



Estrella Mountain Community College

**New Faculty Orientation Syllabus
Fall 2010**

Wednesdays

1- 3:30

Center for Teaching and Learning

Instructors:

We are excited to facilitate this course for you! Please do not hesitate to contact us:

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Course Participants:

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Course Statement:

The New Faculty Orientation course is a requirement for new faculty. You have 3 credits to attend the class, participate in activities, and complete homework assignments. This course will help you become a better instructor in two ways:

1. You will learn about teaching and learning strategies.
2. You will learn about campus resources available to faculty and students in order to meet your needs as well as the students in your classes.

Learning Outcomes:

At the conclusion of the New Faculty Orientation, faculty will

- be prepared to teach effectively using sound pedagogical approaches
- utilize appropriate campus resources as necessary
- become knowledgeable of EMCC culture, policies, practices, and current accreditation process
- develop as a professional in one's subject area and as an educator

Commitment, Responsibility, Participation:

We (instructors and participants) are all responsible and committed to this course. Everyone is expected to attend every session each week. We are all here to learn from each other. This is part of our workload at EMCC. If we are absent (that includes the instructors and participants), it is appropriate to deduct sick time or personal time in the HRMS system.

Safe Space:

This course provides a safe space for faculty. Please be comfortable in asking questions and discussing concerns. We are here to assist you and guide you to the appropriate campus resources. If you prefer to speak with us outside of class time about an issue, please feel free to do so.

Course Requirements:

Weekly Assignments

During each class session, we will discuss the weekly assignment. Weekly assignments will be due by Tuesday at 12:00 noon, the day before our next class session. Each assignment will be posted in Blackboard and discussed on the Wednesday before it is due.

Semester Long Projects

These projects are assignments which are much more extensive than the weekly assignments and require you to schedule time in your work week to attend a class, a meeting, etc. You will have some flexibility in deciding when to complete them. Semester projects include teaching observations, learning about the culture, and learning about campus resources.

Teaching Observations

Every two weeks, you will schedule a date and time with an instructor to observe his/her classroom. You will have a total of six classroom observations. Please see the teaching observation blog in Blackboard for the questions before you attend the teaching observation. The six observations must be from six different faculty. Two must be within your division, one should be an education course (day, evening, or Saturday), and the remaining three should include a variety of classes from different divisions.

Observation blogs 1 and 2 are due T, 9/28 at 12:00 noon.
Observation blogs 3 and 4 are due T, 10/26 at 12:00 noon.
Observation blogs 5 and 6 are due T, 11/30 at 12:00 noon.

Learning about EMCC Culture

Every four weeks, you will attend a campus meeting or a campus event. Please select three different meetings and one campus event. You may choose:

Faculty Senate meeting
Leadership Council
Academic Issues Team (AIT)
Campus event (please see Blackboard menu item for events on campus)
E-Learning Advisory Committee
CTL Advisory Committee
Student Services meeting
Assessment Committee
HLC criterion meeting
Interclub meeting
Sustainability Committee

Please see the culture blog in Blackboard for the questions before you attend the meeting.

Culture blog 1 is due T, 9/21 at 12:00 noon.
Culture blog 2 is due T, 10/19 at 12:00 noon.
Culture blog 3 is due T, 11/16 at 12:00 noon.
Culture blog 4 is due T, 12/14 at 12:00 noon.

Learning about Campus Resources

Every two to three weeks, you will arrange a meeting with one of the following employees on campus. You will have a total of five campus resources. You may choose:

Your Vice President or Dean
Faculty member in your division
Teaching faculty member outside of your division
Advisor assigned to your discipline
Counselor assigned to your discipline
Librarian assigned to your discipline
Learning Support – Information Commons, LEC, Writing Center, NASA
Marketing
Office of Planning and Institutional Effectiveness (OPIE)
Scheduling
Human Resources

Please see the campus resources blog in Blackboard for the questions before you attend the meeting.

Campus resource blog 1 is due T, 9/14 at 12:00 noon.

Campus resource blog 2 is due T, 10/5 at 12:00 noon.

Campus resource blog 3 is due T, 11/2 at 12:00 noon.

Campus resource blog 4 is due T, 11/23 at 12:00 noon.

Campus resource blog 5 is due T, 12/7 at 12:00 noon.

Student Academic Achievement: General Education Abilities Matrix:

In an effort to support EMCC's mission of providing opportunities to achieve success in educational and personal goals, the General Education Abilities Matrix was developed by our faculty. It is designed to serve as a learning road map that communicates EMCC's general education learning outcomes to students, faculty, and the community.

This matrix is used to evaluate learning at a variety of levels in numerous courses. Bloom's Taxonomy of cognitive abilities is utilized as the rubric for the learning outcomes.

Please review the General Education Abilities Matrix:

<http://www.estrellamountain.edu/academics/saac/abilitiesmatrix.asp>

Technology Policy:

Before beginning coursework, check your computer at the link entitled *Wizard to test your computer for Java and Sound*; you will find this link in Resources on the main menu. If your computer does not pass the test, attempt the corrective recommendations given during the test. If your computer still does not pass the test, seek technical assistance so your computer is ready before coursework begins.

Microsoft software must be used to complete all assignments. Microsoft Word must be used to complete all written assignments.

Please refer to the E-Learning page and Blackboard tutorials for technology assistance. These resources are found at <http://www.maricopa.edu/blackboard/Movies/menu.htm>

You are encouraged to review these tutorials as needed throughout the semester.

Your instructors are not the technology support staff. Questions and problems concerning technology, computers, Blackboard, software, etc. can be directed to Dee Long in the CTL at dee.long@estrellamountain.edu or 623-935-8152 or the Information Commons in Estrella Hall at 623-935-8150.

A 24/7 Maricopa Blackboard help desk is available at <http://www.maricopa.edu/blackboard/help.html>

You are encouraged to be proficient in using Blackboard, its required processes, and Microsoft programs to be successful in EMCC's learning environment. Please assume a proactive attitude to become skilled in Blackboard's processes in order to successfully participate and maximize your learning during this New Faculty Orientation course.

Respect for Others:

All cell phones should be turned off during class time. Do not make a call or answer a call during our class time. DO NOT TEXT MESSAGE AT ANY TIME DURING CLASS. If you do have an emergency, please leave the classroom to use your cell phone.

Use the laptops for class activities only. Please do not check your email, work on your courses, or browse the web during class time. Please do not bring a personal laptop, ipad, or kindle to class.

These behaviors disrupt the learning environment and prevent you from actively participating. You should be as engaged as a student in this course as you are as an instructor in the courses you are teaching.

Familiarize yourself and follow good "Netiquette" which means network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and the informal "rules of the road" of cyberspace. The following page link provides links to both summary and detail information about [Netiquette](#).

Disclaimer:

All provisions in this syllabus are subject to revision by the instructor. Such revisions, if any, will be announced in class. The student is responsible for making note of all such announcements concerning syllabus revisions and assignments, and, in the case of absence or tardiness, to contact the instructor to determine if any such announcements, revisions, or assignments were made while the student was absent from class.

