1. **ENROLL IN CERTIFICATION PROCESS**

Enroll yourself in Jackson College’s Adjunct Certification Process JetNet site to start your certification and professional development journey. Visit www.jccmi.edu/adjunctcertification and enter the code “certification” to enroll.

2. **DETERMINE PROFESSIONAL DEVELOPMENT GOALS**

Determine 2-3 professional development goals for yourself. What do you want to focus on and work on to enhance your instruction? Brainstorm goals below and be sure to enter goals via JetNet site as well.

3. **BUILD PROFESSIONAL DEVELOPMENT PLAN**

Determine your professional development plan based on framework below. All current internal professional development offerings are listed at www.jccmi.edu/professionaldevelopment. Visit JetNet site to enter your plan and revise as needed throughout your journey.

**Teaching and Learning**

*Examples include:* Active Reading, Sparking Student Curiosity and Inquiry, Online Instructor Certification, etc.

- **Instructional Skills Workshop (ISW) required**
  
  Date: ________

- **Instructor’s Choice:** ____________________________
  
  Date: ________

**Students & Student Engagement**

*Examples include:* workshops on working with students from marginalized backgrounds, OnCourse, Veterans on Campus, working with international students, Dr. Rita Pierson: Every Student Needs a Champion

- **Workshop with diversity and inclusion focus**
  
  Date: ________

- **Instructor’s Choice:** ____________________________
  
  Date: ________

**Faculty Engagement**

Two sets of reciprocal observations required. At least one set should be with lead faculty member.

- **I observed** ____________________________ on _______.
  
  **I was observed by** ____________________________ on _______.

- **I observed** ____________________________ on _______.
  
  **I was observed by** ____________________________ on _______.

**Technology of Teaching & Learning**

*Examples include:* JetNet Advanced, any workshop specific to instructional technology, etc.

- **JetNet Gradebook required**
  
  Date: ________

- **JetNet Basic required for courses using JetNet beyond Gradebook**
  
  Date: ________

- **Instructor’s Choice:** ____________________________
  
  Date: ________

**College & Community Engagement**

*Examples include:* convocations, committee work, Learning Day college announcement sessions, attending JCathletic events, helping with student recruitment, etc.

- **New Adjunct Orientation required**
  
  Date: ________

- **Instructor’s Choice:** ____________________________
  
  Date: ________

4. **REFLECT ON PROFESSIONAL DEVELOPMENT**

As you work through your professional development plan, make sure to report and reflect on the professional development you engage in soon after you engage in it via the Certification Process JetNet site. To receive certification credit, 2-3 main takeaways must be shared via the JetNet site for each professional development activity you participate in.