

## Checklist for Adjunct Faculty at Florida Gulf Coast University

Preparing to teach in a new situation is always a challenge. The staff at the Lucas Center is dedicated to making that process clear and easy for you to master. We are confident that this Checklist will help you prepare to meet your students on the first day of class with confidence and joy.

### Preparing to Teach

**Ask your Department Chair or Consult the Adjunct Handbook for Your College for details about the following items.**

- What are the Pre-Set Student Learning Outcomes (SLOs) for your department/college/course?
- Are there Pre-Set/Pre-Determined Student Assessments?
- What are the textbook ordering procedures? Has a textbook been identified and ordered?
- Do they have a textbook for you?
- Is there an existing Canvas course you can access for reference?
- Is your Canvas course ready for you to design?
- Who do you consult about printing materials?
- Where is the Adjunct Office Space?
- Who is the E-Learning Designer assigned to your college?
- Where can you obtain a Course Syllabus?

### Items covered in your HR Sign-on Orientation

- How to obtain your E-Mail address
- How to obtain your FGCU ID Card
- How to have your ID Card programmed as a Room Key
- How to obtain a Parking Permit
- Where to be fingerprinted

**Attend Mandatory Adjunct Orientation (Please email [lucascenter@fgcu.edu](mailto:lucascenter@fgcu.edu) for more details)**

### Before Class Begins

- Work with your E-Learning Designer to design your course and/or attend a Canvas Training or watch the Canvas “How to” Videos.
- Create your Course Syllabus. Include all required Syllabus Statements (Statement resource in Adjunct Canvas Course)
- Access the Academic Calendar through the FGCU Website to verify important dates. (vacation dates, last day to withdraw without academic penalty, exam week etc.)
- Create an Attendance Verification Assignment
- Check your class roster through Canvas by using the “People” button.
- Publish your Canvas Course
- Send a Welcome E-Mail to your students using Canvas E-Mail and or the Announcement Function
- Visit your assigned classroom and become familiar with the Podium
- Contact Information Technology Services (ITS) if you need assistance with the Podium (ext.1188), TEAMS or ZOOM
- Complete the Dual Verification Process to be able to access Canvas and Gulfline.
- Consult the Adjunct Canvas Course Resources for ideas....Then create lesson plans.
- Greet your students at the door or as they enter the ZOOM or TEAMS or Canvas Conference rooms on the first day of class.
- Check for emails from Adaptive Services regarding students who need accommodations due to a disability.

### Midterm

- Create a Mid-term course evaluation. Need Help? Contact the Lucas Center
- Analyze the results of the Mid-term course evaluation; report the results to your students. Adjust your practice to answer their concerns. Need Help? Consult the Lucas Center
- Monitor Struggling Students
- Plan for final exams
- Plan for adding questions to the *Student Perception of Instruction Survey (SPoI)* Need Help? Attend the Lucas Center *SPoI Conversations*.
- Plan for a classroom peer observation by your chair, department mentor, or contact the Lucas Center to schedule.

### End of Term

- Post Final Grades to Gulflink by due date and time
- Review SPoI Data which will be available 48 hours after final grades are due. Access to results is through each Canvas Course along the left side click on SPoI Results.
- IF you will teach that course again, make changes to course based on SPoI data
- Schedule a visit with your Chair to discuss your experience and possible teaching assignment for next semester.
- Update CV.

### Where Can I Acquire Help to Identify Best Teaching Practices?

- Make an appointment with Bill Reynolds or Kim Fournier at the Lucas Center for a consultation session
- Visit the Adjunct Faculty web-resources on the Lucas Center Website or the Canvas Course; especially the *TipSheets*
- For on-line or blended courses, consult your E-Learning Designer.
- Consult the list of print resources on the Lucas Center Website
- Consult your departmental librarian
- Attend an event at the Lucas Center. Watch your email for announcements or visit the *Calendar of Events* on the Lucas Center Website.
- Join a Faculty Book Club or Faculty Learning Community. Visit the Calendar of Events on the Lucas Center Website.