



## Adjunct Faculty Teaching & Learning Tips



### *Fall 2013 Semester Preparation Newsletter*

#### Dates & Events



#### To prepare for a semester,

- Verify assigned teaching load via [WebAdvisor](#)
- Obtain course textbooks and materials
- Review Publisher Resources or training

#### [Download the Academic Calendar](#) and verify,

- All Add/Drop Dates
- Course W/N and W Dates
- Final Exam Period

#### Start the Semester,

- [Authenticate your NetID](#) so you can access all needed accounts
- Check your [Outlook email account](#)
- Print out all class rosters using [WebAdvisor](#)



#### Student Corner



#### How well do you know your campus?

Bookmark your [Campus Home Page!](#) Can you direct students to...

- Academic Success Center?
- Testing Services?
- Library?
- Student Services?
- Bookstore?
- Computer Lab?
- Career Resource Center?

Attend the regularly scheduled campus in-service event.	
<b>Teaching Corner</b>	<b>Syllabus Checklist</b>
<p><b>Are you clear on Student Learning Outcomes?</b></p> <p><a href="#">Review Academic Student Learning Outcomes</a> for all General Education courses.</p> <p><a href="#">Review QEP Resources</a> for Gateway Courses.</p> <p>Bookmark the <a href="#">New Faculty LibGuide</a></p> 	<p><b>Is your Syllabus ready for distribution?</b></p> <p>Consult your program manager for suggested syllabus templates featured at your campus, or in your discipline.</p> <p>Review the <a href="#">Syllabus Checklist Tutorial</a>.</p> <p>Consult the <a href="#">Online Syllabus Tutorial</a>.</p> 
<p><u>McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers.</u>  <u>Successful Beginnings for College Teaching.</u></p>	