

Adjunct Faculty Academic Calendar

December:

7 Fall 2013 Classes End

9-14 Final Exams

13 Commencement

18 Grades Due by Noon

January:

13 Winter 2014 Classes Begin

21 MLK, Jr. Holiday

Adjunct Faculty Support Programs Office (SE-201) Winter Break Hours

Dec. 16 – Dec. 20: 8:00AM – 4:30PM

Dec. 22 – Jan. 2: CLOSED

Jan. 3 – Jan. 13: 8:00AM – 4:30PM

Jan. 14, 2014: 8:00AM – 7:30PM

Adverse Weather

If classes are canceled due to inclement weather, local media will be informed and a message will appear on the SVSU website. The SVSU Weather Information line at 989-964-4477 will also provide updated information.

You can also register to receive text messages and emergency notifications from SVSU by logging into the Emergency Notification System Sign-Up page at:

<https://apps.svsu.edu/ens/>

Office of
**ADJUNCT
FACULTY
SUPPORT
PROGRAMS**

End of Semester

Assessing Your Own Teaching: A Strategy to Build Excellence Next Semester

Most likely, the progress of your courses and your students have been continuously monitored and reviewed to ensure that everyone is on track. You probably began your semester with a diagnostic assessment to determine your students' prior knowledge. Over the course of the semester, you've no doubt engaged your students through a series of formative assessments to make sure they understood key concepts along the way.

Now, as the Fall 2013 semester draws to a close, you'll administer a well-crafted, high-stakes summative assessment designed to evaluate students on the sum-total of what they've learned over the last 15 weeks. But what about you? If it's true that a good teacher is one who teaches and learns, what did you learn?

Evaluating your own teaching can help you identify your strengths as an instructor, as well as those aspects of your teaching that may need changing or could be improved upon. Taking the initiative and assuming the responsibility to evaluate your instruction will help you improve your teaching over time. Remember, evaluating your own pedagogy does not constitute admittance on your part that you are a poor instructor; in fact, reflective meta-cognitive habits such as self-evaluation means quite the opposite.

You could be an award winning adjunct faculty instructor with the most creative handouts, classroom activities, learning outcomes and assessments. But, society and the job marketplace are not static; your course needs to be in a constant state of revision to meet the needs of new students who are preparing for jobs with employers in career fields that didn't even exist when they were born. As an adjunct faculty instructor looking to be an even better instructor next semester, you must be willing to listen to criticism, initiate evaluation and learn from your students and colleagues.

Three Ideas to End This Semester With an Eye toward Next Semester

1. **Self-Monitoring:** Have you been keeping a log of your teaching experiences? A written record of what went well and what could be improved upon at the end of each week is one way to be a more reflective instructor. Not only will a log improve your teaching immediately, it can become a part of your teaching portfolio when it comes time to apply for those ever elusive full-time positions.
2. **Audio/Video Recording:** Have you ever seen yourself teach, or heard one of your own lectures? Record your last lecture of the Fall Semester. It is a great way to see yourself as your students see you. You can also show the video to colleagues and ask them for feedback. Warning: prepare to be surprised. If you don't have a video camera, call SVSU's ITS office at x4225. They can help.
3. **Student Feedback:** Those student evaluations at the end of the semester that we're required to administer are valuable. But, you can ask your students for information that the evaluation form does not address. For instance, ask your students to include with their last assignment, a handwritten letter describing one big question that was answered for them, and one big question they still have.

Course Evaluation Procedures

Each semester, students are given the opportunity to evaluate their courses.

If you teach in a computer lab, your students can complete and submit their evaluations online.

Otherwise, you are required to use pen and paper evaluation forms, which can be obtained from SE-201.

- Student anonymity should be preserved.
- Leave the room while students complete forms.
- Ask a reliable student to carry evaluations to Wickes 216 or the REC book drop.
- If you don't receive your evaluations back from your department chair by mid-September, 2014, remind your department chair.

Final Grades Procedures

- You will receive at your home mailing address an op-scan sheet and contract for "Incomplete" grades for each class you teach.
- You will be asked to write-in each student's grade and fill in a circle for the grade.
- According to the Registrar, grades at SVSU are: A, A-, B+, B, B-, C+, C, D, F and I.
- If students have withdrawn from your class, this will already be marked on the op-scan sheet.
- For every student who receives an "F", include the last date of attendance in the designated space.
- To enter an "Incomplete", fill in the "I" on sheet, and complete the contract.
- Sign the op-scan sheet and contract (if applicable) and return both into the Registrar's Office (W-151) by noon on Dec. 18.

NOTE: For online grading, follow the directions on the Cardinal Direct website. Submit "Incomplete" contracts by inner-office mail to Registrar's Office.

The 2013 Adjunct Faculty "Quick" Guide to Managing Stress During Finals Week

Okay, so you've spent the last 15 weeks going from one campus to another, lugging your computer and books and papers from the farthest ends the parking lot to the classroom. Well, don't start celebrating yet. You still have final exams to administer, research papers to grade, and culminating projects to evaluate.

You can do it!

If you love teaching then you know how easy it is to get attached to the students here at SVSU. But, let's face it, teaching is a balancing act and the stress that comes at the end of each semester could lead to burn out and ruin an otherwise great semester. In fact, prolonged stress can lead to long term health problems.

One clear sign that that your body and mind are under stress is shallow, chest-level breathing, rather than deep abdominal breathing. Other signs that indicate stress may be an issue include tight, sore neck muscles, frequent headaches and insomnia.

You probably already know that the best way to manage stress and avoid burnout is to stay healthy, physically and emotionally. The key is to follow through on what you know. Here are four reminders to get you started:

1. Take time for the people you care about. Sometimes, when you're staring down a stack of papers to grade, it's nice to

remind yourself now and then that the world continues to function while you grade papers.

2. Schedule time to relax. Taking good care of yourself also means getting enough sleep. To help you get in the mood, turn off the TV in your bedroom and pick up a book or a magazine. Better yet, take the TV out of the bedroom, altogether.
3. Make your body a priority by sticking to your exercise routine. Balance the long hours in front of your computer with vigorous daily activity. The endorphins will put you in a better mood and the increased blood flow help clear your mind. And, you'll feel better about yourself.
4. Eat well. Nibbling on candy and drinking soda-pop at the computer just isn't a good idea. Try eating something healthy like radishes, baby carrots, nuts, or some of those new organic crackers you've been thinking of trying. Wash it all down with water, juice, or a drink rich in anti-oxidants, like green tea.

Once you've finished calculating your final grades, read the far left column on this page to help you submit your grades. Pat yourself on the back and treat yourself to a good book, a movie, a concert . . . and get some rest, because guess what?

Winter 2014 Is Just Around the Corner!!

Important Dates for the Winter 2014 Semester

- Monday, January 13.....Classes Begin
- Monday, January 20..... Martin Luther King Day - CAMPUS CLOSED
- March 3 - March 9.....Mid-Semester Break, NO CLASSES
- Monday, March 10Classes Resume
- Saturday, April 26Classes End
- Monday, April 28.....Final Exams Begin
- Saturday, May 3Final Exams End
- Wednesday, May 7Grades Due to Registrar by Noon
- Saturday, May 10Commencement