

## Adjunct Mentoring Checklist:

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