

## Adjunct Faculty Academic Calendar

<u>12/8</u>	Classes End
<u>12/10-12/15</u>	Final Exams
<u>12/18</u>	Grades Due to Registrar by Noon
<u>12/14&amp;12/15</u>	Commencement Ceremonies

## Workshops

<u>1/8</u>	Lecture Capture/Echo 360 11:00 AM Z115
<u>1/9</u>	Canvas: An Introduction 2:00 PM Z115
<u>1/10</u>	Canvas: Gradebook, Assignments & Rubrics 2:00 PM Z115
<u>1/11</u>	Canvas: New Gradebook 10:30 AM Z115

**Register for these and other workshops at:**  
[svsu.edu/workshops](http://svsu.edu/workshops)

## 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.

### Teaching Tip

Make a list of some of the best teaching practices of former faculty which impacted your learning positively. Then make another list of your least favorite practices which served to hinder your learning. Next semester, work toward using the first set of practices and avoid the latter.

## Grading Procedure

The online grading system is available at [my.SVSU.edu](http://my.SVSU.edu). Log-in and go to the *Faculty* tab and then *Faculty Information*.

- 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- If a student has withdrawn from your class, it will be noted on the grade roster.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/servicesforms/gradingandincompletes>
- Grades are due by Noon on Tuesday, December 18<sup>th</sup>.

## COURSE EVALUATIONS

All Canvas sections have been loaded into EvaluationKIT. Meaning that course evaluations can now be completed on your Canvas site. Course evaluations must be administered to every class taught prior to the end of the semester. Adjunct faculty are asked to select a class period to administer these evaluations. If your students do not have access to a smart phone, tablet, or computer, you may check out some tablets from the Adjunct Faculty Support Office in SE 201. It is vital to preserve student anonymity, so faculty members are required to leave the room while student complete the online form.

The following are directions to set-up your EvaluationKIT in Canvas:

1. Log into Canvas using your SVSU username and password
2. Go into your Canvas course
3. Select the 'Instructor Course Evaluations' option from the course menu
4. On the right side of the EvaluationKIT banner, select "Manage Courses"
5. To the right of the course evaluations project choose the magnifying class icon in the "View" column
6. For every section you teach you will need to choose the "Edit" pencil icon within the appropriate row and set your start and end date as desired (Note: Custom questions cannot be added/alterd after the evaluation start date)

If a section is being taught by multiple instructors, each instructor will have their own evaluation in which they can set open and close dates.

Stop by [svsu.edu/canvashelp/](http://svsu.edu/canvashelp/) for a tip sheet complete with screen shots to learn how to set-up your EvaluationKIT, along with other tip-sheets for how to setup & add custom questions. If you would like to add custom questions to your online course evaluation(s) and would like assistance doing so, or encounter any issues, please contact our Support Center at x4225, option 4 or [support@svsu.edu](mailto:support@svsu.edu)

Check with your department chair regarding your departmental policy for course evaluations.

### Important Dates for the Winter 2019 Semester

*Monday, January 14*.....Classes Begin  
*Monday, January 21*.....Martin Luther King Day -  
 CAMPUS CLOSED  
*March 4- March 10*.....Mid-Semester Break, NO  
 CLASSES  
*Monday, March 11*.....Classes Resume  
*Saturday, April 27* .....Classes End  
*Monday, April 29* .....Final Exams Begin  
*Saturday, May 4* .....Final Exams End  
*Wednesday, May 8*.....Grades Due to Registrar by  
 Noon  
*Saturday, May 10-11* .....Commencement

Warm Holiday Wishes  
 from our Staff to you and  
 yours.



May your season be bright  
 and merry!