

## Classroom Management

If you are struggling with keeping your students on task and creating a managed classroom, this workshop is for you. The Classroom Management workshop is designed to introduce you to techniques that will help you better manage your classroom and introduce you to SVSU policies for student misconduct. This workshop will be held on Friday, January 21, 2011 at Noon in Science East 221. Lunch will be provided and you will be compensated \$25 for your time. To register go to [www.svsu.edu/workshops](http://www.svsu.edu/workshops).

## REC Office Update

Beginning last semester, a new office was established in Education North 127 near Einstein's Bagels. This office offers most of the same services as the main office and was created to serve **all** of the adjunct faculty who teach in the Health and Human Services and Regional Education Buildings. A student employee works at this location each afternoon and evening from 3:30 until 8:15. You may bring your work there to be copied. You may get classroom supplies from this office. At this site, you may also collect any packages or mail you receive at our main

## CREDO Reference Added

Beginning January 2011, SVSU students, faculty and staff have access to over 500 online reference sources through *CREDO Reference*. Included in CREDO are online encyclopedia, dictionaries, biographies, quotations, bilingual dictionaries, and measurement conversion.

A crossword solver is also included for crossword puzzlers.

This collection of online reference sources covers many subject areas as well as general reference sources from the *Britannica Concise Encyclopedia* to the *Elgar Companion to Feminist Economics*, the *Encyclopedia of Women Social Reformers* and *Critical Terms for Literary Study*. CREDO Reference also includes sources for art, history, language, medicine, music, philosophy, psychology, religion, social sciences, science and technology.

To access CREDO, visit the library homepage (<http://www.svsu.edu/library>) and click on the DATABASES link in the left menu. CREDO will be listed under the "Multi-Subject / Reference" link.

## Workshops

### Classroom Management

Friday, January 21, noon-1pm, SE221

### State of the University Address

Thursday, January 27, 4-5pm, Theatre

### Academic Integrity: Following Through

Thursday, January 20, 4-5pm, Z303

*How to deal with breaches of Academic Integrity*

### VSpace Tools for Online and Hybrid Teaching

Friday, January 21, 9-noon, SE206

*Prerequisite for Online and Hybrid course*

### VSpace Gradebook 2

Friday, January 28, 2-3pm, Z302

*Come learn about a new grade book tool*

### Discover Encore! (Library)

Tuesday, February 1, 3-3:30, Z235

Use these resources to discover books and articles

### Online & Hybrid Professional Development Course

7 week course—begins 2/7 and ends 3/27

[www.svsu.edu/workshops](http://www.svsu.edu/workshops)

## Did You Know?

80% of employment fair participants attend because the fair was announced in class!

Please tell your students about the Summer Job and Internship Fair on Tuesday, January 25, 2011 from 11am-1pm in the Student Life Rotunda.

## The Importance of Syllabi

Syllabi are the foundation for your courses in that the syllabus helps you prepare a course and helps your students navigate your course. As a result, the syllabus serves three major purposes:

- It shapes your expectations for students;
- It establishes and prioritizes the organization of your course in terms of substance and style;
- It establishes the policies and procedural guidelines for students (Lefton, n.d.).

If a syllabus is ambiguous or poorly constructed students will not only be left without that navigational tool, they will also be left without the expectations the instructor has for their work.

### Expectations

The syllabus instructs the students regarding what they are to read and when. It should indicate what assignments are required for the course and when these are due, what exams and quizzes will be given and the dates for these, and any other information pertinent to the events of the semester. Each syllabus should also explain how the course grades will be computed, the grading scale, and attendance, participation and late work policies. To create a truly comprehensive syllabus the instructor should outline in detail her expectations. In essence, the students, once having gone over the syllabus, should have an absolute understanding of what is expected of them.

### Priorities and organization

The syllabus should serve as an introduction to you, their professor. Each syllabus should inform the students about who you are, where they can find you, when they can find you...your office and phone number, your email address or any other contact information that will assist them in reaching you. Your syllabus should address your priorities; in terms of their coursework. It should delineate what the course objectives are and how these will be assessed. It should illustrate whether some grades carry greater weight than others (Final Exam is worth 200 points vs. Research Paper worth 100 points). It should also include a course calendar complete with dates and

organized by topic so that the students can know ahead of time how the course is organized and what the course priorities are.

### Policies and Procedural Guidelines

Every syllabus should articulate the exact rules, regulations, and procedures for your class. The syllabus should discuss the course's rules for late work, attendance, tardiness, technology use, and discussion expectations and how these will be addressed if violated. As the instructor you should model these guidelines, stick to the organization of the course (as much as possible) and try not to veer too far from the established policies and procedures.

In the end, your syllabus stands as a sort of contract between you and the students. Through a properly constructed syllabus, your students will know what expectations, priorities and guidelines you have for the course. Alternatively, the students can expect that you will not ask any more of them than is articulated within the content of the syllabus.

As our office readied for this new semester, many syllabi were sent to us via email for copying. It was observed that many of these syllabi were lacking in the basic elements outlined above. In the end, an effectively constructed syllabus will not only help you organize the course and outline the semester for the students but it can also protect you, should students have issues with their grades or some ambiguous policy. To assist you in better syllabus construction in the future you may refer to the *Adjunct Faculty Handbook*, page 23 for a review of the elements required in a basic syllabus. In addition, our office has constructed a portfolio of syllabi from the professors in various colleges that can serve as models to you in the future.

### Campus Alert

SVSU students, faculty, and staff can sign up for the Emergency Notification System to receive notifications of campus closings due to adverse weather conditions or other emergencies. Participants can choose to receive notifications via cell phone, text message, and email. Go to [www.svsu.edu/universitypolice/emergency](http://www.svsu.edu/universitypolice/emergency).