courses as green.

To learn more about the Green Teaching Program and to start the application process, please visit our website at:
http://www.american.edu/ctrl/green.cfm

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Green Teaching Certificate Program (CTRL)

Hurst 204 C
M – F 9am – 5pm
202 – 885 – 6077

aolsson@american.edu
www.american.edu/ctrl/green.cfm

HUMAN RESOURCES

FACULTY SERVICES OFFERED:

- New hire paperwork (tax forms, I-9, direct deposit)
- Contract and payroll questions
- Benefits
- Holidays and leave
- Faculty staff assistance program
- Wellness

Adjunct Faculty Assistant:

Katie Mackaye (x3751) mackaye@american.edu

Faculty Coordinator (CAS & SOC):

Jennifer Gorman (x3739) gorman@american.edu

Faculty Coordinator (all other schools):

Daniele Tellish (x3749) tellish@american.edu

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Human Resources

3201 New Mexico Ave,
Suite 350
M – F 9am – 5pm

202 – 885 – 2591
hrfrontdesk@american.edu
www.american.edu/hr

ID CARDS (HOUSING AND DINING)

FACULTY SERVICES OFFERED:

- ID Cards
- Building access
- EagleBucks and meal plans
- Library cards and print funds
- Jacobs Fitness Center

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ID Cards (Housing and Dining)

Anderson Hall, 1st Floor
M & F 9am – 5pm
202 – 885 – 3370

idcards@american.edu
www.american.edu/ocl/housing/aboutIDs.cfm

JACOB FITNESS CENTER

SERVICES OFFERED:

- Group exercise classes
- Instructional programs
- Personal training
- Club sports/intramurals
- Fitness assessments
- Cardio & strength machines
- Free weights
- Circuit training
- Lap swimming
- Basketball courts
- Equipment rental
- Locker rental

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Jacob Fitness Center

Jacobs Fitness Center
M-Th 6am – 12am
F 6am – 10:30pm
Sa 8:30am – 8:30pm
Su 10:30am – 10:30pm
202 – 885 – 6267
recfitness@american.edu
www.american.edu/recfit

KAY SPIRITUAL LIFE CENTER

STUDENT SERVICES OFFERED:

- Prayer and worship with religious leaders of different faiths
- Counseling and guidance
- Programs that explore moral and ethical dimensions of social, economic, and political issues

FACULTY SERVICES OFFERED:

- Spiritual and counseling services
- Advise on religious issues such as holiday observances
- Guest appearances for classes
- Educational resources

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Kay Spiritual Life Center

Kay Spiritual Life Center
M – F 9am – 9pm
202 – 885 – 3320

kslc@american.edu
www.american.edu/ocl/kay

LIBRARY AND MULTIMEDIA PRODUCTION SUPPORT

STUDENT SERVICES OFFERED:

- Borrowing
- Interlibrary loan
- Technology services
- Reserves
- Classes / workshops

FACULTY SERVICES OFFERED:

- Library instruction session
- Visual media for classes
- Copyright information
- Research support
- Book, media, or music purchase
- Database trials

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Library and Multimedia Support

Bender Library
Hours: varies
202 – 885 – 3232

research@american.edu
library.american.edu

OFFICE OF INFORMATION TECHNOLOGY (OIT)

STUDENT SERVICES OFFERED:

- Assistance with account issues
- Email issues
- Getting connected to wireless
- General IT related questions
- Blackboard

FACULTY SERVICES OFFERED:

- Assistance with account issues
- Access issues
- Getting connected to wireless
- General IT related questions
- Blackboard

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Office of Information Technology

Open 24/7/365
202 – 885 – 2550

helpdesk@american.edu
www.american.edu/oit

OFFICE OF MERIT AWARDS

STUDENT SERVICES OFFERED:

- Mentors undergraduate and graduate students on merit-based, nationally competitive scholarships

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Office of Merit Awards

Letts Lower Level, Suite 6
M, T, & F 9am – 5pm
W 9am – 8pm
Th 10am – 5pm

202 – 885 – 1854
meritawards@american.edu
www.american.edu/careercenter

OFFICE OF PARKING AND TRAFFIC

FACULTY SERVICES OFFERED:

- Parking permits
- Tickets and appeals
- Carpool permits
- Visitor parking

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Office of Parking and Traffic

Letts Lower Level, Suite 1
M –Th 8am – 5:30pm
F 8am – 5pm
202 – 885 – 3111

parking@american.edu
www.american.edu/finance/publicsafety/parking

OFFICE OF SPONSORED PROGRAMS

FACULTY SERVICES OFFERED:

- Management of university grants and contracts
- Researching and identifying funding prospects
- Preparing proposal budgets
- Submitting proposals to university officials for approval
- Submitting proposals and other required documents to funders
- Hosting events to educate faculty and staff on external funding-related practices
- Safeguarding the university by ensuring compliance with internal and external regulation, policies and procedures

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Office of Sponsored Programs

4200 Wisconsin Ave NW
M – F 9am – 5pm
202 – 885 – 3440

osp@american.edu
www.american.edu/provost/osp/

WRITING CENTER

STUDENT SERVICES OFFERED:

- Individual coaching sessions

FACULTY SERVICES OFFERED:

- Handouts on the writing process
- Class visit consultations
- Feedback on crafting writing assignments

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Writing Center

Battelle 228
202 – 885 – 2991
wcenter@american.edu

www.american.edu/cas/writing