

LINDENWOOD
UNIVERSITY

DIGEST
EMPLOYEE NEWSLETTER



May 11, 2022

**CAMPUS-WIDE NEWS BROUGHT STRAIGHT TO YOUR
INBOX.**

GOOD MORNING

LINDENWOOD LIONS!

Fall 2022 Move In Volunteers Needed

Move-in day can be nerve-racking for families. Having friendly faces to greet students and families shows how much we value our students at Lindenwood. So, we are looking for volunteers to assist with move-in day!

LATEST NEWS

Be in the know!

[Read Campus News](#)

STAY CONNECTED

[Join LindenConnect](#)

Move-in for new students will be Tuesday, August 16 and Wednesday, August 17, from 9 a.m. to 3 p.m. During each two-hour shift, volunteers will greet and welcome students, give directions, answer questions, or even help move them in! On your schedule shift, you will check in at the main entrance of Evans Commons and will be given your assignment and t-shirt. Only those who sign up in advance and receive a confirmation email will be guaranteed a t-shirt, so sign up before the deadline!



The deadline to sign up is Wednesday, July 25, at 5 p.m. An email will be sent to confirm your submission. If you have any question, contact **Carynn Smith**.

[Volunteer](#)

ITEN's May 17 INNOVATION MATRIX: Focal Point - Pitches get Stitches Pitch Competition - Round 2

4thEst8's "Pitches get Stitches" is where local startup founders bring their best two-minute pitches to compete for 500 dollars and other prizes.

Since April's "Pitches get Stitches" such a great success, ITEN is hosting Round two this month again in partnership with TechSTL. We select startup contenders to present their idea to a panel of expert judges to award the best pitch with 500 dollars, an article in 4thEst8, and a one year T-REX co-working membership.

There will be free beer from 4Hands Brewery, lots of noise, and epic networking with ITEN's founders, judges, mentors, and ecosystem champions. This event is being held at the Old Post Office building at 815 Olive in Downtown St Louis (ITEN's new downtown location).

Bar opens at 4:30 p.m., pitches begin at 5:30 p.m.

RSVP for the May 17 event or apply to pitch by May 11.



LINDENWOOD
UNIVERSITY

**HAVE A STORY YOU'D
LIKE TO SHARE OR AN
EVENT YOU'D LIKE TO
PROMOTE?**

SUBMIT IT!



SUBMIT TO THE DIGEST

[Visit our website](#)

To have your listing appear in the Digest, please fill out the **Project Request Form** (be sure to choose "Communications and Public Relations" for type of request) by 5 p.m. on Mondays. The Digest is sent every Wednesday. Submissions for the same story can be made every four weeks. All entries to the Digest are subject to editing prior to running.

[MORE INFORMATION](#)



Q2 MOMENTS

DO YOU HAVE A COLLEAGUE OR STUDENT YOU'D LIKE TO RECOGNIZE?

[Submit Your Q2 Moment](#)



2022 Staff and Athletics Performance Evaluation Training

In case you missed the performance evaluation training in April, the Learning Academy has recorded a (14 minute) recap, see link below. This training is helpful for all Lindenwood staff and coaches looking to complete the annual performance evaluation process. The first half of the training is dedicated to performance standards and rating definitions, while the second half demonstrates how to use the software. As a reminder, **self-evaluations opened on May 1 and are due July 15**. For questions, contact **Brittany Brown**.

[2022 Staff and Athletics Performance Evaluation Training](#)

Faculty Performance Evaluation Training

After this two-day training, attendees will come away with the same understanding of the performance evaluation rubric and the evaluation process. To accomplish this goal, attendees will review the performance evaluation journey, key components and terms used throughout the rubric, and the Self Evaluation Dashboard. Also, faculty will participate in two calibration sessions and one workshop session. *Please remember to schedule both sessions for your cohort.*

Cohort 2

May 17, 10 a.m.-12 p.m.

Lindenwood Learning Academy, LARC 009

May 18, 10 a.m.-12 p.m.

LARC 05

Cohort 3

May 17, 2 - 4 p.m.

LARC 05

May 18, 2 - 4 p.m.

Lindenwood Learning Academy, LARC 009

[Schedule Session](#)

OneNote

May 16, 10 - 10:30 a.m. and 2 - 2:30 p.m.

May 17, 10 - 10:30 a.m. and 2 - 2:30 p.m.

Online

OneNote is a digital notebook that automatically saves and syncs your notes as you work.

SharePoint, Part 1

May 18, 10 - 10:30 a.m.

Online

Starting from "What is SharePoint" to creating the first page.

[Register](#)

[Register](#)

SharePoint, Part 2

May 18, 2 - 2:30 p.m.

Online

Adding content to Sharepoint and understanding how it works with other MS office applications.

[Register](#)

Courageous Conversations – The Emotional Tax of Women of Color

May 18, 1- 2:30 p.m.

CDI, Spellmann 3085

What are the unintended consequences of the extra burden women of color often experience?

[Register](#)



SUMMER HOURS

LARC/LIBRARY SERVICES

- Monday - Thursday: 8 a.m. – 6 p.m.
- Fridays: 8 a.m. - 5 p.m.
- Saturday: 10 a.m. - 3 p.m.
- Sunday: 2 p.m. - 6 p.m.

EVANS COMMONS REC CENTER

- Monday: 8 a.m. - 5 p.m.
- Tuesday: 8 a.m. - 5 p.m.
- Wednesday: 8 a.m. - 5 p.m.
- Thursday: 8 a.m. - 5 p.m.
- Friday: 8 a.m. - 5 p.m.
- Saturday & Sunday: Closed

LU BOX OFFICE

- May 7 - June 20: Closed

STARBUCKS

- Closed

Lindenwood University | www.lindenwood.edu

