## ERLI Adjunct Instructor Responsibilities Checklist

The mission of ERLI is to provide high-quality language instruction that prepares international students to enter and succeed in Embry-Riddle Aeronautical University or another U.S. university. To achieve this mission, all teachers will be asked to do the following:

### By one week prior to the beginning of semester:

\_\_\_\_Create a diagnostic for each class, or choose one from the [Diagnostic Test Bank](http://tesltimes.org/new-teacher.html), and submit a copy to the

 Assistant Director.

\_\_\_\_ Create a syllabus for each class using the ERLI Syllabus Template and upload a copy to the DUE folder.

 Samples are available on the [Teacher Resources](http://www.tesltimes.org/new-teacher.html) site.

\_\_\_\_ Create a course plan for each class using the sample course plans from the [Teacher Resources](http://www.tesltimes.org/new-teacher.html) site and

 upload a copy to the DUE folder.

\_\_\_\_ For new hires, read the *ERLI Faculty Handbook*. Instructors are responsible for understanding

 and adhering to the information in the handbook.

### At the beginning of semester:

\_\_\_\_ Participate in faculty orientation and preparation sessions.

\_\_\_\_ Assist with student assessment, orientation, and registration as assigned.

\_\_\_\_ Set up each of your classes in Canvas. (Grades should be recorded here.)

\_\_\_\_ Grade diagnostics by the middle of the first full week of class and return the Excel file containing the

 students’ scores to the Assistant Director.

\_\_\_\_ Scan copies of the completed diagnostics and upload the scans to the DUE folder.

\_\_\_\_ Set up your Outlook calendar by the end of week one with your class times and share it with the ERLI

 team. Keep your calendar updated throughout the semester.

### On a weekly basis:

\_\_\_\_ Teach class(es) as assigned

\_\_\_\_ Plan and produce principled, meaningful lessons and assessments, grade assignments, provide feedback,

 and update student grades in Canvas.

\_\_\_\_ Participate in weekly and/or bimonthly meetings and workshops.

\_\_\_\_ Hold an office hour to meet with students. Make sure your students are available during your office hour.

\_\_\_\_ Record all student absences and tardiness in the attendance spreadsheet in the DUE folder every day. This

 is very important!

\_\_\_\_ Check your ERLI work email twice daily and respond in a timely way. We will communicate via email

 regularly.

### Throughout the semester:

\_\_\_\_ Schedule at least one class observation by the Director and/or Assistant Director and participate in

 preparatory and follow-up meetings associated with these observations.

\_\_\_\_ Enter both Early Alert and Midterm Warning grades into Campus Solutions by the scheduled deadlines.

\_\_\_\_ Fill out a *Midterm Alert Form* for each of your classes for any students who are failing and upload a copy

 to the DUE folder.

\_\_\_\_ Choose a professional development activity to undertake for the semester. (See the faculty professional

 development policy in the *Faculty Handbook*).

\_\_\_\_ Document any academic or conduct issues using the incident report form within 24 hours of the incident.

 Email incident reports to the Director. When in doubt, document it.

### At the end of the semester:

\_\_\_\_ Two weeks before the end of the semester, create a final exam for each class, or choose one from the

 [Finals Test Bank](http://tesltimes.org/new-teacher.html), and submit a copy to the Assistant Director.

\_\_\_\_ Grade finals by Thursday morning of the final exam week and return the Excel file containing the

 students’ scores and their course grade to the Assistant Director.

\_\_\_\_ Enter final grades into Campus Solutions by the scheduled deadlines.

\_\_\_\_ Fill out a *Reason for Failure Form* for each of your classes for any students who failed and upload a

 copy to the DUE folder.

\_\_\_\_ Scan/download copies of the following documents and upload the scans to the DUE folder:

\_\_\_\_ Graded final exams

\_\_\_\_ Copy of how your grades were calculated in Canvas (In the “Grades” section, under “Actions”,

 choose “Export”.)

\_\_\_\_ Submit a brief written report on your professional development activity to the Assistant Director by

 the Friday of final exams week.

\_\_\_\_ Return ERLI materials to the library and check them back in.

\_\_\_\_ Be available for end-of-semester meetings after the ERLI final exams.