New Part-time Faculty Orientation

- Welcome

Introduce yourself

- Name

- Department

- Classes you will teach

Housekeeping and Logistics

- Classroom assignments – where is your class?

- Keys – do you have the ones you need?

- FHDA email address (lastnamefirstname.fhda.edu)

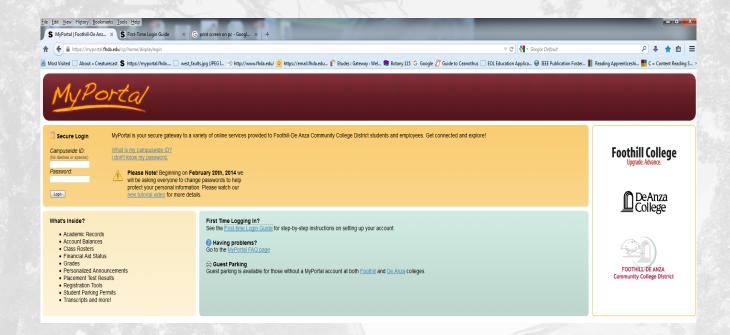- Office location, phone number

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Field trip I

- Staff Identification

- Textbooks

- Parking Permits

Field Trip II

- Classroom technology – how to use?
  - NEED HELP? 408-864-TECH (8324) or x8324 from campus phones

- Classroom Emergencies – 911

- Foothill Website: Faculty and Staff Tab

- MyPortal

- Course Management Systems (CMS)

MyPortal

Course Outlines of Record (CORs)

- What are they?

- Why are they so important?

- Let's look at an example

Greensheets/syllabi

- Name and Number of your course
- Your contact info
- Office hours are obligatory
- Grading policy, attendance policy***
- Required text and materials (including ISBN #)
- Course requirements, including due dates*
- Disability accommodation statement
- Student learning outcomes for course. (SLO's)
- Final exam schedule: http://www.foothill.edu/reg/examsched.php

GREENSHEETS: NICE TO HAVE

- Description of course

- Pre-requisites, co-requisites and advisories

- Schedule of topics

- Schedule of lab experiments and lab policies
- A&R dates, dropping vs. W, repeatability

- Guidelines for papers and other assignments

- A statement about your expectations regarding academic integrity.

HELP! My students need HELP!

- [TLC](TLC) The Learning Center – Katie Ha

- Ion Giorgiou STEM Success Center Eric Reed

- Student Health Services

The first day

- Calling roll

- Adding, dropping/waitlists

- How do you start your classes ?

Protect yourself/protect your students

- Students contacting each other

- Locking doors

- Disruptive students? What to do.

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