Adjunct Faculty Semester Start Checklist

To help the semester get off to a great start, please do the following before classes begin:

_____Check your college email account

_____Ensure you can access Banner web with username and password

_____Activate D2L course shell(s)- for online and face-to-face classes

_____Complete the syllabus for your course (using the correct template)

_____ Check the academic calendar for non-class days

_____ Check the finals schedule and include final exam day and time in syllabus

Both items can be found at http://www.gfcmsu.edu/academics/AcademicCalendar.html

_____Send an electronic copy of your course syllabus to Stacy Lowry (stacy.lowry@gfcmsu.edu)

_____Ensure you have a copy of the textbook(s) for your course

_____Access needed software/computer programs (i.e., MyMathLab)

_____Locate the adjunct office (if new and teaching on campus)

_____Tour campus/classroom/work area (if new and teaching on campus)

_____Locate your mailbox (if new and teaching on campus)

_____Review your roster and be prepared to take attendance – Faculty will need to contact students who have not attended the first week of class, and if a student fails the class, Financial Aid will need to know the last date of attendance. Up-to-date rosters can be found by going to www.gfcmsu.edu, "Faculty and Staff," "Banner Web," "Enter Secure Area," logging in, "Faculty Information," and then "Summary Class List."

If this is an evaluation period, you will need to do the following:

_____Review the evaluation procedure and forms in the Adjunct Faculty Handbook

_____Work with your department chair to schedule a class observation

_____Write your self-assessment (see handbook)

_____Submit your self-assessment to Leanne Frost prior to the summary meeting

_____Work with Leanne Frost to schedule the summary meeting

_____Participate in summary meeting before semester ends