

# UTC Adjunct Faculty Orientation



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

Wednesday January 6th, 2010 @ 12:00 – 2:00 (Hunter 208)

■ Blackboard training from 2:00pm - 4:00pm (Hunter 407)

Hosted by Academic Affairs.

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

#### *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
- Course Evaluations
- Online Course Delivery
- Faculty Development
- Ordering Classroom Equipment
- Student Advisement
- Issues from last orientation



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

Please RSVP by calling 425-4188, or emailing [faclab@utc.edu](mailto:faclab@utc.edu)