



**Office of Faculty Development
Reminders & Resources / W1_Day One
Su17**

Subject: Day One in the Classroom or Studio

Dear Faculty Members,

Welcome to the start of the summer 2017 term! As you begin your class(es) here are a few things to remember and attend to, as well as some resources:

Syllabus: Please make sure to distribute your syllabus to the students on the first day of class and review policies, especially attendance, academic and creative integrity, harassment, and expectations for classroom conduct. Make sure to also review project and assignments, due dates, and grading. Please also make sure to submit your syllabus to your department for record keeping compliance. Visit the section on syllabi on the [Faculty Development page](#) on [inside.artcenter.edu](#) or contact the Office of Faculty Development (sam.holtzman@artcenter.edu) with questions.

Attendance: Make sure to take attendance at every class meeting and record it online through [inside.artcenter.edu](#). When taking attendance for the first time each term, please be mindful of pronunciation and student's preferred names. Please visit the Digital Teaching & Learning site for instructions and screenshots for how to take attendance online: <http://citl.artcenter.edu/dtl/course-management/>. If you are unable to get access to [inside.artcenter.edu](#) or don't see your course listed on your dashboard, please email helpdesk@artcenter.edu.

Checklist for Day One: Questions or problems with your classroom setup or technology? Please download the Checklist for Day One from the [Faculty Development page](#) on [inside](#) for contact information for help with classroom setup, AV needs, materials, supplies...

DotED: DotED is ArtCenter's learning management system (LMS). You can post your syllabus, create assignments, communicate with students, and initiate online discussions. DotED tutorials are available on the [Digital Teaching & Learning](#) site and support staff are available to help with any questions. Please contact Gayle Burns (gayle.burns@artcenter.edu), Director of Digital Teaching & Learning with any DotEd questions.

Liaison Librarian: Contact your Liaison Librarian for library resources and course content and materials specific to your department. You can also arrange class visits for research and information literacy support. Information about the Liaison

Librarians is available on the library website:

<http://library.artcenter.edu/screens/liaisonlibrarians.html>.

Accommodations: If you have any students receiving accommodations (they will present you a letter from the CSE) and you have questions about the process or how to meet their needs, please see the section on the Faculty Development inside page, or contact Kendra Stanifer, Assistant Dean of Students (Kendra.stanifer@artcenter.edu).

If you have any questions or concerns about your course or teaching in the college, please don't hesitate to reach out to me at sam.holtzman@artcenter.edu or drop by the Center for Innovative Teaching & Learning (Hillside, Rm. 211A).

Thanks and have a wonderful term!

Sam