

**Stark State College**  
**College Credit Plus Adjunct Instructor Orientation Checklist**  
**Application deadline for Spring: October 31<sup>st</sup>**  
**Application deadline for Fall: March 31<sup>st</sup>**

DONE ✓	TASKS
	<p>Call or email Mona DeForest at 330-494-6170, Ext. 4661; <a href="mailto:mdeforest@starkstate.edu">mdeforest@starkstate.edu</a> for the link to apply.</p> <p>Fill out the online application, and <b>upload your resume and transcripts</b> in PeopleAdmin. Notify Mona DeForest once you have applied. Mona will notify you once you have been approved.</p>
	<p>Fill out the <b>personal data sheet</b> and <b>background check form</b> that will be emailed to you.</p> <p>Return the forms above to Stark State College, Attn: Mona DeForest, 6200 Frank Ave NW, North Canton, OH 44720 (<i>we must have the original signed forms, no scanned or faxed copies please</i>).</p> <p>(Two days after you submit the forms, please check the email address you put on your application for a link from Truescreen and follow the instructions. <i>This will hold up the process if it is not complete.</i>)</p>
	<p>Complete the Adjunct Instructor Training Course in Angel. Bring any questions about the content in this course to your individual orientation session. (<i>You will receive a letter with instructions on how to login to Angel</i>).</p>
	<p>Attend an individual orientation session with your SSC College Credit Plus coordinator or mentor. You will be contacted to arrange this session, which should take place before the course begins.</p> <p>The primary purpose of an individual orientation session is preparing you to teach college-level courses according to Stark State expectations.</p> <p>Make sure your mentor discusses:</p> <ul style="list-style-type: none"> <li>• How to order textbooks (Kathy Feichter (330) 494-6170, Ext. 4286).</li> <li>• What the standard course syllabus requires.</li> <li>• What the course guidelines and expectations are.</li> <li>• Who the course mentor is for required ongoing mentoring.</li> <li>• Who will be conducting the required observations.</li> <li>• Any other requirements particular to the course(s) you will be teaching.</li> <li>• What the requirements are for professional development.</li> <li>• Academic Advisor role</li> </ul> <p style="text-align: right;">over →</p>

	<p>At the orientation session, make sure the College Credit Plus coordinator or mentor reviews items covered in the Adjunct Instructor Training Course about which you have questions.</p>
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- How to access mystarkstate and Angel.
- How to verify rosters, enter early alerts, post grades, and conduct student evaluations.
- How to contact the Help Desk.
- How to forward particular SSC email to your high school email account.