

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

Adjunct Faculty Academic Calendar

November:

6 Last Day to Withdraw with
a "W" Grade



25-29 Happy Thanksgiving!

Workshops:

16 What Are They Thinking?
Gathering Early Student
Feedback
Noon Teams Meeting

17 What Are They Thinking?
Gathering Early Student
Feedback
5:00 p.m. Teams Meeting

Register for one of these by going to:
[https://appsc.svsu.edu/workshops/
workshopsOffered](https://appsc.svsu.edu/workshops/workshopsOffered)

This is Important! What You Need to do to Prepare for Thanksgiving and Beyond!

As you know, classes will be held remotely after the Thanksgiving break, which is scheduled for Wednesday, November 25th through Sunday, November 29th. Please read the following so you can prepare.

1. Students may not be required to come to campus or attend a face-to-face class.
2. Create a plan for how your course will be taught from November 30th until December 12th. Finals week begins on December 14th. Final grades are due by Noon on December 22nd.
3. Be explicit with your students regarding your plans for class after the break. Ensure that your students know exactly what your expectations are and how your class will be run going forward.
4. Synchronous classes can remain scheduled but must be held remotely.
5. Synchronous classes can become asynchronous.
6. Faculty can continue to teach from their classroom during their scheduled class time, but the classroom must be empty.
7. Faculty can hold office hours during their scheduled times if all social distancing procedures are followed and the student voluntarily comes to campus.
8. Understand that right now, your students might not be making the best academic decisions as a result of their fear and anxiety. So, reach out to them, if you haven't already, to see how they are coping.
9. If you are teaching an asynchronous class and you are planning your final exam, you cannot make that exam synchronous as it may interfere with one of your student's other exams.
10. It is important to decide which technologies you will need after the break and practice those before the break. If these technologies involve student assistance, please have the students practice before the break.
11. Any faculty on campus must always wear a mask and must continue to practice social distancing.

Should you have any questions regarding expectations after Thanksgiving break, please forward your question to adjunctfaculty@svsu.edu and we will try to answer your questions as quickly as possible.

ANNOUNCEMENT:
The 2020-2021 SVSU Adjunct
Faculty Handbook is now
available at
adjunctfaculty@svsu.edu

Unengaged or Missing Students

It is a best practice to follow up with any student who is either not attending class, not turning their assignments in or not engaging in a way that is in their best academic interest. However, if you have been unsuccessful in reaching out to a student who isn't participating, please contact Ann Coburn-Collins with the student's name, the name of your class, number, and section and when possible please also include the student's ID number. Ann will pass this information along to the Provost's Office who will work to follow up with the student. You can reach her at acoburn@svsu.edu

Taking Care of Yourself

The importance of Health, Self-Care and Maintaining Balance

The Covid-19 pandemic has upended the ways in which we typically teach and interact with our students and colleagues not to mention live. Some of us never expected to teach online but that is our new reality. Given that courses are going to be taught remotely after the Thanksgiving break, we wanted to offer some advice to help you get through the next few weeks.

1. *Physical Health:* If there has ever been a time to think about healthy living it is now. To stay healthy and build a robust immune system you need to practice basic hygiene like washing your hands, not touching your face and practicing social distancing. Additionally, it is really important this year to get a flu shot, to choose healthy food, drink a lot of water and exercise daily.
2. *Mental Health:* There is a mind body connection. To maintain physical health, we need to take care of our psychological well-being. Emotions can affect our blood chemistry, heart rate and digestive track. To reduce levels of stress and anxiety to promote a healthy mind body connection, professionals advise that we get a lot of exercise as that increases our endorphins and lowers our cortisol levels helping to improve our moods. Cut back on the caffeine because it is a stimulant and can cause anxiety. Try to journal. Physically writing down your thoughts and feelings can help reduce stress and anxiety. Finally, it seems like there are more questions than answers these days. The unknown can contribute to increased levels of stress and anxiety. Therefore, it is important to recognize what is you can control and recognize that which isn't within your control.
3. *Self-care:* Make time for relationships. Look to your family, friends and colleagues to provide that social/emotional support you might be needing. Video chats like Facetime, Teams or Zoom are good ways to keep these connections and continue to maintain social distance. With your connections you might consider having a virtual coffee klatch or happy hour. Take time for yourself as this is essential to a strong well-being. Find humor and laughter in your day. Having fun conversations with friends or watching a funny movie or video will help you cope with stressful situations and is an effective self-care activity.
4. *Life Balance:* Prior to the pandemic you had a pretty regular schedule. Creating a new schedule that fits with your new reality, will help you regain your life balance. To do so, avoid multi-tasking, limit your screen time and take breaks. Also try to keep track of your time. Try to plan your days and stick to the schedule you have developed so that your productivity will increase.

It is easy to become involved in the stress and anxiety that Covid-19 has created. So hopefully, if you work to monitor your physical/mental health, practice self-care and maintain a healthy life balance, you will weather this storm and come out of this crisis positively. These practices will also help you be the teacher you want to be.

Taking Care of Your Students:

Importance of Sleep, Hydration, Healthy Diet and Student Learning

Now more than ever, our students are struggling with anxiety and fear which might be affecting their healthy choices. Please remind your students that there are three essential healthy choices for learning. These are getting enough sleep, hydration and healthy eating.

Sleep: Being overly tired actually prevents the kind of learning necessary for student success. Research has shown that the quantity and quality of sleep affects learning and memory in two important ways. First, sleep deprived students have difficulty focusing which prevents them from learning efficiently. Secondly, sleep allows for students' memories to consolidate, an essential element in new learning. So, if you can, please try to help your students better manage their time so that they will get enough sleep. This means that they need between 7.5 and 9 hours of sleep each night. It will help them not only get their course work completed but also allow them to better understand and remember the material.

Hydration: Students tend not to drink the required 64 ounces of water daily. Water, too, is an important part of learning. The brain is surrounded by water. If a student doesn't intake enough water their brains get hot and their learning is affected. Water is essential for a healthy functioning brain as Neurons store water in tiny balloon like structures called vacuoles. As well, water maintains the brain's membranes for normal neurotransmission. Encourage your students to have water by their side all day!

Healthy diet: The best brain foods are the good fats, lean proteins and complex carbohydrates. The brain is energy-intensive and operates on 20 percent of an adult's daily food intake. This food intake helps students concentrate and stay awake. Food also contributes to building and repairing brain cells. Therefore, encourage your students to eat properly.

The healthy choices they make now, will keep them strong...wearing masks, social distancing and avoiding large crowds are also good health practices!

What Are They Thinking? Gathering Early Student Feedback.

In preparation for Winter semester, the Office of Adjunct Faculty Support Programs is offering a workshop titled, *What Are They Thinking? Gathering Early Student Feedback*. Successful learning and teaching are dependent upon knowing what the students are learning and also what faculty can do to help them learn better. This workshop will focus on methods to get student feedback early in the semester to help them be more successful. It will be held remotely using Teams on Tuesday, November 16th at Noon and Wednesday, November 17th at 5:00. An appointment from Outlook will be sent to you on the day of the workshop with a link to the meeting. You can sign up for this workshop at this site: <https://appsc.svsu.edu/workshops/workshopsOffered> and select "Tools for Teaching" in the drop down box. Adjunct faculty who attend workshops are compensated at a rate of \$30.00.