



## Adjunct Checklist

### Before the first day of class

- Arts & Sciences Syllabus submitted to Jessica Medina, [jessica.medina@lamarcc.edu](mailto:jessica.medina@lamarcc.edu)
- CTE Syllabus submitted to Sue Bowles [sue.bowles@lamarcc.edu](mailto: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.