

AGS FACULTY AND ADJUNCT ORIENTATION CHECK SHEET

Please read the orientation very carefully, check all boxes on this sheet, digitally sign, and return to dhagerman@mhu.edu

____ I have read the MHU Mission Statement.

____ I understand that there are 3 locations for AGS classes. I may be required to teach at any of those sites.

____ I understand that my contract and syllabus are to be in to the AGS office no later than two weeks prior to the start of the semester.

____ I understand that if a student on my roster does not show up for the 1st or 2nd classes of the semester, I am to report that student's name to my respective Division Dean.

____ I know that I am required to communicate with students via their MHU email addresses. Also, I am required to frequently check my university email.

____ I understand the weather policy for AGS.

____ I understand that grades are to be posted by the deadline set by the University Registrar.

Digital Signature and date _____