



Adjunct Faculty Academic Calendar

September:

<u>7-8</u>	Labor Day Recess, No Classes
<u>4</u>	Last Day to Withdraw with 100% Refund
<u>9-15</u>	Late Course Adds if Registered
<u>15</u>	Last Day to Withdraw with a 75% refund, "W" grade
<u>29</u>	Last Day to Withdraw with a 25% refund, "W" grade

Workshops:

<u>9</u>	Echo 360 IV Interactive Embedded Polling in a Video Online	1:00 P.M.
<u>15</u>	Canvas Introduction II – Canvas Tools Online	2:00 P.M.
<u>21</u>	MS Stream: Working with Teams Meeting Recordings Online	11:00 A.M.

Register for one of these by going to:
<https://appsc.svsu.edu/workshops/workshopsOffered>

Class Discussion

If you want your students to engage and actively participate in your class, either online or on-ground, it is necessary for them to understand that participation involves their willingness to contribute to class discussions. It is also important that your students understand the connection between active participation, their learning, and their grades because there is a connection! Early in the semester faculty should discuss the importance of class discussions and back that up by providing participation points toward the students' grades. Faculty should make their students aware that participation in discussions helps them test their newly found ideas and opinions. As well, their participation creates collaborative bonds between students, and it allows them to practice the concepts connected to the discipline. Interestingly, discussion promotes more student preparation for class.

The following are some ideas you might try, to increase class discussions:

- Open the class by distributing a discussion question and allowing your students to write out some of their ideas related to the question. After they have had time to think and write, open the floor for discussion.
- If the material calls for lecturing, pepper your lecture with questions and allow the students to ask you questions.
- Create a safe classroom where students feel supported. This will help your students feel comfortable to speak up, and answer and ask questions.
- After you ask a question, give the students time to gather their thoughts...silence, however long, means they are thinking!
- Respect students when they do answer questions by providing a careful and reassuring response to their comments.
- A 2012 study indicated that if your class is not participating in discussion, you should try cold calling (Dallimore et al, 2012). The study found that the more cold calls a faculty member makes the more voluntary participation increases.

In the end, it is through regular participation that your students will learn leading to better grades and more enjoyment in your class!

Reference:

Dallimore, E., Hertenstein, J., & Platt M. (2012). Impact of Cold Calling on Student Voluntary Participation. *Journal of Management Education*, 37(3) 305-341

Career Services in Your Classroom

If you find that you have a scheduling conflict or an emergency and you can't make your class, consider contacting Career Services as they offer top-notch quality presentations customized to the fit the needs of your students. You can reach them at 989-964-4954 or www.svsu.edu/careerservices/meetthestaff

IT Canvas Support Chatbot and NEST Ambassadors

To provide students with fast responses to their questions while using Canvas, the SVSU Learning Management System has created a real-time messaging system for technology support. In the lower right-hand corner of your Canvas session, your students will see a red and white chat icon.*

If you are in Canvas and have a question or are having an issue, click on the chat icon:



It will then open a digital conversation with one of our Technology NEST Ambassadors or ITS Support personnel. They will do their best to aid or get you to the people who can help you. If you have any questions, please contact the ITS Support Center at support@svsu.edu or (989) 964-4225.

*Please note: This is not available in the Canvas Mobile App)

The First Few Weeks of Classes

The first day of class is the most important as it sets the tone for the rest of the semester. However, the first four weeks of class can determine whether your students will be successful and retained for the entire semester. To help with this, here are a few techniques you can employ during these important weeks:

1. Express to your students that you respect them and want all of them to succeed.
2. Learn your students' names and something else interesting about them.
3. At the beginning of each class for the first few weeks, welcome your students and include the name of the course and your name in your greeting.
4. Ask students to write about any challenges they may have (child-care, transportation, working a lot of hours, no computer at home). Do they need help with these challenges? Refer them accordingly.
5. Contact any student who misses class or isn't regularly showing up online.
6. Let students know what they need to do to be successful in YOUR course.
7. Demonstrate how previously successful students have taken notes in your class. Early on assign an exercise that results in students figuring out the quality of their notes.
8. Model what you expect from students (start and finish class on schedule, be prepared for class, be responsive, be truthful, respectful, fair and available, etc.). Model quality.
9. Engage the class in an academic vocabulary discussion. What constitutes missing class? When is a home assignment late? How Might I better manage my time in online courses?
10. Perform at least one CAT (Classroom Assessment Technique) – like a minute paper, muddiest point.
11. Engage students in at least one active learning strategy (like think-pair share with an online group, QR Code creation, clickers, jigsaws, or magic moment).

These are tried and true techniques which not only engage students but also helps them feel as though they are valued. In this era of COVID-19, it is especially important to use whatever method you feel will help to not only retain your students but to also help them be successful!