



New Faculty 1:1 Orientation
Summer 2017

Every new faculty member should have a 1:1 orientation meeting prior to beginning teaching with the Director of Faculty Development. Topics to be covered depend on familiarity with the college and experience as an instructor.

About the College

- Professional Focus, Professional Standards
- 18 Undergraduate and Graduate Departments
- One College, Two Campuses
- Fa, Sp, Su: Three Terms, 14 Weeks
- Average Student Age 20.5

Planning your Course

- Syllabus
- Weekly Plan
- Rubrics & Tools for Grading
- Project Briefs and Major Assignments
- Adjacent Courses & Assessment in the Dept.
- Referral to Dept. Coordinator for classroom materials and supplies
 - o See Letter from Student Store
- Academic and College Policies, Title IX, and FERPA

Center for Innovative Teaching & Learning

Faculty Development

- Workshops, Coaching, and Classroom Observations
- Orientation Dinner (Fa, Sp only)
- ELL Support
- Students Receiving Accommodations
- Diversity
- Liaison Librarian Program
- Field Trip Form
- Faculty Professional Development

Digital Teaching & Learning

- DotEd
- Instructions for Classroom Management
- DTL South

Community and Support

- Faculty Council
 - o Bi-Weekly open meetings
 - o TAA and FPG
- CARE
- Helpdesk@artcenter.edu

Inside.ArtCenter.edu

- Attendance
- Academic Honesty
- Course Evaluations
- Performance Review
- Lynda.com
- Grading
- Email Address (Proxy)
- Payroll Schedule
- Academic Calendars
- Campus Maps