

Student Evaluations

It's the time of the semester to consider giving your student evaluations if you have not already done so. Sometimes departments will handle these on their own or will send packets to the Office of Adjunct Faculty Support Programs. In most cases, you must pick them up yourself. The Office of Adjunct Faculty Support Programs has evaluations in our office for you, either separately or sorted into packets of 25 with an envelope and header sheet. If your department sent evaluations here for you, we have emailed you already. If you have not been contacted regarding evaluations, you should pick up a generic packet of evaluations from our office in Science East 201. Once you've picked them up, you must have one of your students take responsibility for collecting them and taking them to the drop box located in Wickes 216, which is accessible 24 hours a day. If you have any questions regarding evaluations, please contact us at (989) 964-4050 or adjunctfaculty@svsu.edu.

Winter 2011 Orientation

The Office of Adjunct Faculty Support Programs will host an orientation for adjunct faculty on Thursday, January 6, 2011 from 5 P.M. to 9 P.M. in the Emeriti Room, located on the second floor of SVSU's Curtiss Hall. The orientation is intended for adjunct faculty who are teaching at SVSU for the first time or have never attended an orientation, however, anyone who feels they need to become better acquainted with the services offered to adjunct faculty by the University is welcomed to attend. Please RSVP by emailing adjunctfaculty@svsu.edu or registering at www.svsu.edu/workshops. Food will be served and attendees will receive \$50 compensation.

Final Exams Schedule

Please remember that the final exam schedule may differ slightly from your regular class schedule. To view the exam schedule, simply go to:

<http://www.svsu.edu/registrar/registration>

Scroll down to select the Fall 2010 Exam Schedule. If you need help finding your exam schedule, please contact us at 964-4050 or adjunctfaculty@svsu.edu.

End of Semester Grading

Grades are due Wednesday, December 22, 2010 at Noon. The Office of Adjunct Faculty Support Programs will be open December 20-22 8 A.M. to 4:30 P.M. Grade sheets will be mailed to your home address. You must complete the grade sheet by writing and bubbling in circles to indicate the grade for each student and then sign the grade sheet. You must then return the grade sheet to the Registrar in Wickes Hall in person by Noon on Wednesday, December 22, 2010.

This is also the first semester SVSU is implementing online submission of grades. This online system will utilize Cardinal Direct. It will be available starting December 11th and will be accessible during regular operating hours, but will need to be shut down periodically (over night). More detailed information about online grading will be included as an attachment with this newsletter and will be posted on our website at www.svsu.edu/adjunctfaculty.

Technology Widget: Mobile Communication

Anyone can report a crime or suspicious activity at SVSU simply by texting or emailing 911@svsu.edu. This is useful in case a situation makes it difficult or risky to speak on the telephone. Also note that if your phone has the capability of connecting to wireless hotspots, it would be beneficial to set it as such while you are inside the buildings since service is often sketchy. This is the case even with more advanced devices such iPhones or Android Smartphones. When your message is sent it will be received by the dispatcher, who will be capable of communicating with you and will send officers to your location immediately.

Makeup Exam Schedule

Also, please note that the Office of Adjunct Faculty Support Programs will offer makeup exam periods only on the following days:

- December 8: Noon—2 P.M.
- December 9: 2:30 P.M.—4:30 P.M.
- December 10: 10 A.M.—Noon
- December 15: Noon—2 P.M.
- December 16: 2:30 P.M. —4:30 P.M.

Preparing for Next Semester

Creating a class is akin to composing a symphony. By the time the new semester begins, faculty have spent months thinking about course objectives, determining what books and articles will be read and deciding upon which pedagogy will be employed. An enormous amount of work goes into a course before the students even set foot in the classroom. Here are some recommendations to make certain that your symphony flows melodiously next semester.

Syllabus Preparation

As you prepare your syllabus be certain to include your contact information and office hours, the required texts/tools, your course objectives, class policies, the grading scale, course calendar and the *two* ever important statements regarding disabilities and the idea that it is your right to change the course schedule and learning activities as needed.

First Class Meeting Preparation Steps

To reduce the chances of something going wrong in the first class meeting be certain to visit your classroom and map out how you want to conduct the class in that setting and also determine which technologies are available to you. Check with the bookstore to make certain your books are on the shelves, go over your syllabus to check for any errors (particularly those related to dates) and print enough syllabi to share with your department chair and dean.

First-Day Tasks

The first day of class is the most important. It is on this day that you must work to retain the students in your class. To do so make certain they have a clear

understanding of the course requirements, your grading system, the required projects, etc. Start this day off by getting to class early, greeting the students at the door, preparing an activity that will engage the students in the course material and help in creating a sense of community between you and the students. It is only after the activity that you should go over the syllabus.

Two to Three Week Benchmark Tasks

A lot of teaching literature discusses the importance of assessing students earlier in the semester than is customary. This early assessment is important for two reasons, first, you will learn whether your students understand the material and are able to handle it and second, it helps each student know whether their study habits are sufficient thus allowing them to readjust their habits, if necessary. It is therefore advisable to try to complete at least one measurement in the form of a quiz, paper or other form of assessment at the two to three week benchmark. If you find many students perform poorly on this first assessment you might want to reflect on your teaching practices and think about what you too can do to improve your pedagogy and to facilitate student success. You might also want to speak with the students and advise them on methods they can employ to better learn the material.

Also know that we, in the Office of Adjunct Faculty Support Programs, are available to help you get ready for class and to answer any questions that might help you better conduct your symphony!

Keep in contact with Library using social networking software

Chat live with a Reference librarian during library hours using the "Chat" tab on the library homepage. Librarians offer informational, reference and research assistance to SVSU students, faculty, staff and the surrounding community. Choosing the best databases for an assignment, what keywords to use in a search and the identification of scholarly journals are common topics for chat sessions. When the library is closed, the "Chat" tab offers users the opportunity to send an email to the Reference librarians who respond early the next day.

In addition to chat, the library has both a Facebook and Twitter account that can be used to keep up with current library happenings, recently added resources, tips for effective research and other interesting facts to entertain library fans. News and upcoming events are also included.

If you haven't used any of these services before give them a try. Feedback is always welcome! For more information, contact Anita Dey, Head Reference Services, (989)964-7094 or adey@svsu.edu.