



## Conducting an Effective Final Class Meeting

The final class meeting of a course will play a significant role in the perceptions that the student carries forward of the individual professor, and perhaps the entire instructional program and institution. With so much riding on the outcome, it is critical that this key milestone be effectively managed. Following are some tips for achieving common end-of-the-term goals:

- Draft an agenda several days prior to the final class meeting, and update it several times before meeting the class;
- Arrive early, anticipating that some students will want to discuss their status within the course privately;
- Orchestrate as professional appearance to the classroom as possible;
- Proactively manage the anxiety students will feel toward taking their final examination, and/or submitting a major capstone assignment, by meeting as many as possible at the door;
- If an evaluation of the course/instructor by students is to be conducted, follow procedures exactly, including leaving the classroom;
- Identify the next logical course in the curriculum, as well as any courses you have been assigned for the following term;
- If a final examination is being given, provide any last minute clarification that might be needed by students, procedures for submitting it, and how students will learn of their final course grade;
- As students leave the classroom, meet each in the hallway if possible and provide personalized feedback on one of their accomplishments within the course.

Ending a course in a comprehensive and professional manner markedly impacts students' sense of security and fairness, and provides opportunities for you to receive feedback that will foster your further development as a professor.

**Schedule of Upcoming Webinars:** Following is the schedule of webinars for the remainder of this membership year, which 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, e-mail Richard Lyons at [lyons@adjunctsuccess.net](mailto:lyons@adjunctsuccess.net) to request access to a recording, no later than May 29.

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|------------------------|---|
| Sat., May 8, 11:00 am  | Launching Your Course Effectively                         |
| Sat., May 8, 2:00 pm   | Today's College and University Students                   |
| Mon., May 10, 3:00 pm  | The Adjunct Professor: Formulating a Strategy for Success |
| Mon., May 10, 8:30 pm  | Achieving Exemplary Student Retention                     |
| Sat., May 15, 11:00 am | Planning Your Teaching Effectively                        |
| Sat., May 15, 2:00 pm  | The Adjunct Professor: Formulating a Strategy for Success |

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| Mon., May 17, 8:30 pm  | Launching Your Course Effectively                        |
| Sat., May 22, 11:00 am | Implementing Active Learning Strategies in Your Teaching |
| Sat., May 22, 2:00 pm  | Delivering Effective Teaching Presentations              |
| Mon., May 24, 3:00 pm  | Employing Alternative Assessment in Your Teaching        |
| Mon., May 24, 8:30 pm  | Managing Examinations Effectively                        |
| Tue., May 25, 3:00 pm  | Assessing the Effectiveness of Your Teaching             |
| Wed., May 26, 8:30 pm  | Infusing Technology into Your Teaching                   |

**Additional Resources for AdjunctSuccess members:** As mentioned earlier, a rich set of printable resources is posted at [www.AdjunctSuccess.net](http://www.AdjunctSuccess.net). 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>.