 



**Welcome!**

This simple guide will give you an overview of your course and some important information about our department and school.

You will be responsible for teaching the following course(s). The following list contains information about your course, time and location, as well as information about useful course resources. Please do not hesitate to reach out to me regarding your course.

# Your Course(s)

[add the following information as relevant to your institution]

* Course Name:
* Course Day and Time and classroom location:
* Course Textbook/digital resources:
* Office or hoteling space location:
* Support:
  + MHE tech support: [mhhe.com/support](http://mhhe.com/support)
  + Support resources: [Support At Every Step](http://supportateverystep.com)

# [School name] information

To help you get the most out of your teaching experience we’ve included some important information you might need this term.

* Name of Course coordinator and department chair, office locations and phone numbers
* School policies and procedures link or Faculty Handbook [add url]
* Academic Calendar [add url]
* Classroom Support [add website and phone number]
* IT [add website and phone number]
* Police [add website and phone number]

Students will ask you about a variety of issues not always course related, to help you help them here is a list of student services.

* Library [add location, website and phone number]
* Student tutoring [add location, website and phone number]
* Academic Advising [add location, website and phone number]
* Student Counseling [add location, website and phone number]
* Disability resources [add location, website and phone number]

