

# GRADUATE SCHOOL ADJUNCT FACULTY CHECKLIST

Please review this list carefully. Refer questions to your program office.

## Before starting your class

- ✓ Receive and review your contract.
- ✓ Complete I-9 and W-4 forms with the Human Resources office. Contact HR to set an appointment.
- ✓ Set up a Lewis & Clark email account and access to your online rosters and grading.
- ✓ Submit resume electronically to the program office.
- ✓ Check classroom assignments and schedules on the web. Report any concerns to the program office.
- ✓ Complete FERPA training online.
- ✓ Order all textbooks from the bookstore at least two months before the start of the semester.
- ✓ Email syllabus to program office two weeks before class. Make sure it includes detailed grading information and a syllabus cover sheet.
- ✓ Prep course materials. Make sure reading materials are available for students in advance of the first class session by ordering from the bookstore, placing on course reserves through the library or Moodle or by making arrangements for copying through the program office.
- ✓ If you need a Moodle site for your course, set it up in advance of the class start date.
- ✓ If needed, get a parking pass from Parking and Transportation Services.
- ✓ For accreditation purposes please consult with your program director to see what materials, such as samples of student work, may need to be collected during your course.

## Once class begins

- ✓ Take attendance *in class every session* and compare your list with the class roster making sure the names are the same. This can be accomplished easily by circulating a sign-in sheet during the first part of the class. If names vary, please inform the Registrar's Office so that they may correct the problem.
- ✓ ALLOW TIME FOR BUSINESS: You will need to plan on class time being used for the following: First class session—about a half hour for business discussions (check attendance with class roster; admissions; add/drop policy; program questions; etc.). Last class session or toward the end of course: evaluations—about 20 minutes.
- ✓ AND MORE TIME: About halfway through your course, please do a formal check-in with your students. How are things going? What suggestions do they have?
- ✓ If your students ask questions about Lewis & Clark admissions process or licensing issues, please refer them to the Admissions Office, the K-12 Career & Licensing Services, or for CPSY licensing questions have them contact the CPSY department office.

## After class ends

- ✓ Submit grades online using WebAdvisor.