

The Office of
**Adjunct Faculty &
 Academic Support
 Programs**

Adjunct Faculty Academic Calendar

December:

- 10 Classes End
- 12-17 Final Exam Week
- 16-17 Commencement
- 20 Grades Due to Registrar by Noon

Workshops:

- 6 SVSU Internal Grant Opportunities
 3:00 PM Wickes 314
- 6 Military Student Affairs Workshop
 10:00 AM Curtiss 115
- 09 Instructional Technology Development
 1:00 PM Curtiss 150

For a complete list of workshops offered for the Fall/Winter Semesters please visit svsu.edu/workshops

Register for these workshops and more at: svsu.edu/workshops

Pizza Therapy

Was your semester a challenge?
Come and grab a slice and unwind!
Mingle with other adjunct faculty & **Share** your teaching triumphs and woes!

- Monday, Dec. 5th 4:00-6:00
- Tuesday, Dec. 6th 3:00-6:00
- Wednesday, Dec. 7th 12:00-2:00
- Thursday, Dec. 8th 12:00-2:00

Please RSVP to adjunctfaculty@svsu.edu

Getting Their Attention: Contemplative Practices

According to a study published in the Journal of Media Education (McCoy, 2016), college students, “tend to check their digital devices, particularly, their smartphones, an average of 11.43 times during class for non-classroom activities. A solid 12 percent do texting, emailing, checking the time or other activities in class more than 30 times a day.” In this study, students reportedly report spending a fifth of their time in the classroom doing work on their devices that has nothing to do with what is going on in the classroom. This led Hoy, et al (2016) to venture into creating contemplative practices in their classes as a means of helping their students become more entrenched in the work of the class and less involved with technological distractions. These practices involve four steps:

1. At the beginning of each semester faculty should set aside 1-2 minutes for contemplative practices. This time frame can be expanded as the semester continues
2. Students are encouraged to show up for class on time to begin their contemplative practices. Late arrivals are asked to not interrupt and remain in the hall until the contemplative practice is completed.
3. Prior to beginning the class, students are asked to power down all of their devices before entering the class and are also not asked to use their devices during the contemplative practice time.
4. Faculty should then guide their students through the contemplative practice and into the classwork for the day.

So you might ask...what are contemplative practices?

Reflective writing- reflective writing, especially when using prompts, allows for students to get their head into and greater understanding of course work. Such writing allows for metacognition which moves them closer to understanding themselves and the coursework. It also helps increase the physical and mental well-being of the students by reducing psychological and physiological stressors. Reflective writing can be in the form of a diary or journal or minute paper.

Concentrative focus- This activity is intended to increase awareness by focusing on a sound. This practice allows for students to block any external distractions and direct their energy to the moment. Sounds, like the ocean waves or whale songs or instrumental notes can be used.

If you would like more information regarding contemplative practices as a means of helping your students attend to your course work, please read: Barbezat, D., & Bush, M., (2014). *Contemplative practices in higher education: Powerful methods to transform teaching and learning*. San Francisco: Jossey-Bass.

References:

Media multi-tasking: Effects on students' attention. (2015, September 11). Washington University in St. Louis The Teaching Center. Retrieved from <https://teachingcenter.wustl.edu/2015/09/media-multi-tasking-effects-on-students-attention/>

Hoy C., Rzicznek, A.M., Zemanski, E. & Lachowski, C. (2016, September 8). A Moment, Unplugged: Facilitating Contemplative Practice in the Classroom. *The Scholarly Teacher*. Accessed from: <http://scholarlyteacher.com/2016/09/08/a-moment-unplugged-facilitating-contemplative-practice-in-the-classroom/>

Course Evaluation Procedure

Adjunct faculty who **do not** teach in a computer classroom are **required** to use paper/pencil evaluations.

- Please use the following guidelines in administering your paper/pencil evaluations:
- A standard evaluation form is used and can be obtained from your faculty secretary or the Office of Adjunct Faculty Support in Science East 201.
- Student anonymity must be preserved. Faculty are required to leave the room while students complete the forms.
- Ask a reliable student to carry the evaluations to the blue drop box near the front door of the Library or to the book drop in the REC.

If you teach in a computer lab, your students may access the online course evaluations in Canvas (If you need help with this please call 964-4225 ext.4). The same policies regarding student anonymity and leaving the classroom should be applied when administering online evaluations.

Grading Procedure

The online grading system is available at my.SVSU.edu. Log-in and go to the Faculty tab.

- According to the Registrar, the only grades that are accepted at SVSU are: A, A-, B+, B, B-, C+, C, D, and F. Grades like A+, C- or D+ are not a part of our grading policy.
- If a student has withdrawn from your class, it will be noted on the grade roster.
- For every student who receives an 'F', you must include the last date the student attended your class in a space designated on the page.
- For more information on this process, please go to this page: <http://www.svsu.edu/officeoftheregistrar/services/forms/gradingandincompletes>
- Grades are due by Noon on Tuesday, December 20th.

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 help to improve your teaching immediately, but 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.

Important Dates for the Winter 2017 Semester

- Monday, January 9..... Classes Begin**
Monday, January 16.....Martin Luther King Day - CAMPUS CLOSED
March 6 - March 12 Mid-Semester Break, NO CLASSES
Monday, March 13..... Classes Resume
Saturday, April 22 Classes End
Monday, April 24 Final Exams Begin
Saturday, April 29 Final Exams End
Wednesday, May 3 Grades Due to Registrar by Noon
Saturday, May 5-6 Commencement