Adjunct Mentoring Checklist:

- Academic Advising
- Academic Integrity
- Academic Success Center—Learner Support Center
- Accessing Student Information—Power Campus
- Enrollment Advisor and Counselor Roles
- Alcohol, Drug and Smoking Policy
- Attendance Policies
- CESA delivery (regional locations)
- Changing Grades
- Class Cancellation Due to Weather (La Crosse/Regional Locations)
- Classroom Management
- Computer Services
- Course Evaluations
- Course Outcome Summaries
- Curriculum-WIDS
- Dealing with Incompletes and Drops/Adds
- Disability and Interpreter Services
- Discuss Early Intervention Strategies/Success Plan Overview
- Division Contacts—Regional Location Contacts
- Division Policies
- Faculty Webpage and Employee Handbook
- FERPA and Compliance Responsibilities
- Grading and Exam Policies
- Ideas for the First Day of Class
- IDL Teaching—La Crosse/Regional Locations
- Importance of Responding to Students/Merge Email Accounts
- Learner Support and Transition
- Library
- Location of Materials and Supplies for the Division/Regional Location
- Multicultural Services
- Making Copies
- Online Writing Center (OWC)
- Open Labs—Blackboard, WIDS
- Posting Grades
- Professional Development Opportunities
- Quality Assurance (certification)
- School Calendar
- Security and Parking—La Crosse Day/Evening and Regional Locations
- Student Conduct & Incident Report
- Student Handbook
- Syllabus Creation—WIDS
- Timecards
- Timely Return of Student Work
- Technology Initiatives—Blackboard, IDL
- Tutors—When Students Make a Request