Adjunct Checklist

Before the first day of class

☐ Arts & Sciences Syllabus submitted to Jessica Medina, jessica.medina@lamarcc.edu
☐ CTE Syllabus submitted to Sue Bowles sue.bowles@lamarcc.edu
☐ Approved syllabus posted on Desire 2 Learn (D2L).
☐ Confirm that your keys work.
☐ Check all electronic devices within room to assure that they work.
☐ Identify any technology or instructional needs.

First week of class

☐ Obtain current roster (Banner).
☐ Take daily attendance in class.
☐ Clearly state final exam date and time to all students.
☐ Clearly communicate census and withdraw date to all students.
☐ Remind students to check D2L for syllabi and other class information.
☐ Have students sign syllabi.

If you have any questions please contact Jessica Medina at 719-336-1521 or Sue Bowles at 719-336-1594.