Memorandum

To: Syracuse University Project Advance Summer Institute Participants
Subject: 2020 Summer Institute Remote Workshops

Welcome to SUPA! We are delighted that you are able to attend this year's remote Syracuse University Project Advance (SUPA) Summer Institute. We look forward to meeting you – even if only virtually – in the coming weeks. Below is a brief schedule of our *program-wide* events for you to review prior to participating in your training workshop for certification to teach a Syracuse University course.

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Monday, July 6th
8:30-9:45am – Program-wide Welcome & Orientation
Attendance Required for all Summer Institute participants
regardless of workshop start date
(meeting link *to be provided*)

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Workshop Details
The daily agenda for your course-specific workshop will be provided by your faculty liaison and program administrator as soon as it is available. You will also be receiving in the mail (or via email) any required course textbooks or resources to prepare for the Summer Institute.

In past years, our in-person workshops have tended to run from 9:00am to 4:00pm each day of the Summer Institute week, although the schedules for particular classes can vary. Given that our workshops are being conducted remotely this summer, please anticipate some adjustments to those 'normal' schedules to better accommodate the remote environment. Workshops schedules may need to be extended beyond their regular week-long duration, and daily schedules may involve some combination of synchronous meetings and asynchronous work.

In addition, there will be *program-wide* synchronous sessions and asynchronous resources as part of our administrative orientation and program overview, which participants will be required to attend/access. See below for more information. Links for synchronous sessions and asynchronous resources will be provided closer to the date of your workshop.

Please note: **To become certified as an SU adjunct instructor, you are required to attend all synchronous sessions and complete all workshop requirements,** including the course syllabus, which is based on the guidelines provided by our campus faculty and academic departments.

Approval Letter

A formal approval letter has been mailed to each instructor unless you are an international instructor (then your approval letter was scanned and emailed to you).

Cancellation

If you have been approved to train and for some reason are unable to attend, we ask that you please contact Kathleen Oliver at kjoliver@syr.edu immediately. There are no cancellation fees and approved applications will be archived for one year.

Things to Complete before the Start of Summer Institute

Class Assignment Form and NetID Activation

The class assignment form for this coming school year will be (e)mailed to you and should be completed and returned via email to kjoliver@syr.edu or faxed to 315-443-1626. Also, first-time attendees will receive an email regarding NetID activation. This is an important step to gain access to the systems you will use through Syracuse University, including MySlice, PASS, and the SU Libraries database. Please complete that process as soon as it's received. Instructions for completing NetID activation will be included in the email. For more information on NetIDs and NetID activation, visit supa.syr.edu/netid.

Graduate Credit

If you would like to take advantage of registering for graduate credit at the reduced cost of $210 for three credits please email Kathleen Oliver at kjoliver@syr.edu with your decision as soon as possible. She will then email you a registration form which must be returned prior to the start date of your training session. Check or credit card payments will be accepted. Registering for credit is an individual decision and is not necessary to obtain certification to teach a Syracuse University course through Project Advance. **Note: Due to contact hour requirements, some workshops may not be eligible for graduate credit.**
Link to Graduate Credit Form

*Deadline for graduate credit registration and tuition payment is July 6th for workshops starting the week of July 6 and July 13th for workshops starting the week of July 13. If you have any questions regarding graduate credit, please contact Kathleen Oliver at 315-443-5710.

CTLE Certification - *Only NY teachers are eligible*

SUPA will ensure that the class meets NYS education guidelines to be offered as CTLE (Continuing Teacher and Leader Education) and will indicate the number of clock hours associated with the class. The CTLE certification has no credit hours and cannot be utilized to fulfill any degree requirements. If you choose CTLE, you cannot register for graduate credit. It is one or the other or neither one.
Link to CTLE Form

Online Presentations During Summer Institute

Student Registration and Grade Reporting Presentation (attendance required)
A synchronous session will be scheduled during your workshop to review the processes of student registration and grading. A video recording of the presentation will also be made available for later review.

Course-specific Administrative Session (attendance required)
The SUPA program administrator overseeing your course area will schedule a synchronous session during your workshop week to review with you any course-specific guidelines and requirements, including student placement criteria, enrollment caps, annual professional development requirements, etc. You will receive more information regarding the details of this session from your program administrator closer to the start of your workshop.

Best Practices for Online/Remote Instruction (attendance optional)
Wednesday, July 8th, 8:30 AM
We will be offering a 45-minute live session led by Dr. Rob Pusch on *Best Practices for Remote Teaching.* Join Rob for a discussion on strategies you can use to keep students engaged when courses are offered via remote instruction.

Turn-It-In Overview (attendance optional)
Syracuse University offers the use of TurnItIn for use in Project Advance course sections. For those interested in using this resource, we will offer online tutorials on the Project Advance website at supa.syr.edu/turnitin. If you have any further questions, contact Rob Pusch at rpusch@syr.edu.

Contact Information
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