Draft Schedule for English Dept Adjunct Development Program, F 2013

Aug 14: Workshop 1, on marking student papers & using the 4th instructional hour\(^1\) (2 hrs)

First 2 wks of classes: Adjunct meets w/mentor (1 hr)

September: Workshop 2, on teaching the annotated bibliography and library research at the C of C library (1.5 hrs)

Early October: Workshop 3, early October, on classroom management (1.5 hrs)

Sometime between week 4 and week 8: mentor and adjunct attend each other's classes and meet to discuss (2 hrs)

Mentor uses a departmentally-devised rubric or worksheet to provide feedback to adjunct on classroom observation and to help adjunct complete teaching portfolio.\(^2\)

Late October-Early November: Adjunct and mentor discuss teaching portfolio (1/2 hr)

November 8: Adjunct completes portfolio and discusses it with mentor by this date (1.5 hr)

Duties of program participants

--Adjunct meets with mentor at least 3 times; mentor and adjunct observe each other's classes

--Adjunct submits a record of date/time of each workshop and meeting, uploads a completed teaching portfolio, and by Nov 15 completes a questionnaire re their experiences in the pilot program—total 10 hours

--Mentor attends workshops if schedule permits, keeps a record of meetings with adjunct, uses a rubric to provide adjunct with feedback on classroom management and on portfolio, completes a questionnaire re their experiences in the pilot program

--Mentors assist First-Year Writing committee in planning and conducting workshops

--Department chair runs the program

\(^1\) This workshop takes place after an orientation session run by the first-year writing (FYW) committee, for all new English faculty.

\(^2\) This is a formative rather than a summative observation and response, and is not the same as the chair's evaluation of adjunct faculty.