

# UTC Adjunct Faculty Orientation



***You are cordially invited to  
attend an orientation for  
UTC adjunct faculty.***

January 9th, (Monday 2012) @ 12:00 - 2:00pm

Blackboard training from 2:00pm - 4:00pm

**\*\*\* Notice\*\*\***  
If you would like Blackboard training and the above sessions are not convenient for you, join us at any of the regularly scheduled Blackboard training times!

Hosted by Academic Affairs



Please RSVP by calling 425-4188, emailing to [FacLab@utc.edu](mailto:FacLab@utc.edu), or registering online at <http://www.utc.edu/Adjunct/>

**\*Please indicate any special dietary needs when you RSVP (vegetarian, etc.)**

## **Tentative Agenda:**

- Introduction and Meal
- Syllabus requirements reviewed
- Library resources unique to UTC
- How to get class rolls
- Keeping gradebooks/ attendance
- Honor Code
- Turning in Grades (Banner)
- Course Evaluations
- Online Course Delivery (UTCOnline)
- Faculty Development
- Ordering Classroom Equipment
- Student Advisement
- Issues from last orientation