

Merged Document for Adjunct Orientation

Welcome to Virginia Western Community College

We are glad you are here! Here are some names and phone numbers that you may need as you begin teaching for us as an adjunct faculty member:

- Human Resources (540) 857-7282, Fishburn Building, F003
- Campus Security (540) 857-7979, College Services Building, CSB100
- Helpdesk (540) 857-7354, Business Science Building, M273
- Liberal Arts and Social Sciences (540) 857-7271, Humanities Building, H111
- Science, Tech, Engr, and Math (540) 857-7273, STEM Building, ST109
- Business, Tech, and Trades (540) 857-7272, Webber Hall, W305
- Health Professions (540) 857-6714, Fralin Building, HP214

Campus Safety

- Contact Campus Police in the College Services Building to receive your hang tag for parking
- Familiarize yourself with faculty and staff parking for your building
- Familiarize yourself with the fire extinguishers and emergency exits for your office and your classrooms
- Watch the safety video so that you are familiar with shelter in place and lock down procedures
- Please show the safety video in all your classes every semester within the first week

VWCC Policies

- Please familiarize yourself with our College Policies. Policies can be found on our website in the Faculty and Staff Resources tab at: <https://www.virginiawestern.edu/about/legal-and-policies/policies/>
- You can also find the faculty handbook, the link to VW Connect, and our organizational chart using the above link

Canvas Learning Management System Information

- For information regarding Canvas, you can contact these Learning Management System experts from our Learning resources area:
 - Erin Leftwich (elleftwich@virginiawestern.edu)
 - Carrie Halpin (chalpin@virginiawestern.edu)
- You can also access training modules by going to our Learning Resources Info-Guides. They can be found here: <https://www.virginiawestern.edu/learning/elit/faculty/index.php>
- Here is a link to more information about accessing and working in Canvas: <https://www.virginiawestern.edu/online/about-canvas/>
- Your Canvas shell for your class should include a Start Here module and a video welcome to your students. You should also plan to input grades for students periodically so that students are aware of how they are doing in your class.

- Here is a link to the policy on LMS Usage: <https://www.virginiawestern.edu/about/legal-and-policies/policies/student-affairs/i-66/>

PeopleSoft (SIS) System Information

- You will have opportunities for training on our PeopleSoft (SIS) system for grades and roster - management for your courses. If you have trouble with accessing PeopleSoft (SIS), please contact the Help Desk at helpdesk@virginiawestern.edu or at (540) 857-7354.

VWCC E-mail

- Be sure to check your Virginia Western email often. This is the primary way that office staff, students and your Dean will communicate with you
- Contact the Help Desk at helpdesk@virginiawestern.edu or at (540) 857-7354, if you are having trouble or are locked out of your email

Security Training

- You will be expected to complete Security Training every year while you are teaching for us
- You will receive an email reminding you to complete your training
- Please complete this training in a timely manner to avoid having your access to your email removed

Office Hours

- You are required to hold one hour of office hours every week for every class you teach for us. This office hour can be face to face, through email, or through Zoom. Please plan to schedule time for your students who need your help.

Syllabus Submission

- Your syllabi are due to your school office before 8:00 am on the first day of classes. You should also post your syllabus for your students in your Canvas shell before the semester begins. You will receive information about exactly where you should send your syllabi from your office administrative assistants.

Syllabus Requirements

- Please be sure to familiarize yourself with the requirements for your class syllabus.
- The link to our requirements can be found here: <https://www.virginiawestern.edu/faculty-staff/syllabus-requirements/>

Course Outlines

- Your syllabi should contain the course description from the course outline for your course. Your class should cover the learning outcomes that are listed on the course outlines for the course. Course outlines can be found in the college catalog. Search for your course in the catalog, a link to the course outline will be in the right-hand corner. Here is a link to the college catalog: <https://catalog.virginiawestern.edu/>

Instructor Initiated Withdrawals

- You will be required to complete an Instructor Initiated Withdrawal for your student once every semester using our Instructor Initiated Withdrawal System (IIWS). This is called a “No Show Roster”. After classes have begun, during the first few weeks of class, you will be asked by your school administrative assistant to submit your “No Show Rosters”. If a student has not attended class by the time the rosters are due, you should report them as a “No Show”. This is very important for our Records Office. Please do not be late with these rosters. If you are late, you will be asked to print your roster and bring a copy to the school office so that your Dean can sign off on the roster.
- To submit your IIWS Rosters, you will go to the IIWS link on our website. You can find the link under Faculty and Staff and in Faculty and Staff resources. You will receive more information about how to submit this information from your school office.
- Here is a link to the IIWS schedule for the semester and a link to where you submit your rosters: https://apps.virginiawestern.edu/classes_new/iiws.php

Student Privacy Issues and FERPA

- FERPA is the Family Right to Privacy Act. You may only discuss grades and other protected information with students through their Virginia Western email. You may also, of course, talk with them face to face. Please familiarize yourself with the rules of FERPA. Do not talk with parents or family members without making sure that the student has given the parent or family member permission to discuss their education with them.
- You may receive inquiries about writing recommendations for students. Please ensure that the student has given you permission to write a recommendation for them. You can contact the Records Office to see if you are able to write a recommendation. The email address for the Records Office is sharedrecords@virginiawestern.edu

Success Marker Progress Reports

- There are certain classes in our programs that are considered success marker courses. For example, in the Nursing Program, if a student is struggling with Psychology 230, they will most likely struggle throughout the program as the courses increase in difficulty. Midway through the semester, if you teach a success marker class, you will receive an email indicating it is time to submit your progress reports for your success marker classes. You will then log in to Navigate Staff from My VWCC. Be sure to go to Navigate Staff and not Navigate Student. Also, you will need to go to My Students and not My Advisees in the drop-down box.
- You can also give your student Kudos through the Navigate system. You can do this any time by accessing your class roster in Navigate as noted above. Students love to hear they are doing a great job!

Student Withdrawals

- Students have the right to withdraw themselves from a course before the withdrawal date if they are not doing well in a class. Encourage students to check with Financial Aid to make sure they are not going to lose aid or have a debt to the college before they withdraw.
- Students have the right to stay in your class and to fail. Just because they are failing does not mean that they need to be withdrawn. This should be a suggestion, not an encouragement for them to withdraw.

Textbooks and OER

- Your program head will discuss with you your options for textbooks for your course. Virginia Western is dedicated to offering Open Education Resources or Low-Cost Textbooks for our students.

Printing Services

- Each Academic School will have their own procedures for requesting copies of exams and syllabi from Print Services. There is a copy machine in every adjunct office. However, these machines are for emergencies only. Please send your items needing to be copied to Print Services. You can email Print Services at printservices@viriniawestern.edu. Most often you can pick up your copies in your mailbox after 3 days.

Final Exam Week

- Please familiarize yourself with our Final Exam Week Schedule. Most likely, your class may not meet at its normal time during exam week. Please note this in your syllabus so that students are aware that they may need to change their schedules for final exams.
- Here is a link to the information and dates/times for final exams for Fall 2021:
<https://www.viriniawestern.edu/academic-calendar/fall-2021/>

Inclement Weather Policy

- Be sure to review the inclement weather policy. Check the delayed opening schedule and place a statement in your syllabus regarding when the class will meet in case of delayed opening.
- Here is a link to the policy and the delayed opening schedule:
<https://www.viriniawestern.edu/about/legal-and-policies/policies/student-affairs/i-60/>

Library Resources

- You will receive much information about our Library Resources and what services are available to you and your students during In-Service. Please familiarize yourself with all of our Library Services and plan to send students to the library if they need assistance.
- Here is the link: <https://www.viriniawestern.edu/library/>

Student and Faculty Resources

- Please familiarize yourself with all of the resources available to you. These resources are located in your Canvas shell and can be found on our website in the Faculty and Staff Resources tab.
- Here is a link to our Faculty and Staff Resources page: <https://www.viriniawestern.edu/faculty-staff>

Adjunct Faculty Evaluation Plan

- During your first semester of teaching, you will be observed and evaluated by your program head.
- After your first semester of teaching, you will then be observed and evaluated every three years.

- Please familiarize yourself with our Adjunct Faculty Evaluation Plan that can be found here: <https://www.virginiawestern.edu/about/legal-and-policies/policies/student-affairs/>
- Be sure to scroll down to the Faculty Policies section to find the forms and the policy for our Adjunct Faculty Member Evaluation Plan

Teaching in Your School

- Use your content expertise, professional experience, and life experience to facilitate learning through a variety of approaches.
- Be approachable. Promote development of a positive relationship with students. Remember to maintain professional boundaries. Strive to make a connection, even with those who appear resistant.
- Encourage students to succeed and take action to assist them in doing so. Learn who to and how to connect them with campus services.
- Contact Sheri Meixner at smeixner@virginiawestern.edu if there is a problem with a student that you cannot resolve. Sheri is a wonderful resource and is happy to help if you have a student conduct or a classroom management issue.
- Be organized. Have clearly defined assignments and a weekly schedule. Have assignments graded in a timely manner so that students are aware of their progress in the class.
- Help first time college students learn skills/behaviors that lead to success:
 - Time management, setting priorities, regular attendance: contact your instructor if you have a problem that prevents class attendance - on the day the problem occurs, know the policies and deadlines of the course, study and do homework daily, communicate with your instructor and peers (appropriately), get help when you first think you need it.
- Respect differences and provide all students with the opportunity to learn. You don't have to like everyone, but you do need to demonstrate professionalism and respect, and provide equal opportunities.
- Don't be afraid to say "I don't know" but do seek the answer and get back to students with an answer.
- Support academic integrity and convey this value to students. Many of today's students do not clearly understand the difference between helping another student and cheating/plagiarism. You can access a link to an Academic Integrity module in Commons in Canvas.
- Be willing to listen to students, but also "listen to your gut"; healthy skepticism isn't a bad thing when something doesn't sound or seem quite right.
- Encourage innovation, be open to learning new things, and share new things with others.
- Tread carefully in the classroom when sharing or discussing religious or political views.
- Remember that many students are afraid to fail, afraid that others will know they failed, and may be more willing to quit than persevere, particularly with multiple stressors/pressures.
- Reward improvement and success with encouragement.
- Have some fun in class. Show students why you love your field/discipline/profession.

Being a Member of Your School

- During your first year, familiarize yourself with policies, processes, and procedures. Since these evolve and change, we're all learning, it's OK not to know, but it's not OK to fail to seek the answer.
- Seek help from the dean, your program head, members of your faculty group, and most importantly, the division administrative assistants (who know everything or will get the answer!).
- Submit requested materials by the stated deadlines (rosters, grades, etc.).
- Participate in in-service, division, and departmental meetings when required (typically one meeting per semester during in-service).
- Participate in available training sessions if applicable, particularly instructional technology.
- Be a collaborative team player in your department and the division. Share your ideas, provide feedback, provide constructive criticism, ask questions, don't be afraid to make mistakes (most things can be fixed).
- Good communication helps ward off problems. Please let your program head or dean know of any issues that arise in your classroom.

Student Conduct and Classroom Management

- We can spend time discussing the cause and bemoaning the problems, but in the end, faculty must assume the responsibility for taking the action required to prevent problems before they happen.
- This means you will have to teach your students what acceptable behavior in your classroom means, and what it means to the college.
- If you believe that everyone should already know how to behave, work on reframing your thoughts because:
 - Not all students know how to study
 - Not all students know how to manage their time
 - Not all students know that their behavior matters or how to behave appropriately in the college classroom.
- Think about:
 - Do you reward being smart or *becoming smart*?
 - Do you believe learning is a process? If so, do students need the appropriate tools to navigate the process?
 - Do you wish to assist students in developing new skills in a supportive environment, so they learn from their experiences?
 - If we are here to help students grow, learn, and develop, then teaching behavioral expectations is part of this process.
- Awareness is crucial! Be aware of:
 - Your own expectations about classroom behavior - clarify these expectations for yourself first.
 - The college conduct policy, your rights and responsibilities, and students' rights and responsibilities
 - What pushes your buttons – react with objectivity instead of emotion
 - Diversity issues – cultural misunderstandings impact behavior.

- Once you clarify your expectations and you are aware of the student conduct policy,
 - Communicate to your students in writing in your syllabus
 - Verbally discuss expectations during the first class session
 - Reinforce your expectations if needed
 - Follow your policies consistently. Treating people who violate your policies differently results in loss of your credibility with the rest of the class.
 - Approach students with respect, even if they are disrespectful to you. Professionalism allows you to maintain objectivity.