

IMPORTANT POINTS TO DISCUSS WITH YOUR SUPERVISOR

- _____ Professional behavior and expectations
- _____ Your schedule for the semester, including office hour for each class
- _____ Where to post your schedule
- _____ Keys, office space (if available), mailbox, secretarial services, and voice mail messages
- _____ Checking your mail each time you are on campus
- _____ Absences for any reason from a regularly scheduled class—contact your immediate supervisor or the division administrative assistant **before scheduled class time** so students can be notified.
- _____ Returning reports—returning them **before** the date due would be appreciated.
- _____ Add/Drop/Withdrawal form
- _____ Class syllabi for students
- _____ Planning classes to use the entire class time
- _____ Planning library assignments that can be completed at the SCC Learning Resources Center
- _____ Student Opinion Surveys— surveys are done at mid-term and during the 14th-16th week. The division administrative assistant will contact you for scheduling. Survey results will be distributed and areas of concern will be addressed by the immediate supervisor and/or your mentor on an individual basis. A sample Student Opinion Survey is on page 44.
- _____ Faculty Resource/Mentor Program