Connections Instructor Responsibilities

- Submit the electronic application by February 28. Applicants should ensure that their department head approves the application through ServiceNow by February 28. Please note: applications completed after February 28 will not be considered. Please follow up with the appropriate supervisors to make sure the timeline is met.
- A select group of new and returning applicants will be interviewed by members of the Faculty Advisory Committee. These interviews will take place between March 11-22.
- Attend all mandatory training sessions as noted below.
- Read the *My Beloved World* (Sonia Sotomayor) and *Becoming a Learner* (Matt Sanders) and incorporate the themes into your class.
- 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.

For those teaching the “traditional” 3-day Connections course:

- Publish your final Connections syllabus and schedule by August 2 for new instructors and August 7 for returning instructors. All syllabi and course schedules are reviewed by the Connections Faculty Advisory Committee.
- 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 14 to introduce students to yourself and the Connections course.
- Teach the course Wednesday, August 21 through Friday August 23 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 21 and 23 (budget provided).
- Complete instructor course evaluation via email in September.
Important Dates

- February 28 – Application Due
- April 16-18 – Mandatory Training for ALL Instructors (select one to attend)
  - Tuesday, April 16, 3:00-4:30 (LSB 231)
  - Wednesday, April 17, 11:30-1:00 (LSB 231)
  - Thursday, April 18, 3:00-4:30 (LSB 231)
- August 2 – Syllabus Due (New Instructors)
- August 7 – Syllabus Due (Returning Instructors)
- August 12 – Publish Course in Canvas
- August 13 – Mandatory Training for ALL Instructors (12:30-3:00 TSC Ballroom)
- August 14 – Send Email to Students
- August 21-23 – Connections Course (9a-4p daily + 9-10p on Friday)
- September 3, 4, 5 or 9 – First Follow Up
- September 16-19 – Second Follow Up
- September 30-October 3 – Final Follow Up
- October 4-8 (72 hours after Final Follow Up) – Grades Posted in Banner