

## ESSENTIAL RESOURCES FOR ADJUNCTS

[2016-17 Academic Calendar](#)

[2016-17 Final Exams Schedule](#)

[Academic and Student Policies](#)

- From the 2014-2015 Kirkwood Community College Credit Catalog

[Adjunct Faculty Advisory Committee](#)

- Advocating body for adjunct faculty concerns
- Holds the [Iowa Conference on Higher Education Conference](#) -- October 29

[Counseling Services](#)

- Provides students with personal, academic, and career counseling
- Online mental health screenings

[Eaglenet](#) for Faculty

- Attendance, midterm and final grade reporting
- Class rosters
- Early warning/retention referrals
- k number lookup and password changes
- W2 statements

[Early Warning/Retention System](#) FAQ

- Refer at-risk students for support services
- Includes attendance issues, academic/personal concerns, behavioral issues

[KCELT](#) (Kirkwood's Center for Excellence in Learning and Teaching)

- Professional development opportunities
- Technology training (including Talon)
- Instructional coaching
- Educational resources

[Kirkwood Alert](#)

- An alert system that allows Kirkwood to contact you during an emergency by sending text messages to your:
  - Email account (school, work, home, other)
  - Cell phone or pager
  - Smartphone and handheld device

[Kirkwood Webmail](#)

- Check/send email from your Kirkwood email account

[KIN \(Kirkwood Information Network\)](#)

- Faculty announcements, information, forms
- Faculty syllabus template (check often for updates)
- [Faculty technology orientation](#)
- Access to Eaglenet for Faculty
- Off-campus login: kirkwood\k number (including k and all zeroes)
  - [This link](#) shows how to set up KIN access from a home computer

[Learning Services](#)

- Provides students with free tutoring and accommodation services

- COMPASS placement testing
- Assistive Technology Lab

#### [Library Services](#)

- Main campus and Iowa City locations
- Put materials on reserve for students to access
- Invite a librarian into your classroom to discuss research, citation, and other topics
- Organize a library tour for your students

#### [Print Services](#)

- Order classroom materials to be printed and delivered to your Kirkwood mailbox
- Any non-copyrighted/fair use print materials, including syllabi, assignments, exams, etc. (copyrighted materials with permission)

Requesting a Talon Course: <http://www.kirkwood.edu/facultytalon>

#### [SchoolDude](#)

- Technology maintenance and information requests

#### [Talon](#)

- Build and maintain course websites for your students
- Request your courses under the Talon Course Management for Faculty link
- Online instructor tutorials

Writing Center -- [Main Campus](#) and [Iowa City](#) Centers

- Provides one-on-one sessions for students struggling with writing
- Helps students with all aspects of the writing process, including note-taking, outlining, and paper writing