

DEPARTMENT OF COMMUNICATION DESIGN
COURSE LEADER RESPONSIBILITIES FOR NEW ADJUNCTS

By: STEVE BRODEUR - COURSE LEADER COORDINATOR

1. the departmental structure of COMD.
 2. the degrees offered.
 3. the individual areas of concentration.
 4. the pre- and co-requisites.
 5. the meaning of 1100-1200; 2300-2400; 3500-3600; 4700-4800.
 6. the faculty gallery show.
 7. the end-of-semester student gallery shows.
 8. how to get a photo ID.
 9. where their office mail box is.
 10. where the evening office is.
 11. how to get a bathroom key.
 12. whom to call to be let into a classroom.
 13. check their CUNY e-mail every day.
 14. what desk (if any) they are assigned to in the faculty offices.
 15. storage space.
 16. offer them the use of my Mac in 1126.
 17. show them CUNYfirst and CUNY Portal.
 18. what to include on their syllabus: (I give them pdfs of the Student Handbook and CUNY catalog):
 - official course description
 - instructor contact info and office hours
 - grading policy
 - attendance policy
 - academic integrity policy
 - supply list if appropriate
 - weekly topics/lessons
 - "required" vs. "suggested" texts
 19. show past projects as examples for the course they are teaching.
 20. Early Intervention forms.
 21. purpose of faculty observations and show them the forms that are filled out during the observation.
 22. provide them with the names and e-mails of all the other sections' instructors for the course they are teaching.
 23. WC - the art store.
 24. Remsen / Staples / Kinkos. (We have a CUNY account at Staples for faculty supplies).
 25. where the Copy Center is.
 26. where the Faculty Resource Center is.
 27. where the Faculty Lounge is.
 28. where the Pearl building / CDMG printing facility is.
 29. where the General building is.
 30. where Midway, Voorhees and the Chapel Street buildings are.
 31. how to deal with "special needs" students: page 9 in the COMD Info Kit, and "other" on Early Intervention form. Explain COMD's policy regarding "doctor's notes".
 32. the purpose of the observations; why "Excellent" vs. "Satisfactory".
 33. the importance of participating in the end-of-semester Student Portfolio Review.
 34. to carry their own chalk and eraser to class!
- NOTE: Adjuncts are to report problem students, technology and CLT issues to their Course Leader first, instead of going directly to the Chairperson.