

EARLY SCHOLARS FACULTY RESPONSIBILITIES



It is an honor to have you represent Mesa State College and Western Colorado Community College as faculty in the Early Scholars program. The College sees you as a vital component in extending educational opportunities to the students in our western Colorado region, and in providing excellent college course experience to bright and able high school students. Thank you.

As an Early Scholars faculty member you are considered a full-fledged member of the College's adjunct faculty. As such, you have benefits and responsibilities inherent with that status. These are detailed below.

- **MavCard** – you will receive a College ID and access card: MavCard. This will provide you with access to special faculty services through the Tomlinson Library :
www.mesastate.edu/msclibrary/facultyservices.html
This is especially important for those instructors and students at a distance who must access the library resources electronically. Students can also get MavCards to access library resources.
- **Syllabi** – Please provide an updated copy of your syllabi each semester to the department chair. A sample syllabus will be provided to you upon initial approval to use as a model.
- **Textbook/instructional resources** – You should use the texts/instructional resources recommended by the department for your course. Please see the department chair or Early Scholars director to obtain instructional review copies if needed.
- **Rosters** – Each Early Scholars instructor should check the WCCC/MSC roster at the beginning of each semester to ensure that students are in appropriate courses. You should sign the roster when you have approved it and return it to the high school liaison or high school counselor.
- **Evaluation** – all WCCC/MSC courses are evaluated each semester. Please make time for your students to evaluate you and your teaching at the end of each semester. You can use paper forms or arrange to use the online evaluation tool.
- **Grading** – final course grades are required to be submitted by you at the end of the semester. Grading is done online. Instructions are provided here:
 - Go to: <http://www.mesastate.edu/mavonline>
 - Enter your **700#** and your **6-digit PIN**. If you are unable to login or need assistance, please contact the Registrar's Office at 970-248-1555.
 - Once logged in, select **Faculty Services** from the menu options and then **Final Grades**.
 - Select the **Term** from the pull-down menu then click the **Submit** button.
 - Select a **CRN** and click the **Submit** button.
 - Enter the **Grades** for each student from the pull down menu. It is not necessary enter Attend Date or Attend Hours
 - After you have entered all grades for a course, verify your grade entry by printing a Summary Class Roster. To do this, click on the **Return to Menu** link at the top of the page and then select **Summary Class Roster**. Print a hard copy of the roster with the final grades for your records should there be any questions about the grades you entered.

- **Course Integrity** – it is expected that all courses taught in the Early Scholars program will meet the same academic requirements as those courses taught on campus ; please conduct your course with college-level expectations for student performance and behavior, academic achievement and demonstrated skills and attendance.
- **Professional Development** – We believe it is vital for faculty to continue their education and increase their content knowledge through advanced study. Therefore, WCCC/MSC put aside a small stipend for each participating high school to provide some support for Early Scholars faculty to continue their education in their content discipline area. These funds can offset the tuition for Early Scholars instructors to take graduate-level courses. See your principal if this is an interest.
- **Faculty Workshop** – WCCC/MSC annually conducts a Faculty Workshop for Early Scholars faculty to meet together with departmental faculty and review the course content and other teaching/learning expectations. It is also a great time to meet with other Early Scholars faculty teaching the same content. It is expected that all Early Scholars faculty will make every attempt to attend this annual meeting.