

NAME:

HIRE DATE:

SJVC New Faculty Training		Completed
1. Campus Tour (AD or DM)	a) Campus Tour: Emphasis on mailroom, faculty office, bookroom, Career Services, employee lounge	
	b) Introduction to Staff and Faculty/Campus Leadership (CD, CSM, Admissions Director, DSS, AD, DM)	
2. Log In (DM)	Username:	
	Password:	
3. Setup Outlook/Email (DM)	<i>Demonstrate how to:</i>	
	a) Send new email (Attach a file)	
	b) "Check Names"	
	c) Access Calendar (Create an appointment)	
	d) Setup mobile device (if applicable)	
4. InfoZone (DM)	Locate commonly used links:	
	a) ADI Time	
	b) Academic Info	
	c) eCOURSES	
	d) Information Center- locate Employee Forms (field trip, grade update)	
	e) <i>Demonstrate how to</i> : access the Approved Textbook List	
	f) Demonstrate how to: access H Drive	
	g) Accessing Infozone from home	
	h) Procedure for time off and campus contact	
5. ADI TIME (AD)	<i>Demonstrate how to:</i>	
	a) Insert time in/out	
	b) Save timecard	
	c) Close timecard/Log Off	
	c) Standard Hours; Prep Time; Meal Periods	
6. eCOURSES (IC or DM)	<i>Demonstrate how to:</i>	
	a) Classlist: Add, delete a user in a course	
	b) News: Add an announcement	
	c) Upload a file	
	d) Create a dropbox	
	e) Create a Discussion Board (optional)	
	f) Create a Quiz	
	g) Rubric : Score a mastery rubric from a dropbox or gradebook item	
	h) Create a Rubric	
	i) Review Gradebook settings	
	j) Create a gradebook items/ enter grades/ release final calculated grades	
	k) Copy a course	
	l) Access a specific course	
7. Curriculum Repository (IC or DM)	a) Explain what is a Curriculum Repository	
	b) Articulate the purpose of common mastery assessments	
	c) Describe how to use common mastery assessments	
	d) Locate announcement about changes to the CR	
	e) Access and Describe a course assessment plan	
	f) Access a course outline and syllabus template	
8. Policy (IC)	a) Posting Attendance	
	b) Posting final grades	
	c) Syllabus Rubric	
	d) Explain Institutional Classroom Standards	
9. Academic Info (IC)	<i>Demonstrate how to:</i>	
	a) Access a student record	
	b) Document in a student record	
10. Lesson Planning (IC)	a) Backward Design Lesson Plan Template	
	b) Bloom's Taxonomy	
	c) Course Learning Outcomes and Daily Objectives	
	e) Describe the difference between an agenda vs. daily objective	

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11. Day 1 Rehearsal (IC)	<i>Demonstrate Day 1 of class:</i>	
	a) Instructor prepared white board	
	b) Instructor presented a professional introduction	
	c) Instructor presented syllabus and covered main points	
	d) Instructor articulated classroom policies in accordance with the Institutional classroom standards	
	e) Instructor provided a BWD lesson plan for the first day of class	
12. SJVC Strategic Map (AD)	<i>Articulate the following:</i>	
	a) Mission Statement	
	b) Vision	
	c) Core Values	
13. Accreditation(AD)	a) WASC	
	b) BPPE	
	c) Programmatic accreditation	
14. Misc (AD or DM)	a) Front desk to create mailbox	
	b) Facilities to check out faculty key	
	c) Parking Decal	
	e) Program Specific Dresscode	

Legend:

IC= Instructional Coach

AD= Academic Dean

DM= Division Manager