

LCC New Nursing Faculty Orientation Checklist

Utilize the HPHPE New Employee Orientation Manual, followed by the Supplemental New Nursing Faculty Orientation Manual to Complete Checklist.

My Preceptor/Mentor is _____.

Their Contact Information is _____.

My Preceptor/Mentor and I will meet weekly on _____ at _____.

My Office number is _____.

My Office phone number is _____.

	Topic	Notes
☐	Personnel – staff – who’s who	
☐	New Employee Orientation	
☐	Campus Map	
☐	Key Cards/Keys	
☐	Public Safety	
☐	FERPA	
☐	Mailboxes	
☐	Printing & Photocopying	
☐	Class Cancellation	
☐	Classroom Courtesy & Security	
☐	“No Show Drop”	
☐	Tracking Last Date of Attendance	
☐	Releases	
☐	Book Adoptions	
☐	Grading	
☐	Supplies/Purchasing	
☐	Lunch Room	
☐	Faculty Connections	
☐	Faculty Professional Development	
☐	Student Communication	
☐	Syllabi & Office Hours	
☐	Lane Alert	
☐	Time Sheets	
☐	Employee Safe Training	
☐	Bloodborne Pathogens Exposure	
☐	Child Protection	
☐	College Online Policies & Procedures (COPPS)	
☐	Facilities Issues	
☐	Mental Health Info for Faculty & Staff	
☐	Human Resources Information	
☐	LCC Health Clinic	

☐	Wellness Program	
☐	Fitness Center	
☐	Tuition Waiver	
☐	Food Services	
☐	Library	
☐	Academic Calendar	
☐	Wireless Networks on Campus	
☐	Shared Drive & Personal Drive	
☐	Using a Smart Classroom	
☐	Gmail Account (G Suite)	
☐	Moodle	
☐	Zooming	
☐	DTen Equipment	
☐	IT & AT	
☐	Safety and Accident Prevention	
☐	Holidays	
☐	Travel & Expense Reimbursement	
☐	Legal Points	
☐	Parking	
☐	Room Scheduling	
☐	Office Phones and Voicemail	
☐	Employee Directory	
☐	LCCEA (Faculty Union)	
☐	Computer Lab	
☐	In-services	
☐	Nursing Program Structure	
☐	OCNE	
☐	Work Schedule	
☐	Meetings/Committees	
☐	Faculty Offices	
☐	Office Hours	
☐	Computers	
☐	The Shared Drive & W Drive	
☐	Clinical/Lab	
☐	Skills Checks	
☐	Lectures	
☐	Project Grading and Rubrics	
☐	Clinical Incidents and Unsatisfactory Student Progression	
☐	Student Evaluations	
☐	Resources for Making Instructional Videos	
☐	Textbooks	
☐	ADB Registration	

☐	Final Tips	
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