COLLEGE OF ARTS & LETTERS
Suggested Department Web Page Menu Set-Up

About Us
Welcome
Similar to what you already wrote for your degree overview: skills you’ll learn, interesting classes you’ll take, career options, the importance of your subject in the making of a well-rounded, educated American citizen, etc.
This is also a good place to talk about study abroad, field trips, your department events and photo galleries, internship opportunities, etc. It’s also a good place to showcase photographs from your department events, study abroad, etc.

Undergraduate
Advising
An explanation of how your department handles advising, how students sign up for advising during advising period, and whom student should contact if they’re not your majors but might be interested in changing over. Link to Student Success Advising page for students: https://www.usm.edu/success/advising-southern-miss
Apply https://www.usm.edu/admissions
Career Options
More in-depth discussion of possible careers, info on alumni and what they’re doing if you have it, link to Career Services https://www.usm.edu/career-services and encourage students to visit early in their college careers
Course Descriptions
Bulletin descriptions are dry and brief. Encourage faculty to submit descriptions every semester. PR office is happy to provide graphics for individual classes if you fill out a form: https://forms.usm.edu/arts-letters/view.php?id=9954
Degrees
This can have subheadings for all your degrees—provide links to degree plans and semester-by-semester guides. You can make your own, or you can link to the university’s, here: https://www.usm.edu/undergraduate/department/college-of-arts-%2526-letters. If your department offers one or more minors, please offer an inviting description as well as a degree plan, and at least a partial list of classes students might take.
FAQs [optional]
Scholarships
If your department has scholarships or prizes, they can be listed here, but please also link to USM foundation scholarships: https://www.usm.edu/success/usm-foundation-scholarships
Student Success
https://www.usm.edu/success
Tutoring
If your department has a tutoring service, please provide details on your site and make sure it is listed on Success: https://www.usm.edu/success/academic-help. If you don’t have tutoring, please link your menu to the aforementioned Success page so students can get help from the Writing Center or NSRP.
Faculty and Staff

This is flexible—you can have an alphabetical list, or you can break faculty up by area, or both; you can have faculty and staff together or separate, but all faculty and staff should have a profile that your directory links to. Although there is a place on the profile for an email address, and you should definitely fill that in, Drupal uses that to create a contact form. The problem with contact forms is that there’s no record that they were ever sent. For this reason, most people prefer to have an actual email address, so consider putting the faculty’s email address as the first line of the body copy.

Office Hours

Any easy way to collect office hours is to ask Faculty to fill out a Mach Form every semester. Results can be downloaded as an Excel spreadsheet, which can be copied and pasted directly onto your web page.

Research & Creative Activity

The university is doing a push to feature faculty research on the website to raise our profile nationally. If you have faculty doing interesting things, feature descriptions of what they’re working on on your site, preferably written for laypeople. This is also a good place to link to news articles that have been written by or about your faculty, announce new book publications, feature photo galleries of their work, etc.

News and Events

You are welcome to handle news and events however you want, but our new calendar system will allow you to have a monthly calendar and/or a monthly event list specific to your department if you wish. As long as you are informing the PR office of upcoming events [https://forms.usm.edu/arts-letters/view.php?id=4114], these pages will update automatically. If you want administrative powers to add your own events, you are welcome to do that as well. Putting either of these pages—calendar or event list—is easy: just request the code from Danielle for your department, and copy and paste it into the source code of a new page on your website.

RESOURCES

Drupal Tricks & Tips
A Brief Layperson’s Guide to Writing Content for the Web
How the PR Office Can Help

www.usm.edu/arts-letters/Drupal
[under Faculty Resoures in the Arts & Letters menu]