Week 1

Essential Information for New Faculty

Your Classes
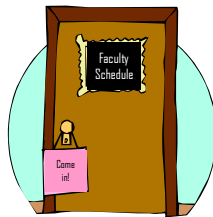
Syllabus & Textbook for Each Course

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

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

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

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...

- □ Office
- □ Office Furniture
- □ Office Supplies
- □ Key(s)
- □ Telephone
- □ 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