

Stark State College
College Credit Plus Adjunct Instructor Checklist
Application deadline for Spring Semester: October 31

Due Dates	Tasks
October 31	<p>Call and/or email Jennifer Holland at 330-494-6170 ext. 4661 jholland@starkstate.edu to apply.</p> <p>Applicant must send the following items by email to Jennifer Holland:</p> <ul style="list-style-type: none"> • Current Resume • Copy of official transcripts that is clear and legible. <p>Applicants will wait to hear the decision, this will be communicated by email from Jennifer Holland. If you have more questions for the department chair about their decision or what you can do to meet the requirements, Jennifer will put you in touch with them.</p>
November 30	<p>After you have been notified of being approved:</p> <ul style="list-style-type: none"> • Applicant will complete a personal data sheet. • Email a copy of the applicant’s BCI letter from the district office. • Applicant should ask the principal or school guidance counselor to send verification by email that there is an official copy of applicant’s transcript(s) on file at the high school or district office.
December 1- January 1	<p>Once approved, you will receive an email with instructions on how to login to Blackboard between December 1-January 1. Complete the Adjunct Instructor Training Course in Blackboard. If you have questions about the content, please bring them to your individual orientation session.</p> <p>There is no set date for the training to be emailed, but you will receive reminders to complete the training and will not be able to access the course until the training is completed.</p>
November- January	<p>Attend an individual orientation session with your College Credit Plus Coordinator. You will be contacted to arrange this session that should take place before the course begins. The primary purpose of the individual orientation is to prepare to teach college-level courses according to Stark State College expectations.</p> <p>Make sure the Coordinator discusses the following:</p> <ul style="list-style-type: none"> • How to order textbooks – Kathy Feichter 330-494-6170 ext. 4286 • Superintendent – assigns contact person at the high school for textbooks • What the standard course syllabus requires • Blended class expectations • What the course guidelines and expectations are • Who the course mentor is for required ongoing mentoring • Who will be conducting the required observations • What the requirements are for professional development • What the Academic Advisor’s role is • Any other requirements particular to the course(s) you will be teaching
November- January	<p>At the orientation session, make sure the College Credit Plus Coordinator reviews the items covered in the Adjunct Instructor Training Course about which you have questions.</p> <ul style="list-style-type: none"> • How to access <i>MyStarkState</i> and Blackboard • How to verify rosters, enter early alerts, post grades, and conduct student evaluations • How to contact the Helpdesk • How to forward particular Stark State College emails to your high school email account