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

Technology Updates

There are a few technology updates that have come to our attention, of which we felt you should be aware:

- Over the course of the summer, IT will be migrating all files stored in the MDrive to OneDrive. OneDrive is a Microsoft program that hosts user files on the Microsoft Cloud. This is a free service to all owners of a Microsoft account. By using OneDrive users can access their files, photos, etc. from any web browser or mobile device. To learn more about OneDrive please go to my.svsu.edu and log-in. On the far-left corner of the page you will see a link titled *Menu*. Click on that and then click on *Technology*, *Office 365*, and finally, *OneDrive*. There you will find a OneDrive FAQ which has been assembled by the University. To learn more about OneDrive please sign up for any of the OneDrive workshops at svsu.edu/workshops.
  In terms of the MDrive, once the migration to OneDrive occurs, it will be available only for "reading" purposes. Users will no longer be able to save files to that drive.

- Users of the iPhone who have been using the default iPhone calendar feature to make appointments are finding that these appointments are not syncing with the Outlook calendar. As a result, people are missing appointments or showing up for appointments that had been cancelled. If you want to use the Outlook calendar and access it from your iPhone, you will need to download the free Outlook Calendar App from the App Store. This way, all of your calendars will be synced!

- Please remember that Office 365 is free to you as an employee of the University. **Office 365 ProPlus includes:** Word, PowerPoint, Excel, Outlook, OneNote, Publisher, Access, and Lync. Users can install the software on up to 5 devices including Windows computers, Macs, tablets, and iPads. This free download is available on the *Technology* page as outlined above

- With all the programs listed above in Office 365 you might want to take advantage of the fine workshops available through the ITD lab. Summer is a good time to get this done!
  Go to www.svsu.edu/workshops to register!

Adjunct Faculty
Academic Calendar

May:

3 Grades due to Registrar by Noon

5-6 Commencement

8 Spring Classes Begin

Workshops:

2 Canvas Open Session
10:00 AM   Z 115

16 Online Survey Creation: Survey Gizmo
11:00 AM   Z 115

22 Terminal 4
10:30 AM   Z 115

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

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

Save the date:

Fall Adjunct Faculty Orientation
Thursday, August 17th at 4:00 p.m.
Curtiss Hall Banquet Rooms

End of Term Syllabus Reflection

Okay! The semester is over. Before you begin your summer activities please give some thought to next fall's syllabus by addressing the following questions:

1. *Did my syllabus convey the correct tone about me and my course?*
   Word choices and topics can create a subtext for the semester so it is important to write a syllabus that is informative and encouraging to the students. Make sure that your course policies, for example, are explicit yet worded so that students aren't offended or become afraid.
2. *What worked well this year and what didn't?*
   Did your writing and reading assignments accomplish what you had hoped they would accomplish? If not, think about how you might adjust these so that your students can be more successful.
3. *How did the rhythm of the course work?*
   Did due dates work so as not to overwhelm your students? If not, consider readjusting these.
4. *Consider the format of your syllabus.*
   Consider digitizing your syllabus so that course links can be easily accessed.

Reference:
Graduate Connections, University of Nebraska, Lincoln (2015). *Review and Update Last Semester's Syllabi. Accessed:*
   http://www.unl.edu/gradstudies/current/news/review-and-update-last-semesters-syllabi

Re-thinking Your Syllabus: Part One

"I believe that teaching is one of the most delightful and exciting of all human activities when it is done well and that it is one of the most humiliating and tedious when it is done poorly."   *Paul Ramsden*

This quote by Ramsden lends to the idea that when preparing to teach a course it is important to plan. After reflecting upon the tone, formatting, etc. of your syllabus as suggested above, you might want to consider restructuring your syllabus to ensure that your students are learning what you want them to learn. The first step in creating a course syllabus is to construct the student learning outcomes (SLO) for your course. SLOs essentially consist of that information your students need to know when they leave your class after the final exam. These outcomes should include the knowledge, skills, and abilities your students should expect to attain in your course.

SLOs should be written in language that clearly implies a measurable behavior or quality of student work. This means that the outcome should employ action verbs which allow for measurement. The following is an example of an SLO which is not measurable followed by one that is measurable:

> Not measurable:
> *Explore the differences and similarities between urban and rural social life.*
> Measurable:
> *Write a paper which outlines the similarities and differences between urban life and rural life.*

You might ask why measurable? SLOs are intended to define the purpose of your course. They are also intended to guide you in developing appropriate learning experiences for your students and they also play a major role in assessment. In an outcomes-focused course, assessments measure the outcomes students have achieved. These assessments may be formative or summative but the results show that you are teaching according to the SLOs and that, in the end, your students are learning what you want them to learn.