Connections Instructor Responsibilities

- Submit the electronic application by February 28. Applicants should ensure that his or her department head approves the application through ServiceNow by February 28. Please note: the application will be automatically removed from ServiceNow on March 1 and any applications still in progress will be deleted by the system. Please follow up with the appropriate supervisors to make sure the timeline is met.
- All new applicants and a select group of returning applicants will be interviewed by members of the Faculty Advisory Committee. These interviews will take place between March 21-23.
- Attend all mandatory training sessions as noted below. (Note: brown bag lunch trainings are optional.)
- Read the *Boys in the Boat* (Daniel Brown) and incorporate its themes into your class.
- Publish your final Connections syllabus and schedule by August 1 (August 7 for returning instructors). All new syllabi are reviewed by the Connections Faculty Advisory Committee and reviewed every three years for returning instructors.
- Customize Canvas section with due dates, instructor information, etc., and publish course by August 10.
- Collaborate with assigned student peer mentor in planning and teaching the course.
- Email your students prior to Wednesday, August 15 to introduce students to yourself and the Connections course.
- Teach the course Wednesday, August 22 through Friday August 25 and three 75-minute follow up meetings during weeks 2, 4, and 6 of fall semester.
- Plan and provide lunch for your class one day between August 22 and 24 (budget provided).
- Communicate with students about due dates, course requirements, etc.
- Refer any students who are struggling to the Office of Student Retention & Completion.
- Properly report students of concern and/or student conduct or code violations.
- Grade assignments, maintain grade book in Canvas, and export final grades to Canvas within 72 hours of the last follow up (held Oct 1-4). Note: Peer mentors can grade non-subjective assignments, but instructors must maintain overall grades in Canvas.
- Respond to emails from students after grades are submitted to resolve any grading questions or disputes.
- Spend your budget money in accordance to guidelines given in training and submit itemized receipts to the Box Folder created by Maren Seamons and Peggy Brown, as directed.
- Complete instructor course evaluation via email in September.
Important Dates

- February 28 – Application Due
- April 23 or 24 – Mandatory Training for Returning Instructors (select one to attend)
- April 25 or 26 – Mandatory Training for 1st Time Instructors (select one to attend)
- May 16 – Optional Workshop – Canvas Basics for Beginners
- May 25 – Optional Workshop – Canvas/Schedule Builder Refresher
- May 30 – Optional Brown Bag – Optimizing Your Time/Creating a Workable Schedule
- July 11 – Optional Brown Bag – Teaching Techniques
- July 18 – Optional Brown Bag – Teaching Outside the Classroom
- July 25 – Optional Brown Bag – Incorporating *When Breath Becomes Air* into the Curriculum
- August 1 – Syllabus Due (New Instructors)
- August 7 – Syllabus Due (Returning Instructors)
- August 10 – Publish Course in Canvas
- August 14 – Mandatory Training for ALL Instructors
- August 15 – Send Email to Students
- August 22-24 – Connections Course (9a-4p daily + 9-10p on Friday)
- September 4, 5, 6 or 10 – First Follow Up
- September 17-20 – Second Follow Up
- October 1-4 – Final Follow Up
- October 5-9 (72 hours after Final Follow Up) – Grades Posted in Banner