



Log-in Accounts

Accounts	Resources	
Verify your Employee ID #.	Program Manager	
Authenticate your NetID and manage your password.	NetID Log-in Page	
Check your HCC Outlook E-mail. Review Microsoft Office Tutorials .	HCC Outlook Web-Access	
Clarify student email and Microsoft 365 Web Apps .	HawkMail365 Overview	
Check your WebAdvisor Account. Review WebAdvisor Tutorials .	WebAdvisor Log-in Page	
Check your MyHCC courses. Consult MyHCC Tutorials .	MyHCC Log-in Page	
<i>Bookmark</i> HCC Help Desk for technical assistance.	HCC Live Help Desk	
<i>Bookmark</i> the Adjunct Faculty Page.	Adjunct Faculty Page	
<i>Bookmark</i> the HCC Faculty Mentor Program Page.	Faculty Mentor Program	
<i>Bookmark</i> the New Adjunct Faculty LibGuide.	New Adjunct LibGuide	
<i>Complete</i> the Online Orientation – College & Campus.	College & Campus	
<i>Complete</i> the Online Orientation- Adjunct Faculty Role.	Faculty Role	
<i>Complete</i> the online tutorial on Instructional Technology.	Instructional Technology Tutorial	

Semester Preparation





Semester Preparation	Resources	
Clarify HCC Policy and Procedure.	Adjunct Handbook	
Verify assigned teaching load, Obtain all needed course textbooks and materials. Review Publisher Resources for textbook and obtain necessary training or passcodes.	Program Manager	
If teaching hybrid or online courses, bookmark Blackboard Resources . Register for MyHCC Training.	MyHCC Assistance Center	
Download the Academic Calendar. <ul style="list-style-type: none"> • Verify add/drop, WN, and W date for each course. • Verify last scheduled class period and non-class days • Verify the Final Exam Schedule. 	Program Manager Academic Calendar	
Review HCC Course Descriptions.	Catalog Home Page	
Review Student Learning Outcomes for General Education.	General Education Student Learning Outcomes	
Review Student Learning Outcomes (SLO) for Associate in Arts Programs.	ASLOA Academic Student Outcomes	



Adjunct Faculty Checklist- Academic Calendar

Review Course-Specific Outcomes in Public Folders .	Program Manager	
Construct course syllabi	Syllabus Tutorials	

One Week Prior to the Term

Semester Preparation	Resources	
Attended scheduled In-service and campus orientation. Consult campus resources for adjuncts.	Check Outlook or Campus Calendar for Details.	
Obtain HawkID Card, Gate ID, or decal for campus parking. Review the Hawk Card Home Page .	Program Manager	
Campus Services	Resources	
Tour Campus Classroom and Student Service Locations. Construct a campus contact list.	Campus Map HCC Directory Link	
Verify Student Services: Academic Success or Tutoring Center, or SmarThinking Online Tutoring Service	Location Contact	
Testing Services . Review established procedures that may require a Photo ID & Cover Sheet.	Location Contact	
Library: Review orientation procedures and student services. NOTE: Hawk ID needed to access HCC Libraries Online .	Location Contact	
Verify resources at the Career Resource Center .	Location Contact	
Verify course textbook and hours for the Bookstore .	Location Contact	
Computer Lab: Verify Open Lab Hours for student use.	Location Contact	
Explore the Office of Service for Students with Disabilities .	Location Contact	
Review events- Student Government Association (SGA) .	Location Contact	
Assigned Courses	Resources	
Print Class Roster using WebAdvisor.	WebAdvisor Log-in Page	
Contact Students using the e-mail link from the class roster in WebAdvisor or MyHCC.	MyHCC Log-in Page	
Check HCC Outlook for departmental FYI.	Outlook Web-Access Log-in Page	
Office Space	Resources	
Check contents of departmental mail box.	Room	
Obtain or order any needed office supplies.	Office Contact Supply Room	



Adjunct Faculty Checklist- Academic Calendar

Verify copy procedures and necessary passcodes.	Room Passcode	
Organize Desktop Computer & Outlook Account.	Microsoft Office Tutorials	
Review manuals for Telephone system operation.	Call Pilot User Guide 1120/1140 IP User Guide	
<i>Bookmark</i> HCC Help Desk: Technological & student services questions.	HCCLive Help Desk	
<i>Bookmark</i> CITT: Faculty Professional Development for tutorials and training.	CITT Home Page	
<i>Bookmark</i> PDWS: Professional Development and Workshop Services for tutorials and training.	PDWS Home Page	
<i>Bookmark</i> Pay Date Schedule.	Pay Date Schedule	
Policy Review	Resources	
HCC Student Policies: Programs, Grade Confidentiality, Student Bill of Rights.	HCC Student Handbook Student Bill of Rights	
Review HCC Adjunct Faculty Policies.	Adjunct Handbook	
Employment Policies: Access to Computers, College Property, Sexual Harassment, Teaching Evaluation, Office Hours, Parking.	Adjunct Handbook	
Grading Policies: GPA Grade Computation, Attendance Grades, End-of-term grades; Grade Appeals. Review WebAdvisor Tutorials .	Adjunct Handbook	
Refer students to Student Services for Registration, Add/Drop Procedures, and Advising.	Campus Location Contact	
Review Safety & Security Policies. Emergency Procedures, Campus Disturbances, Assault or Threat, Violence, Use of Force.	Public Safety Office Campus Contact	
Clarify any additional Campus Specific Policies.	Program Manager	

First Week of the Term

First Class Meeting Preparation	Resources	
Verify course add/drop date.	Academic Calendar	
Prepare syllabi for distribution.	Copy Procedures	
Before the first class meeting, verify classroom space and features. Make all MyHCC courses available.	MyHCC Tutorials and Training Smart Classroom Support	
During the first class meeting, distribute and clarify course syllabus, assess student skill and knowledge levels via a diagnostic, and introduce course outcomes or key concepts.	Review First Week Learning Principles .	
Add/Drop Date: Communicate course add/drop date and refer students to student services.	Academic Success Centers Campus Location Contact	



Adjunct Faculty Checklist- Academic Calendar

At the second class meeting, review class roster following add/drop date and check status of all students.	WebAdvisor Log-in Page	
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Second Week of the Term

Week 2 Preparation	Resources	
Submit Office Hours Form and course syllabi.	Program Manager	
W/N Deadline: Enter W/N or attendance grade 9 calendar days after the start of a course. Verify class roster for all assigned courses. Consult WebAdvisor Tutorials .	Program Manager WebAdvisor Log-in	
Early Warning. By the end of week three, evaluate student performance and refer to any needed campus support service.	Academic Success Centers Campus Location Contact	

Midterm

Withdrawal Deadline	Resources	
Provide students with course standing or estimated grade, and then communicate the withdrawal deadline.	Academic Calendar Adjunct Handbook	
Midterm: Evaluate student performance and refer to any needed campus support service.	Academic Success Centers Campus Location Contact	


Last Week of the Term

Week Preparation	Resources	
Submit End of Term Verification Form.	End of Term Verification Form	
Communicate student pre-final grades. Contact Students using the e-mail link from the class roster in WebAdvisor or MyHCC.	WebAdvisor Log-in Page MyHCC Log-in Page	
Communicate final exam time and location. Review for the final exam, project or presentation.	Academic Calendar	
Provide course closure or assess learning outcomes.	Last Day of Class Tips	
Review Incomplete grade criteria. Review the Assigning and Adding Grades Tutorial .	Adjunct Handbook	



Adjunct Faculty Checklist- Academic Calendar

Course Close

Final Exam Period & Grading Preparation	Resources	
Communicate final course grades to students. Contact Students using the e-mail link from the class roster in WebAdvisor or MyHCC.	WebAdvisor Log-in Page MyHCC Log-in Page	
Post Final Course Grades to WebAdvisor within 48 hours of scheduled final. Consult WebAdvisor Tutorials .	WebAdvisor Log-in Page	
Submit final course grades per departmental procedure.	Program Manager	
Archive all courses for one calendar year.		
Verify dates when college is closed between semesters.	Academic Calendar	

Updated 9/22/2014