Week 1

Essential Information for New Faculty

Syllabus & Textbook for Each Course
Grading & Attendance Policies
Plan the first assessment (quiz, test, project) for each course

Create your faculty schedule and post it outside of your office door.

What does that mean?

- Office Hours
- College-campus Hours
- Overload
- Bank Points

Go Surfing!

What’s on the web?
- Faculty contract at UFMDC.org
- Employee Resources
- Academic Management System
- Institutional research
- Academic & Student Affairs
- Learning Outcomes at MDC

I’ve got my...

- Telephone Number
- Voicemail
- Computer
- Computer Log-in & Password
- E-mail Address

I know how to...

- Call security and ask to be admitted to a room or have one locked when I am leaving.
- Get the telephone number of anyone at the College by using the on-line directory or calling on-campus information.
- View my electronic class rolls and send e-mail to students.
- Access my e-mail account from off-campus.
- Listen to my voicemail from off-campus.
- Register for a CT&D workshop and view my schedule.
- Operate all electronic equipment in each of my classrooms.
- Contact Media Services from each of my classrooms.
- Purge an electronic class roll.

Tip: Cultivate Your Contacts!
Learn someone’s name in each department, and take the time to get to know them.

On Campus...

- Media Services
  - Electronic Classrooms
  - Standing Order
  - Special Event
  - Network Services Help Desk

- Duplicating
  - Quick Copy
  - Job Request
  - Tests

- Other Important Places
  - Departmental Support Lab
  - Library
  - Bookstore
  - Student Services
  - ACCESS
  - Registration
  - Financial Aid
  - Testing

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