

**Faculty Orientation Master Syllabus**

**Course Title: Faculty 101: Introduction to NAU**

**Course Description:**
You are part of a dedicated faculty who live the university’s mission and core values each day by offering quality instructional programs and services in a caring and supportive learning environment. In campus-based and online classrooms, National American University’s instructors engage learners of diverse backgrounds, interests and abilities in meaningful interaction, encourage them to take responsibility for their learning through a performance-based curriculum, assist them in achieving their academic and personal goals, and prepare them for a life of learning. Your interaction with students, other faculty members, staff, and administrators is essential to improving student retention and success. This course provides faculty members with an introduction to the instructional role, university expectations, and university resources to enhance and support teaching and learning. We look forward to working with you to further the mission of National American University.

**Objectives of the Course:**
Upon successful completion of this course, the faculty member will be able to:

1. **Examine National American University’s mission, values, culture, and accreditation.**

Knowledge and skills leading to mastery of this competency:
a. Identify the university’s mission and purposes and core values as they relate to teaching and learning.
b. Recognize the characteristics of NAU students.
c. Summarize the university’s faculty code of ethics related to faculty conduct and ethical responsibility to students, colleagues, and the university community.
d. Identify the benefits of accreditation for higher education institutions and academic programs.
e. Distinguish among various types of regional and program accreditation organizations.

**2. Explore Desire2Learn and university resources.**

Knowledge and skills leading to mastery of this competency:
a. Identify the essentials of the online learning environment.
b. Find faculty support materials at NAU.
c. Review resources available for teaching and learning.
d. Present specific resources for on ground teaching.
e. Develop synchronous learning opportunities.

**3. Review basic learning concepts and theories.**

Knowledge and skills leading to mastery of this competency:
a. Distinguish between various perspectives about learning.
b. Review Bloom’s taxonomy.
c. Apply National American University’s performance-based learning philosophy.
d. Review learning style theories.
e. Discuss methods an instructor can utilize to help motivate adult learners.
f. Understand how the four-step learning cycle is applied to a learning plan.
g. Explain why you would use selected teacher-centered and learner-centered instructional delivery methods in your classroom.

**4. Determine your role and expectations as a National American University instructor.**

Knowledge and skills leading to mastery of this competency:
a. Apply appropriate faculty procedures for specific academic policies.
b. Identify opportunities for professional development that are available to NAU faculty.
c. Understand the general duties an instructor must perform in his/her classroom to meet the faculty responsibilities.
d. Discuss the qualities and expectations of good college instructors.
e. Follow copyright compliance requirements for instructors at for-profit universities.

**Additional Instructional Materials:**

**Text Book:**

| Book Title | Edition | Author | Date | Publisher | ISBN\* |
| --- | --- | --- | --- | --- | --- |
| A Guide to Classroom Instruction for Adjunct Faculty | 2nd ed. | John H. Reed | 2005 | American Chemical Society | 0-8412-3994-0 |

 **Faculty 101: Introduction to NAU**

 **Orientation Training**

**Corporate Training Site Login Instructions**

To access the **Faculty 101: Introduction to NAU Orientation Training**:

* Go to the MyNAU Home page (NAU intranet) and click on the **NAU Corporate Training (online)** link under the *Popular MyNAU Links* heading in the middle of the page
* Enter your User Name and Password on the NAU Online Home page and click on the Login button
* Click on the Faculty 101: Introduction to NAU Orientation link under the My Courses heading

To access the NAU Faculty 101: Introduction to NAU Orientation Training if you do not have access to MyNAU Home Page (NAU intranet), please login by following this link to the NAU Corporate training site: <https://training.national.edu/>

* Enter your User Name and Password on the NAU Online Home page and click on the Login button
* Click on the Faculty 101: Introduction to NAU Orientation link under the *My Courses* heading

If you need technical support during the faculty orientation training, please contact your Hiring Manager or the NAU IT Help Desk Support Request system. If you are on the NAU network, you may go to <http://nau.force.com/captureexternalcase> to access the Support Request system. If you are at home or away, you may send an email to ITSupport@national.edu