Dear Adjunct Faculty Member:

On Thursday evening, **August 30, 2007 from 5:00 p.m. to 9:30 p.m.** we will host the **Annual Adjunct Reception/ Orientation Program** in the Lorusso Technology Building. We urge all adjunct faculty, new and old to come together for this event.

The schedule is as follows:

- **5:00-6:00 p.m. - Optional tech session** at the Help Desk in Tech 116. Our help desk wizards will be available to help you with voice mail, email, desktop X:/Y: drive, and flash drive questions.

- **6:00-6:45 p.m. – Welcome. Light supper and social hour.** We will be giving each of you a flash drive with electronic copies of the Academic Policy and Procedures Manual, the Adjunct Faculty Handbook, and Student Handbook. (The flash drive is yours, one more step in our shift from paper to machine). Sign up for carpooling if interested.

- **6:45-9:00 p.m. – Concurrent hands on workshop sessions.** There will be time for you to attend four of the five workshop sessions scheduled. Put your new flash drives/power sticks to use right away!
  
  - Session I  –  6:45-7:15
  - Session II –  7:20-7:50
  - Session III –  8:00-8:30
  - Session IV –  8:40-9:10

The workshops will be presented in the following classrooms:

**Tech 213 – Learning Management System/BlackBoard**

*John-Paul San Giovanni*
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**Tech 203** – *Library Learning Resources*

*Greg Masterson*

**Tech 103** - *General Education/Institutional Student Learning Outcomes.*

*Lore Loftfield De Bower*

**Tech 102** – *Wiki be damned – Plagiarism and how to help your students avoid it.*

*Trish Allen*

**Tech 101** – *Disability Services/ Student Services/ FERPA*

*Joyce Chasson, Richard Sommers, Sandy Brito, Diane West*

Please RSVP to your division assistant, Kerry Sullivan, Division of Business, Social Sciences and Human Services and Health Sciences (ext 4427) or Pat Phelan, Division of Arts and Sciences (ext 4363) so that we will be certain to have enough flash drives and refreshments.

You are invited to participate in Opening Day/Professional Development Activities on September 4 starting with continental breakfast at 8:00 a.m. in the Math/Science Building. The Spring 2008 Adjunct Orientation is scheduled for Thursday, January 17, 2008.

I am looking forward to meeting you all.

Sincerely,

Philip J. Sisson  
Vice President of Academic  
and Student Affairs

PJS:pm