

Adjunct Faculty Academic Calendar

July:

- 1 Summer Session Begins
- 4 Independence Day
(Campus Closed)

August:

- 17 Summer Session Ends
- 17 Commencement
- 26 Summer Session Grades Due
- 26 Fall 2013 Semester Begins

Important Dates, Events & Deadlines

Saturday, July 27, 2013

Summer Technology Institute
 VSpace and Podium Training,
 Classroom Tech. and MapWorks
 10:00 am – 3:00 pm, SE-206

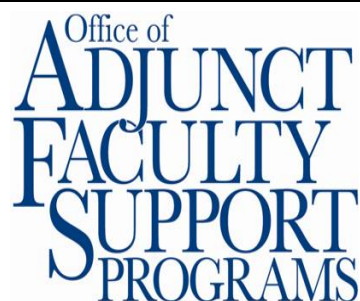
Tuesday, August 13, 2013

Adjunct Faculty Fall Orientation
 Curtiss Hall Banquet Rooms
 5:00 pm - 9:00 pm

Have you ordered your books for the Fall Semester? Call the SVSU Bookstore: 989-964-4277

Office of Adjunct Faculty Support Programs

**Spring/Summer Hours
 Monday-Friday
 8:00 am to 4:30 pm**



Adjunct Faculty Orientation: Tuesday, August 13

“Kick Start” the New Academic Year

With Fall 2013 classes set to begin on Monday, August 26, it isn't too early to start planning for the 2013-14 academic year. The first days of a new semester can seem hectic, especially after a relaxing summer and this year's Adjunct Faculty Orientation on Tuesday, August 13 in the Curtiss Hall banquet rooms, is designed to give you the Kick Start you may need to get up to speed quickly.

The evening begins with dinner at 5:00 p.m., followed by the first block of seven concurrent break-out sessions at 6:00 p.m. New Adjunct Faculty Instructors are required to attend the “Adjunct Faculty 101.” The second block of seven sessions begins at 7:00 p.m., and the third set begins at 8:00 p.m. The evening concludes with a question-and-answer period starting at 8:45 p.m.

Student success and retention are the primary focal points of SVSU efforts in the upcoming academic year, and several of the sessions will help new and experienced Adjunct Faculty members understand how to use campus technology for those purposes. Three of the technology-based sessions provide insight into how VSpace can be used to enhance instruction, including Wikis and blogs. Two sessions explain how to make the best use of classroom technology at the podium. One session will highlight new Internet and software application designed specifically for educators. Additionally, the research librarian will share with Adjunct Faculty how popular technologies such as Google and e-books can be used to assist students in their research.

Also featured prominently at this year's Adjunct Faculty Orientation are three sessions on MAPWorks and Student Retention Initiatives. MAPWorks is a software package implemented by SVSU last year to help first-year and second-year students, faculty and advisors identify potential problems before they impact negatively on students' success.

One of the surest predictors of academic success is writing proficiency. Students who are strong writers tend to perform better academically. Two sessions will help Adjunct Faculty create effective writing assignments and identify the qualities of effective writing.

One new session is “The 4 C's of SVSU: Counselors, Conduct, Cops & Collaboration,” which will emphasize campus and student safety through the collaborative efforts of students, faculty, staff and campus safety officers.

Finally, part of SVSU Cardinal Pride is the understanding that our students are a reflection of society and its diversity. Creating an environment in the classroom that is inclusive and welcoming from day one is the focus of one session.

Adjunct Faculty members receive a \$50 stipend for attending. Call the Office of Adjunct Faculty Support Programs at 989-964-4050, or email adjunct@svsu.edu, to reserve a spot for dinner and up to three 45-minute break-out sessions.

New Adjunct Faculty Pay Scale for 2013/2014				
Pay Scale	Degree Level	And/or	Semesters Teaching at SVSU	Pay (* Increase of \$25/cr. hr.)
1	Bachelor's		0-3	\$525
2	<ul style="list-style-type: none"> • Master's or BFA • Bachelor's 		<ul style="list-style-type: none"> • 0-6 • 3-6 	\$600
3	All Bachelor's or Master's		7-9	\$650
4	All Bachelor's or Master's		10 or more	\$725*
5	Ph.D./JD/MD			\$725*

Librarian Profile



Anita Dey
Head Reference Services
Zahnow Library (26 yrs)
MLS, University of Michigan
MSA, Central Michigan University

In the Loop: Do Adjunct Faculty Instructors use the library enough?

Anita Dey: Well, I think everyone could use the library more. We'll do anything for Adjunct Faculty that we do for full-time faculty. We'll talk about our services at the Adjunct Faculty Orientation in August. For instance, we'll talk about how instructors can help students learn to use the library more often, as well as new initiatives and technologies.

ITL: What is one way to increase student use of the library?

AD: One way that has been very effective is to give students extra credit when they talk to one of the research librarians.

ITL: What are some new initiatives?

AD: Since Fall 2012, we've had a Roving Reference that hangs out in lobbies on campus with an iPad that is connected to library databases. Also, the "Reference Desk" is now called "Research Support" and will have multiple stations.

ITL: And new technologies?

AD: We started "Virtual Reference" three years ago. It allows faculty and students to chat online with one of our research librarians. We had 40 chats the first year. In the first half of this year, we've had 2,079 chats. E-books is another popular technology. We now have 130,000 e-books and 45,000 online journals.

ITL: What is one significant trend that you see in Zahnow Library?

AD: Collaboration is a major trend. Within the library we support writing, tutoring and research. Instructors ask us to create "Subject Guides" to assist their students in locating quality research materials. The library is very busy place.

LIBRARY SPRING/SUMMER HOURS

Writing Center
3rd Floor Zahnow
Monday/Thursday, 10 am – 5 pm

Online Writing Center
Tuesday/Wed./Sunday 6-9 pm
(Use link on VSpace to schedule online appointments)

Zahnow Library
Monday-Thursday, 8 am – 10:30 pm
Friday, 8 am – 4:30 pm
Saturday/Sunday, 1 pm – 5 pm

Center for Academic Achievement
2nd Floor Zahnow
Monday – Thursday, 9 am – 6 pm

**Preparing for the First Day:
Your Syllabus Is a Contract with Students**

While your syllabus can be a road map that you and your students can use throughout the semester, it often serves as a contract between you and your students, as well. Imagine how your students would respond if you changed the grading scale or switched assessment rubrics mid-stream. Not only would your students be unhappy, they would have a very good reason to complain if they didn't receive the grade they believed they deserved.

To avoid confusion when it comes to grading assignments or doling out final grades at the end of the semester, be sure that you include in your syllabus an unambiguous grading scale that is prominently displayed. Keep in mind that at SVSU there is no 'A+' and no 'C-', and a grade of 'D' is not a passing grade for any required course. Ask your department chair if you are required to use a standard grading scale in your classes before you finish writing your syllabus. A brief discussion of the essential elements of a syllabus is in the "Instructional Requirement" section of the 2013/14 Adjunct Faculty Handbook.

It is also wise to include a rubric with your instructions for graded projects, presentations, and essays. Discuss the rubric at the time the assignment is given, and graded assignments that run longer than a week, include the rubric in your discussions about student progress. Not only will students clearly understand your expectations for the assignment, but both you and your students will have a document to refer to if a grade is disputed.

If a grade is disputed and the student and instructor are unable to come to an agreement, the student must follow SVSU's grade grievance procedures explained in the student handbook and on the SVSU website at: www.svsu.edu/academicaffairs/notinmenu/gradegrievancepolicy/.

July 27: Summer Technology Institute

Light Breakfast & Lunch. \$50 compensation for attending both sessions
(To register: <https://apps.svsu.edu/workshops>)

Morning Session

10:00 am – 12:00 pm

VSpace Training for Novices & Experts, Science East 206

Afternoon Sessions

1:00 – 2:00 pm

Podium Training, Science East 204

-or-

Classroom Technology Magic, Science East, 203

2:00 – 3:00 pm

MapWorks, Science East 206

(For more information: 964-4050)