Meet with department chair to discuss policies and procedures

Find out if the department you are working with does peer evaluation with their adjuncts

Start promptly on time and end on time

Enthusiastic classroom

1. If the first day, make an effort to make eye contact, speak clearly and loudly, and scan the room.
2. If you have items for reserve or e-reserve, make sure to contact the library before classes begin.
3. Check with bookstore to make sure your textbooks are in stock.
4. They need to bring your own markers, etc.
5. If changing setup of room, please put room back the way you found it.
6. They need to get a key from the media center in order to open cabinets.
7. Go to room day before (or earlier) to check out equipment and class setting.

Tips for First Day of Class (or before)

1. Promote active learning
2. Foster a sense of belonging and respect
3. Create a welcoming environment
4. Convey your passion and enthusiasm for the subject

Building an atmosphere of engagement in the classroom

Prepare for your departure

1. Contribute something to your program
2. Be nice to administrative staff
3. Get to know colleagues
4. You can have a voice (check with chair on departmental process and history)
5. Tell your students about your position

Higher Education

Six ways to make adjuncting more effective and fulfilling (Chronicle B, July 15, 2010)

Things to think about...