



Adjunct Faculty Academic Calendar

<u>9/2-9/3</u>	Labor Day Recess, No Classes
<u>9/4-9/10</u>	Late Course Adds
<u>9/10</u>	Last Day to Withdraw with a 75% Refund, 'W' Grade
<u>9/17</u>	Last Day to Withdraw with a 50% Refund, 'W' Grade
<u>9/24</u>	Last Day to Withdraw with a 25% Refund, 'W' Grade

Workshops

<u>9/5</u>	Canvas: An Introduction 10:00 AM Z115
<u>9/12</u>	Canvas: Gradebook, Assignments & Rubrics 10:30 AM Z115
<u>9/24</u>	Echo 360: Universal Capture has replaced Personal & Classroom Capture 1:00 PM Z 115

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

Inspired Teaching

In a publication, Maria Orlando (2013), a professor of education who has also been a K-12 administrator, noted that in all of her classroom observations and assessments of teaching there were nine characteristics faculty demonstrate to inspire their students to learn. The following are the nine characteristics she outlined:

1. A great teacher respects her students
2. A great teacher creates a sense of community and belonging in the classroom
3. A great teacher is warm, accessible, enthusiastic and caring.
4. A great teacher sets high expectations for all students.
5. A great teacher has her own love of learning
6. A great teacher is a skilled leader
7. A great teacher can “shift-gears” and be flexible if a lesson isn’t working
8. A great teacher collaborates with colleagues on an ongoing basis
9. A great teacher maintains professionalism in all areas—from personal appearance to organizational skills and preparedness for each day.

These are the traits that inspired teachers demonstrate in their teaching practices. Inspired teachers understand they must develop strong relationships with their students and then use those bonds to motivate learning. It is instructive to note that what was missing on this list was the teacher’s subject knowledge or her methods for teaching. Instead the author found that relationships, fairness, warmth, flexibility, collaboration and professionalism were key to student learning.

Here’s hoping that this new semester will be one where you will work to inspire your students to learn!

Reference:
Orlando, M. (2013, January 14). Nine Characteristics of a Great Teacher. *Faculty Focus*. Accessed from <https://www.facultyfocus.com/articles/philosophy-of-teaching/nine-characteristics-of-a-great-teacher/>

Adjunct Faculty Business Cards

This fall, the Office of Adjunct Faculty and Academic Support Programs will again be ordering 100 cards for the first 100 adjunct faculty who complete a questionnaire on Survey Gizmo. It is our hope that you, a member of SVSU’s adjunct faculty, will be able to use this business card should you want to connect with a student, or should you decide to encourage someone to consider applying to SVSU for admission. We also hope that this card will help to validate your importance to SVSU.

To complete the survey, go to: <https://www.surveygizmo.com/s3/3736599/Adjunct-Faculty-Business-Cards-2019>

HOW We Copy, Print and Scan

Our Science East office (201) has a Kyocera copier/printer which is activated by a program called PaperCut. The intent for employing PaperCut in offices across campus is to help eliminate paper waste, provide job accounting, and enable secure print release (the printer holds onto your print job until you log in). PaperCut printing/copying can be accessed in four different ways:

<i>If you choose to log in using your:</i>	<i>You will also need your:</i>
SVSU Username	SVSU Password
SVSU Employee ID Number	PaperCut PIN Number
SVSU ID Card	PaperCut PIN Number
PaperCut ID Number	PaperCut PIN Number

Should you choose to use one of the Kyocera copier/printer anywhere on campus you will need to get access to PaperCut.

- To establish your PIN number or to see you PaperCut ID number, you must first go to vprint1.svsu.edu and submit your SVSU username and password.
- To find your PaperCut ID number look under *Summary* there you will see: *Card/ID number*. Click that and it shows your PaperCut ID number.
- If you choose the last three options above, you will need also need to create a PIN number. To do so, look on the left column on the page (vprint1.svsu.edu) and select *Change Detail*. There you will be asked to insert a pin number.
- Finally, should you choose to use an SVSU ID card to login to PaperCut, you will need to have a newer one (your ID number shouldn't not begin with zeros ("0")).
- If you want our office to do any kind of copy work for you it is suggested that will need to forward your PaperCut PIN Number to us.

For more information on this please go to the portal at my.svsu.edu and look under *Menu-Technology-Print Management*. There you will find links to both a print document and a video on PaperCut. Should you need a new ID card visit Financial Services in Wickes 131A. Should you encounter any problems call IT Support Center at x4225 option 4.

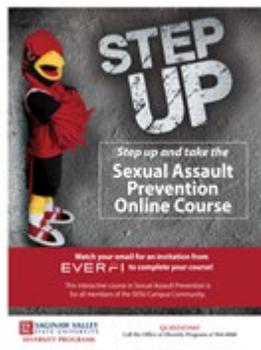
Adjunct Faculty Professional Development

One of the missions for the Office of Adjunct Faculty Support Programs is to provide opportunities for Adjunct Faculty to learn more about teaching and learning. This semester, for instance, we are offering three workshops and the New Adjunct Faculty Seminar. However, there are other offices which also offer workshops. These include the Center for Academic Innovation (they offer Teaching Tables and the Teaching and Learning Symposium), Instructional Technology (they offer all kinds of workshops on various technologies), the Library (OER workshops) and Diversity Programs (Cultural Competency). At SVSU, adjunct faculty are paid \$30 for up to five workshops a semester. For day long workshops, adjunct faculty can be paid up to \$100. There are other benefits to participating in these programs, as food is often involved! So, if you are interested you can register at svsu.edu/workshops. To get paid, print the certificate of attendance (also found at the workshop webpage) and bring it to Deb in Science East 201. She will ensure that your compensation is included in your pay.

The Library has updated the Adjunct Faculty webpage so check it out!
<http://librarysubjectguides.svsu.edu/adjunct>

Diversity Programs Needs You!

Mamie Thorns, Special Assistant to the President for Diversity Programs has two upcoming programs. The first, is the Sexual Assault Prevention Online Course. There has been a huge uptick in sexual assault complaints here at the University. So, it is important that all faculty take this course to become more knowledgeable about what constitutes sexual assault. There is more involved with this than most people think. To take this course be on the lookout for an email from EVERFI



The second program is the Cardinal Climate Survey. We will be continuing to remind you to complete this survey once it becomes live. Adjunct Faculty are an essential part of this University so you should let your voice and ideas be heard. This survey will become live on October 1st...so plan on spending about 15 minutes of your time to take this important survey. For more information on this go to svsu.edu/campusclimate

Desk Copies

A number of faculty have asked how to obtain desk copies of books for their classes. The easiest way to get a desk copy is to first look in *Books in Print* (<http://www.booksinprint.com>) to see what is available. Do so by entering the subject matter in the query provided. Once you decide upon a book(s), go to the publishers' website(s). Find your book and complete whatever form the publisher provides so that you can obtain the book. Oftentimes you will also have to indicate that you are faculty. You can have the copies delivered to our office in Science East 201. We will let you know when they arrive!



Receive notifications about:

- | SEVERE WEATHER |
- | CAMPUS DELAYS |
- | CAMPUS CLOSURES |
- | CRITICAL INCIDENTS |

You choose how you want to stay notified..

Adding and deleting contact information is simple and it only takes a couple of minutes.

Stay Notified



Campus Alerts

The University wants to ensure that you are up to date on any notification which might affect you and/or your students. So please consider logging into this website: <https://www.getrave.com/login/svsu>. There you will be asked to enter any phone number at which you can be reached, as well as, any of your email addresses. In the case of inclement weather or any other campus alerts, you will receive a text, phone call and an email.