

FIRST YEAR SEMINAR INSTRUCTOR RESPONSIBILITIES AND CHECK LIST

Turn in the following items to Cindy Haddon, CeTL Administrative Assistant 1:

- Copy of your syllabus by the first week of classes.
- Two copies of final grades.
- Course/instructor evaluation— during close week conduct course evaluation, which will be standard across sections and sent to you near the end of the semester.
- Handouts, activities, ideas you are willing to share with other instructors.

Course Materials:

- The following student materials— Student Handbook (available at Student Affairs office and on the ISU web page), and The Freshman Advisor— is provided to students by Supplemental Advising Center.
- New students (of any kind) should have received a \$5 coupon for an ISU catalogue.
- A Copy Code for class copying will be assigned to you by Cindy Haddon before the semester starts.

Administrative Details:

- Schedule regular office hours.
- Respond to memos and requests.
- Attend FYS staff development seminars throughout the semester (usually 2-3).
- If you cannot attend a class, arrange for someone to substitute for you. If class is canceled, notify the director.
- Each section of First Year Seminar has up to \$50.00 (approx. \$2.00 per student) to spend as the instructors wish for food and entertainment related to class activities.

To access the \$50.00 for First Year Seminar you have three options:

Purchase

1. Buy the food, prizes, etc., with your own money.
2. GET A RECEIPT (must have a receipt to get reimbursed), BRING IT BACK, and give it to Cindy.
3. A cash voucher will be done then you can pick the cash up.
4. You will be reimbursed for up to \$50 only.

Purchase Order

1. Plan where you will spend the money, make sure the business will take a P.O.
2. Contact Cindy to request a Purchase Order (up to \$50).
3. Cindy will type a P.O. to the business that is to supply the items.
4. You will be given the white copy of the P.O. to take to the supplier. GET A RECEIPT, BRING IT BACK, and give to Cindy.

Chartwell's

1. You can make your arrangements with the Chartwell's.
2. Have Chartwell's fax a copy of your arrangements to Cindy at ex. 5361. (Please be sure Chartwell's put the instructor name on the billing). Be sure to verify if there will be a delivery charge because it will be included in the \$50 allowance.
3. Cindy will do a Chartwell's P.O. for up to \$50 (They have their own P.O.) and send it to Chartwell's before the date of your activity.

FIRST YEAR SEMINAR INSTRUCTOR COMMITMENTS

In order to assist students and carry out the purpose and description of the First Year Seminar, the following responsibilities and commitments are required of instructors:

1. Attend and actively participate in orientation and training programs and other meetings for instructors, which will be scheduled regularly.
2. Incorporate class topics to carry out the description of the course.
3. Incorporate class topics relevant to the characteristics of students in your section(s).
4. Develop the agenda and materials to be used in conducting specific class sessions.
5. Attend every class session, unless some extenuating circumstance prevents your attendance.
6. Contact specific resource individuals and confirm their willingness to facilitate a particular class session(s). Facilitators need to be selected by their area of expertise and willingness to promote the course purpose and objectives by actively involving students.
7. Develop an atmosphere of support and caring in your class in order to support students in being successful in school.
8. Be available to students outside the classroom. Communicate your availability and encourage students to contact you for assistance.
9. Evaluate each class session for its strengths and weaknesses and make recommendations for change or modification.
10. Assess each student's performance and determine each student's grade, using previously established criteria.
11. Communicate with the director regarding any relevant issues, problems or concerns.
12. Communicate with other instructors regarding ideas and resources for particular class sessions.
13. Use the course structure recommended for the First Year Seminar.
14. Encourage students to develop or enhance skills and abilities which will assist them in being successful, such as: listening and speaking; thinking about new ideas and information; being self-disciplined and self-confident; being responsible for educational and life experiences; being persistent, patient and determined; being self-motivated; seeking help when needed, both in and out of the classroom; and learning actively.
15. Provide students with the opportunity to evaluate the course and instructor, both formally and informally throughout the semester and at the end of the semester.