



## Adjunct Faculty Orientation

Your personal tour of Estrella Mountain Community College

# Roadmap

Welcome to Estrella Mountain Community College's adjunct faculty orientation. It contains several parts, covering the basic information you need to be a part of our teaching and learning community. You may explore the parts in any order, and may return to them more than once. When you are done viewing a topic, please use your browser's back arrow to return to this Roadmap. Internet Explorer is recommended for the best viewing experience.

**If you have been recently hired to teach at Estrella, you must complete the Basic Orientation before you begin teaching.** When you are finished with either the basic or complete orientation, you may print out a certificate for your records after taking a short quiz.

### • Before Classes Start

- Get your [badge and access key](#)
- Get your [parking decal](#)
- Locate your course information in the [Class Schedule](#)
- Find out [where your classroom is](#)
- Understand [FERPA](#)
- Complete [Certificate of Understanding and Conditions of Employment](#).

This should be returned to your [Division secretary](#).

- Login to your [email account](#)
- Print your roster from [SIS](#)
- Familiarize yourself with [campus emergency procedures](#)
- [Compose your syllabus](#)
- Email your syllabus to your [Division Chair](#)
- [Copy your syllabus](#) for your students or post it in [Blackboard](#)
- If you are using [Blackboard](#), build your course

### • The First Day

- Go over your syllabus with your students
- Acquaint your students with [Learning Support](#) on campus
- Collect [Disability Services](#) forms from students who have them
- [Drop](#) any "no-shows"
- Report [enrollment irregularities](#)

### • As the Semester Progresses

- Identifying at-risk students through [Early Alert](#)
- Cleaning up your [45th Day Rosters](#)
- [Dealing with difficult students](#)
- Meeting [off campus](#)
- Scheduling [make up exams](#)
- Finding a substitute through your [Division Chair](#) and secretary
- Reporting [final grades](#)
- Obtaining support in the [Adjunct Office](#)

