

## **FREQUENTLY ASKED QUESTIONS**

Below are some questions often asked at the beginning of a semester. Please let us know of your other questions as well.

### ***When will I be paid? How will I get the check?***

Adjunct instructors are paid in 5 equal installments on the 15<sup>th</sup> of the month. The first pay date will be in the second month of the semester (September, February, June, for full semesters). Your check will be mailed to your home address, unless you have arranged direct deposit. Lisa Cheeks will help you with direct deposit.

### ***How can I find my classroom?***

Maps of campus are at the back of this booklet and available online at:

<http://www.midlandstech.edu/campusmaps-airport.htm>

<http://www.midlandstech.edu/beltlinemap.htm>

<http://www.midlandstech.edu/fortjacksonmap.htm>

<http://www.midlandstech.edu/harbisonmap.htm>

<http://www.midlandstech.edu/northeastmap.htm>

### ***Do I need a key for my classroom?***

If your room is multimedia, you will need a key for the cabinet and possibly for the classroom. Contact Lisa Cheeks or the administrative specialist for your time and campus.

### ***What do I do if the classroom is locked and I DON'T have a key?***

Call Security at 738-7850 and they should come immediately to open it. If this happens more than once, please let Lisa Cheeks or the Department Chair know as soon as possible.

### ***When is the exam for my class scheduled?***

The exam schedule is often not published until after this document is printed, so we can't always include it. You can find it on the MTC main page at <http://www.midlandstech.edu>; look at the lower right and click the appropriate semester.

### ***The media in my room doesn't work. What should I do?***

Call 822-3550 to report problems, but let the Department Chair know about repeated or ongoing problems.

***How do I get a key for the media and/or storage cabinet?***

Lisa has keys on Beltline and the admin specs on Airport can give them to faculty there.  
**Please RETURN at the semester's end.**

***How do I get a copy of the text, teacher's manual, etc.?***

Contact Lisa Cheeks or the Department Chair for books and book questions.

***Do I have to use the departmental textbook?***

**Yes.** If you see problems with the text, discuss them with the Department Chair. We may be able to change an adoption, even for one campus, if we can reach an agreement, but changes take at least 6 months to go into effect.

**Another reason you need to use the textbook is because the SLO Assessment may be based on it, in an effort at universal fairness.**

***Can I add a book to the required texts?***

Please discuss this with the Department Chair. It is more complicated here than at schools like USC, but it is possible in many cases.

***Can I take the students on a field trip?***

Yes, but you may need to get them to sign release forms to protect you and the school from liability in case of accident, and you must work with the students' existing schedules—some may not be able to attend outside of class hours. Please discuss this with the Department Chair.

***Can I require students to attend tutoring and study sessions?***

Yes, you can require them to attend tutoring IF you put that on the syllabus; you can amend the syllabus to include it. If you schedule study sessions outside of class hours, you can't require students to attend, nor should you go over new material. The exception to this would be make-up classes for college closings, if and only if ALL students agree to the newly scheduled time.

***When will I know about courses for next semester?***

The Department Chair will send an information request in the early part of the semester and communicate with you during the semester before. Please check your email for this!