



How to Survive when You're not Prepared for Class

In spite of your best intentions, situations will sometimes arise - illness, family emergencies, overwhelming career projects - that prevent your being adequately prepared for a particular class meeting. Formulate now a contingency plan to address this situation when it happens to you. Some possibilities include:

- Focus on a critical concept with which students have displayed difficulty in understanding, identify and discuss a current, relevant example. Then, identify several perspectives from which the issue might be viewed, fostering within students a more comprehensive understanding of the concept.
- Recruit a guest speaker from your circle of colleagues, who you know to have made a presentation on a topic of relevance to your course. Ask them to reprise their presentation and answer student questions that might emerge. Take good notes during the presentation, and use these to stimulate further discussion after the guest leaves. Be aware, of course, that you have incurred a personal debt, and offer to repay it promptly in a way that would be perceived as valuable to your guest speaker.
- Identify a late-breaking news story. Assign students to one of several key roles, e.g. press, governmental agency investigator, private interest group, etc. to formulate their response to the situation. Ask each group to select a representative to serve on a press conference panel to role play their view of the case to the public. Debrief the points-of-view expressed thoroughly.
- Assign students to groups of three or four. Then ask them to complete a "chunk" of a previously made assignment, e.g. end-of-term paper or speech, or develop questions that you would consider for the next examination.

Today's students are quite perceptive, so some might realize your predicament. Most will excuse one less than stellar performance, but not a second or third. Begin your planning for subsequent class meetings earlier than has been previous practice, minimizing the chances of putting yourself in this tough spot again. Reflect upon and learn from your experience.

Schedule of Upcoming Webinars: Following is the upcoming schedule of webinars that are available now for your registration [see directions in the welcome e-mail that you received from Ray Carpenter]. Note: all times listed are Eastern. A recording of each webinar is e-mailed automatically to those who 1. register for it in advance, and 2. log-in during the session. If you miss a particular topic, request access to its recording by e-mailing Richard Lyons at lyons@adjunctsuccess.net.

Mon., March 1, 3:00 pm
Mon., March 1, 8:30 pm

Building Your Adjunct Teaching Career
Infusing Technology into Your Teaching

Wed., March 3, 7:00 pm	Achieving Exemplary Student Retention
Thu., March 4, 8:30 pm	Assessing the Effectiveness of Your Teaching
Sat., March 6, 11:00 am	Managing Your Teaching Life More Effectively
Sat., March 6, 2:00 pm	Building Your Adjunct Teaching Career
Mon., March 8, 3:00 pm	Assessing the Effectiveness of Your Teaching
Mon., March 8, 8:30 pm	Managing Your Teaching Life More Effectively
Wed., March 10, 7:00 pm	Managing Your Teaching Life More Effectively
Thu., March 11, 8:30 pm	Building Your Adjunct Teaching Career
Sat., March 13, 11:00 am	Assessing the Effectiveness of Your Teaching
Sat., March 13, 2:00 pm	Bringing Your Course to an Effective Conclusion
Mon., March 15, 3:00 pm	Infusing Technology into Your Teaching
Mon., March 15, 8:30 pm	Building Your Adjunct Teaching Career
Sat., March 20, 11:00 am	Infusing Technology into Your Teaching
Sat., March 20, 2:00 pm	Managing Your Teaching Life More Effectively
Mon., March 22, 3:00 pm	Managing Your Teaching Life More Effectively
Mon., March 22, 8:30 pm	Achieving Exemplary Student Retention
Sat., March 27, 11:00 am	Building Your Adjunct Teaching Career
Sat., March 27, 2:00 pm	Bringing Your Course to an Effective Conclusion
Mon., March 29, 3:00 pm	Building Your Adjunct Teaching Career
Mon., March 29, 8:30 pm	Bringing Your Course to an Effective Conclusion

Additional Resources for AdjunctSuccess members: As mentioned earlier, a rich set of printable resources is posted at www.AdjunctSuccess.net to help you in all aspects of managing your teaching. Also in this **Members Area** is an alphabetized [by topic] compilation of websites, each focused on a critical aspect of teaching and classroom management. Explore these resources early, and begin saving preparation time and enjoying your teaching much sooner.

Troubleshooting Technical Problems: As with any technology-dependent resource, AdjunctSuccess occasionally presents technical challenges to members. In most cases, your first step in troubleshooting problems with webinar registration or participation is the help desk of Elluminate, the webinar software that we use. Call 866.388.8674, then select option #2.

Also: Inside the "Members Login" area of AdjunctSuccess.net appears a link to a set of frequently-asked questions [FAQs] to facilitate your use of our resources. Also inside the Members Login is a function through which you can obtain a lost or forgotten password, or instructions for webinar registration. For your added convenience, we are now posting a copy of the current issue of this eNewsletter on the home page at <http://www.adjunctsuccess.net>.