Getting Started Checklist for Part-time Faculty

Name: _____   Department: _____

Administrative Assistant: _____   Dean: _____

❖ **Human Resources**
- ☐ Mandatory Training
  - ☐ FERPA
  - ☐ Active Shooter
  - ☐ Harassment and Discrimination Prevention Training - Employees will receive their initial invitation within the first 6 months of their employment and then again every two years.

❖ **IT Services**
- ☐ Username, Password, and Email – 775-673-7800 Ext. 1

❖ **Department Chair**
- ☐ Expectations
  - ☐ Absences Procedures
  - ☐ Faculty Mentoring
  - ☐ Work orders for classroom maintenance
  - ☐ Etc.
- ☐ Class information _____(Ex. ECON 102 – 1013)
- ☐ Classroom Numbers _____ (Ex. RDMT 333)
- ☐ Textbook for class
- ☐ Syllabus for class
- ☐ Fill out all necessary paperwork

❖ **Academic Support Center (775-674-7906 or asc@tmcc.edu)**
- ☐ New Employee Orientation – Getting Started
- ☐ **PTF Work Areas**
  - ❖ RDMT 315 (Access Code: 245), LIB 200, VSTA 111, MDWS 202, EDSN 201
- ☐ Visit LIB 200 inside the Learning Commons
- ☐ Mailbox
- ☐ TMCC ID Card (Welcome Center – 1st floor of RDMT Building)
- ☐ Classroom keys
- ☐ Business Cards
- ☐ Grant-in-Aid

❖ **Trainings**
- ☐ A&R Faculty Resources
- ☐ Smart Classroom Training
- ☐ MyTMCC Training
  - ☐ Roster & Grades
- ☐ Canvas Training
- ☐ Course Evaluations
- ☐ Starfish Early Alert

TMCC Resources

- ❖ Disability Resource Center
- ❖ Testing Services
- ❖ Counseling Center
- ❖ Learning Commons Services
  - o Library
  - o Tutoring and Learning Center
  - o Academic Support Center
  - o WebCollege
  - o Professional Development Office

Course Syllabus

It's important to provide your students with a comprehensive course syllabus. Your syllabus should include your contact information, grading policy, policies for missed exams, missed or late assignment(s), attendance policies, dates of examinations and due dates for assignments, and times you are available for consultation. Also, please provide your immediate supervisor with a copy of your syllabus. Be certain that any student new to the class (after the first meeting) also receives a copy. A suggested format for a course syllabus follows: **Please note: Your department / supervisor may have a template or suggested format for your course syllabus.**

- **Course Official Title and Number:** Indicate class number and section as shown in TMCC class schedule. **Example: ENG 102** 1001
- **Location of the Class:** List the building and room number of the class by using format shown in Class Schedule. **Example: RDMT 253.**
- **Title, Name and Contact Information for Students:** List your TMCC email account on your syllabi. Rather than issuing home phone numbers, instructors can obtain a voice mailbox from the PTF Support Center to list on your syllabi. TMCC suggests that you do not give out your home address, home phone number, your personal cell or personal email.
- **Textbooks and Course Materials**: For information, please contact your department chair.
- **Course Calendar:** Indicate **c**lass meeting days and holidays for **all** scheduled class sessions.
- **Course Description:** Use copy from the TMCC catalog and include prerequisites if applicable: Catalog
- **Course Objectives:** List course goals in terms of what students are expected to learn.
- **Topical Outline:** Please provide a list of the major topics covered.
- **Methods of Instruction:** Describe teaching methods to be used, i.e., lecture, field trips, speakers, workshop activities, AV presentations, etc.
- **Grading Policy:** Describe how you will evaluate students and assign grades and the grades of which will be used. Provide information about extra credit, if applicable. Please make sure students know the last day they may withdraw from a class.
- **Out of Class Assignments:** Include a description of any papers and other assignments and how they will be evaluated according to the grading policy used.
- **Adds/Drops/Audits/Withdrawals/Incomplete Due Dates**
- **Attendance Policy:** Clearly state policy regarding absences and potential impact on grading policy. Ensure that students can notify you in the event of an emergency.
- **Statement on Academic Integrity:** State the consequences of plagiarism, cheating, piracy, theft, etc.
- **ADA Statement:** Ensure students are aware of services offered by the Disability Resource Center if accommodations are needed – Disability Resource Center (DRC)
- **EEO/AA Statement:** The EEO/AA statement **must** be included in all course syllabi, and it is suggested that you read the statement to students on the first day of class: TMCC EEO/AA Information.
- **Additional Information:** (as applicable to your course)

Course Syllabus Preparation: Contact your department chair for resources to use in developing your syllabus and preparing instructional materials. Textbooks, manuals, TMCC catalog, curriculum guides, and Internet resources are examples of instructional materials that may be helpful. Ask your department chair about sample syllabi designed for courses that are comparable to the course you will be teaching.

Part-time Faculty Resources in Canvas

Check out the PTF Resources course in Canvas for teaching resources and information about your employment.

https://tmcc.instructure.com/courses/927561