

Syracuse University Project Advance Instructor Responsibilities

Your primary role as a SUPA Adjunct Instructor is to create a learning environment for students in accordance with the objectives of the University and your individual course area(s). In order for you to maintain your teaching appointment, you must attend course-specific professional development seminars, whether or not you are actively teaching.

You are required to:

- 1) Develop a course syllabus using the required text and other curricular materials and submit it to the Syracuse University faculty member or the course administrator within the Project Advance office.
- 2) Assist with course program evaluation by facilitating end of semester student evaluations.
- 3) Share your excitement about Project Advance with your co-workers, administrators and students. You are Project Advance's primary liaison in your high school.
- 4) Exhibit knowledge, not only about your course material, but also about Project Advance policies and procedures. We rely on you to maintain Syracuse University academic standards.
- 5) Complete all administrative paperwork in a timely manner and return all requested information by the deadlines. Examples include, but are not limited to: inputting of class times, return of signed applications, confirmation of class lists and input of grades.
- 6) Confirm that all students who want to be registered for SU credit appear on your class list. Only those students who appear on your class list are registered for SU credit and therefore eligible to receive an SU transcript.

If you have been assigned an SU course section, then you are considered the instructor of record for that class. Your SU I.D. number and password are non-transferable and should not be shared with anyone. You must notify the Project Advance office immediately should your status within your high school change or should you become unavailable to teach the course you have been assigned (e.g., extended leave of absence due to illness or pregnancy).