Connections Instructor Responsibilities

- Submit application and signatures by February 29. This means all the appropriate signatures must be submitted through Docusign by February 29. Please note: the application will be automatically removed from Docusign 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.
- Return Extra Service Compensation form by April 29 (a new form will be given in April).
- Attend all mandatory training sessions. (Note: brown bag lunch trainings are optional).
- Read the How We Got to Now (Steven Johnson) and incorporate its themes into your class.
- Publish your final Connections syllabus and schedule by August 5 (August 12 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 12.
- Collaborate with assigned student peer mentor in planning and teaching the course.
- Email your students prior to Wednesday, August 17 to introduce students to yourself and the Connections course.
- Teach the course Wednesday, August 24 through Friday August 26 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 24 and 26 (budget provided).
- Communicate with students about due dates, course requirements, etc.
- Grade assignments, maintain grade book in Canvas, and export final grades to Canvas within 72 hours of the last follow up (held Oct 4-6). 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.
- Submit itemized receipts to Peggy Brown, Administrative Assistant as directed.
- Complete instructor course evaluation via email in September.

Important Dates

- February 29 – Application Due
- April 4, 7, or 12 – Mandatory Training for 1st Time Instructors (select one to attend)
- April 13, 14, or 18 – Mandatory Training for Returning Instructors (select one to attend)
- April 29 – Extra Service Compensation Form Due
- August 4 – Optional Brown Bag
- August 5 – Syllabus Due (New Instructors)
- August 12 – Syllabus Due (Returning Instructors)
- August 15 – Optional Brown Bag
- August 16 – Mandatory Training for ALL Instructors
- August 24-26 – Connections Course
- September 6-8 – First Follow Up
- September 20-22 – Second Follow Up
- October 4-6 – Final Follow Up
- October 7-11 (72 hours after Final Follow Up) – Grades Posted in Banner