

## Adjunct Faculty Academic Calendar

<u>4/5</u>	Adjunct Faculty Awards Banquet
<u>4/27</u>	Classes End
<u>4/29</u>	Final Exams Begin

### Workshops

<u>9</u>	Canvas: New Gradebook 2:00 PM Z 115
<u>17</u>	Lightboard Studio: Create Video Lectures on SVSU's Lightboard or Surface Studio using Echo 360 2:30 PM SE 142
<u>22</u>	Why Use Open Educational Resources (OER)? 9:00 AM Z 223B

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

### Teaching Tip: Sample Quizzes and Tests

A good way to promote student success is to give students sample examples of your test and quiz questions. This can help acquaint your students with how you compose questions, construct exams and demonstrate how questions are weighted. By familiarizing students with your tests and quizzes might help alleviate test anxiety.

## Grading Procedures

All grading is done online. To access the online grading system, go to the faculty link at [my.SVSU.edu](http://my.SVSU.edu), select *Faculty Information* and then *Grading/Attendance*.

SVSU's grading system is as follows: A, A-, B+, B, B-, C+, C, D and F. If a student receives an "F" in your course, you must include the student's last date of attendance (mm/dd/year) or check the *Never Attended* box. Two other types of grades are the "I" for an incomplete or a P/N. If the final grade is an "I" (Incomplete), you must also submit an Incomplete Contract, which can be downloaded from the Registrar's website under Services/Forms. If you are teaching a P/N class and your student earned a "P" (pass), please enter an "A". If the student earned an "N" (fail), enter an "F." If you enter an "F," you must enter the last date of attendance (mm/dd/year) or check the *Never Attended* box. Final Grades for Winter 2019 are due on Wednesday, May 8<sup>th</sup> at Noon. If you experience any problems or have a question regarding this process, please contact the Registrar's Office at 989-964-4085 or [registrar@svsu.edu](mailto:registrar@svsu.edu)

## Adjunct Faculty Awards Banquet

This year's Awards Banquet is being held on April 5<sup>th</sup> beginning at 5:00 p.m. in the Curtiss Banquet Hall. This event is a great way to celebrate the wonderful work you have done during this academic year and to also celebrate the end of the semester! If you have any questions, please feel free to contact us at [adjunctfaculty@svsu.edu](mailto:adjunctfaculty@svsu.edu)

## END OF SEMESTER DRAG?

Are your students tired and dragging? Are they lacking motivation? If so, try to shake up your class by doing some new and varied things in class. Some ideas for changing things up can include:

- Varying your instruction by using demonstrations, discussions, case studies, and group work.
- Making an effort to have 15-20 minute lecture cycles because we humans can't maintain our concentration for long periods of time.
- Moving the desks into a U-shape to encourage student discussion.
- Change the scenery. Have class in a different location.
- Create a treasure hunt exercise to have your students locate different information in their texts.
- Always plan for class...don't try to wing it.

It is amazing how, just by changing things up just a little bit, students take notice and become more motivated!

## Course Evaluations

All Canvas sections have been loaded into EvaluationKIT. Meaning that course evaluations will now be completed on your Canvas site. Course evaluations must be administered to every class taught prior to the end of the semester. All adjunct faculty are required 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 Office of Adjunct Faculty Support Programs (SE201). It is vital to preserve student anonymity, so faculty members are required to leave the room while students 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 are 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/](https://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.

Check with your department chair regarding the departmental policy for Course Evaluations.

## Better Course Evaluations

As you plan for the fall semester, you might want to consider which steps you can take to have improved course evaluations. It is proposed that faculty who are proactive in the following three areas might have better course evaluations and also better student learning outcomes!

1. Understand and accept your students. Your students want you to know who they are, their names and what their world is about. While some are prepared for college and some are not, it is important to know they all want to succeed. Therefore, it is advised that you should provide background information about your subject area, discuss the rationale behind your assignments, all in an effort to make your expectations visible and explicit. Students tend to be more motivated when they know the reasons behind your course design.
2. Establish clear criteria for grading. Clearly, students want good grades and they want to know how to get them and how to compute them. They are accustomed to rubrics so use them. Also, make your grading accessible. They aren't good at figuring out weighted grades.
3. Get formative feedback early. Collecting information from students early in the semester helps you know where the students are and how you can help them. Try using test and paper wraps to assess how they prepared their work for you.

These ideas might create students who are prepared to succeed in your class and to your success at the end of the semester.

Source:

Clement, M. (2012, July30). Three Steps to Better Course Evaluations. *Faculty Focus*. Assessed from: <http://www.facultyfocus.com/articles/faculty-evaluation/three-steps-to-better-course-evaluations/>

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# OPEN EDUCATION MINI- GRANTS

**APPLICATIONS DUE 04/26**

Eleven (11) faculty, instructors, and/or adjunct faculty will receive a \$500 award to work towards reducing textbook costs for their students.

For more information, visit:  
[librarysubjectguides.svsu.edu/oer](http://librarysubjectguides.svsu.edu/oer)

or contact Lauryn Lehman,  
[lglehman@svsu.edu](mailto:lglehman@svsu.edu)