

Adjunct Faculty Online Training Program

Welcome to the SPC family! Our accreditation body, the Southern Association of Colleges and Schools (SACS), requires that all faculty, including adjunct faculty, engage in ongoing professional development to ensure our students receive the highest quality of instruction. To begin that professional development, all credit adjunct faculty (instructors, counselors, and librarians) must successfully complete an on-line initial training and orientation course provided by the College entitled *Excellence in Adjunct Instruction* prior to being considered for employment in a subsequent semester. Documented completion of prior adjunct training provided by the College (the *Excellence in Adjunct Instruction* video or the *Scenarios On-line* pilot) also fulfills this requirement. Documentation of other prior instruction on teaching skills may substitute for one or more of the course modules, as determined by your Dean or Program Director.

Non-credit adjuncts are only required to complete the Orientation and Technology modules to meet the training requirement. However, they are encouraged to explore the other modules for valuable teaching resources.

Your supervisor will contact the HelpDesk@spcollege.edu (791-2795) or Deborah Boyle Boyle.Deborah@spcollege.edu (341-3321) to enroll you in the course. You will receive access instructions within 48 hours. The *Excellence in Adjunct Instruction* online training program is currently located at: <https://angeldev.spcollege.edu>.

Your Log On Information is:

Username: lastname.firstname (ex. boyle.deborah)
Password: spc

Select: *Excellence in Adjunct Instruction*

The training modules will acquaint you with many of the policies and procedures at St. Petersburg College, offer you useful instructional tips, and provide you handy resources.

The training modules include:

Orientation
Technology
Syllabus and Course Design
Classroom Management

Presentation Skills
Assessment

Please provide your certificate of completion to your Dean or Program Director when you have completed the course. Documentation of completion is included on the Adjunct Faculty Evaluation and in the HR database.