



Syllabus Construction: Part Two Classroom Policies and Procedures

Adjunct Faculty Academic Calendar

June:

Spring semester classes end,
June 26
Summer semester classes begin
June 30

July:

Spring semester grades due,
July 2 Noon
Independence Day, July 4- the
University is closed

August:

Summer semester classes end,
August 16
Summer semester grades due
August 20 Noon
Welcome Back Picnic
Thursday, August 19
Fall classes begin August 25

Workshops

(Register at: svsu.edu/workshops)

June:

Creating a Website: Weebly
Friday, June 6 1:30-3:00 C150
Tools for Formative Assessment
Monday, June 16 1:00-2:00 C150
Making Your Syllabus Sticky
Wednesday, June 18 10:30-
Noon C150

July:

Summer Technology Institute
Saturday, July 26
Morning Session
10:00 -12:00 SE 206
Afternoon Sessions
1:00 - 2:00 SE-204
Lunch will be provided

August:

Fall Orientation
Tuesday, August 12 4:30 pm

A viral article, passed around on *Facebook*, discusses one professor's expectations for student behavior in the classroom. Professor Scott Galloway of New York University offered advice to a student who entered his class 60 minutes late. Apparently this student was sampling classes offered at six o'clock on this particular day. Galloway's class was this student's last sample; consequently the student showed up 60 minutes late. Galloway, kicked this late student out of class acting in concert with the course policies he had just finished discussing. In response to the late student's email explaining why he was 60 minutes late, Galloway eviscerated this student with a jaw dropping email. In the email Galloway essentially told the student to get real (in terms that cannot be repeated here) and to get the easy things right...like showing up for class on time, having respect for institutional expectations and manners. Galloway goes on to say that if students can't get the easy things right, they will find it difficult to get the hard things right later in life. These hard things include working long hours, navigating work place politics, and creating a healthy work/life balance. Like it or not, many of our students need to learn that there are boundaries, behaviors and policies that should be respected in the college classroom. So how do faculty, like Professor Galloway create these?

An article in the *Chronicle* (2011) offers a list of suggestions which might help you think about how you will create the policies and procedures for your next syllabus. These suggestions are:

1. Do not create policies you cannot enforce.
2. Decide what behaviors you can tolerate.
3. Think of the victims- many rules are simply created because some behaviors annoy us not because they prevent student learning.
4. Consider the consequences.
5. Understand the big picture- what are the rules and regulations held by the University? Is it okay to snatch a cellphone out of a student's hand?
6. Stick to the biggies- the author recommends that the fewer the rules the better, but make certain that you do include disruptive classroom behaviors (like coming to class 60 minutes late) and academic honesty.
7. Make whatever policies you expect to be observed explicit. Publishing the rules isn't enough, they need to be thoroughly discussed on the first day of class and refreshed throughout the semester.
8. Be consistent- faculty must enforce their policies, regardless of the consequences. One shouldn't hesitate to enforce policies otherwise why have them?

Hopefully whatever policies and procedures you decide upon, your students will get real and respect the "easy things." Such will prepare these college students to be ready for the "hard things" life has to offer.

References:

Jenkins, R. (2011, December 13). The rules about rules. *The Chronicle of Higher Education*.
<http://chronicle.com/article/The-Rules-About-Classroom/130048/>

Simones, Mariana. (2013, April 11). NYU stern professors advice to student: Get your s**t together. *Business Insider*.
<http://www.businessinsider.com/nyu-professor-scott-galloways-email-2013-4>

The First 4 Weeks Challenge

This fall, the Office of Adjunct Faculty Support Programs will be sponsoring a new challenge called **First 4 Weeks**. This challenge asks you, as a faculty member, to consider intentionally employing 4 of 26 different strategies in your classroom(s) during the first 4 weeks of the semester. These strategies include ideas for building and encouraging relationships, promoting active and engaging learning, integrating student support into learning experiences, ensuring students understand where they stand, raising expectations and professional challenges. Such strategies have been shown to help create increased student success in the classroom.

Our office is creating a special VSpace open to all faculty who wish to participate in this challenge. Should you choose to participate you will be registered as a participant and your name will be added to the VSpace page where you will be able to access information regarding these 26 strategies. In VSpace, you will be able to add the four strategies you selected and confer with other faculty regarding their successes with the strategies. There will be weekly prompts to promote faculty to faculty interaction. At the end we will ask that you assess your successes. Of those who complete their assessment, four participating faculty will be randomly selected to receive a \$26 gift card. For more information and to register for this challenge, contact our office at: svsu.edu/adjunctfaculty. You will be notified when your name has been added to the VSpace.

This is important. Our principle role is to help SVSU's students succeed... so we should do everything we can to make that happen! Join in!

Fall 2014 All University Orientation

Planning for the Fall 2014 Orientation has begun. The Orientation will be held on Tuesday, August 12th from 4:30 to 9:00 P.M. As in years past, the evening will begin with a dinner. Deans and Department Chairs will be in attendance. After dinner, faculty will be able to attend three different breakout sessions of their choice. The new adjunct faculty will be automatically enrolled in the Adjunct Faculty Basics 101 session, which will acquaint them with the University's support services and basic information for negotiating SVSU. It is important that every adjunct faculty member attend this important event. Invitations will be sent to your home address in July. After you receive the invitation you can register for the Orientation by calling us at 989-964-4050 or going to www.svsu.edu/workshops and registering. Adjunct faculty are compensated \$50 for participation in this valuable event.

July 26: Summer Technology Institute

Lunch will be served and you can earn \$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

(For more information: 964-4050)

Course Librarian Service

Please consider having a librarian provide assistance within VSpace for all things library related. This service is now available for all courses (Online, Online/Hybrid, Face to Face). When you add a librarian to your course (teacher assistant, co instructor) you will have the librarian there for your students during the term to respond to their research needs or any question regarding library resources or services. The librarian will also keep your class informed of new resources or database trials or other information that could impact your students use of the library during the semester. Please contact Scott Mellendorf at mel@svsu.edu or call 989.964.7052 for more details.