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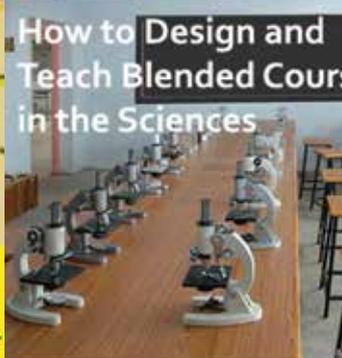
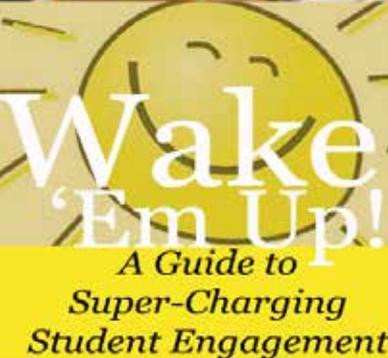
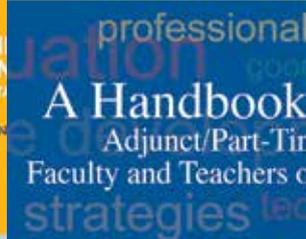
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“I Highly Recommend This Book!”

“Excellent Resources!”

“Great Tips in a Concise Format.”

“Very Helpful in Growing Our Adjunct Support Program.”





Frequently Asked Questions about Part-Time Press and Its Products, Contact and Ordering Information

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The question is no longer *whether* to support non-tenured faculty, but *how* to best support them.

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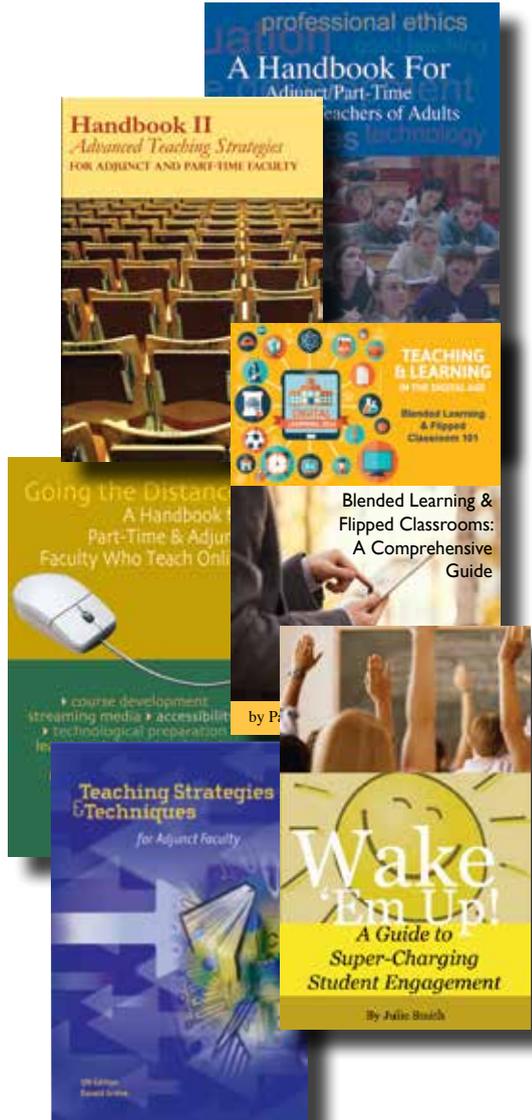
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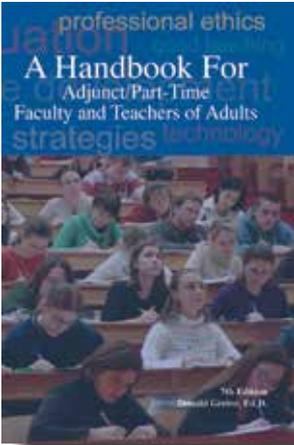
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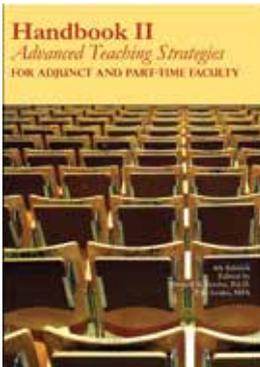


A Handbook for Adjunct/Part-Time Faculty and Teachers of Adults helps faculty build stronger lessons plans, improve student engagement, effectively integrate multi-media and technology, facilitate more dynamic classroom discussions and craft a variety of test types and assessment tools (including self-assessment tools). *A Handbook* offers practical advice and successful strategies in a readable, accessible style and format. Used by institutions throughout North America, *A Handbook* is a trusted resource for faculty development. Order today for your training and orientation programs!

Title Details:

Title: *A Handbook for Adjunct/Part-Time Faculty and Teachers of Adults*, 7th Edition
Authors: Donald Greive, Ed.D., Patricia Lesko, MFA
ISBN: 978-0-940017-36-8
160 pages, \$20 per copy.

Over 270,000 Copies Sold!



“Great Resource!”

This expanded collection of two dozen pieces written by faculty, researchers and administrators concentrates on advanced classroom strategies for experienced teaching faculty. Topics include:

- Pedagogy versus Andragogy
- “Take a Break and Improve Student Attention”
- Collaborative/Cooperative Learning
- Student Learning Styles: Teaching Techniques
- The Rubric, Syllabus and the Lesson Plan
- Student Engagement and Motivation
- Teaching Large Classes
- Hybrid/Flipped Courses

Title Details:

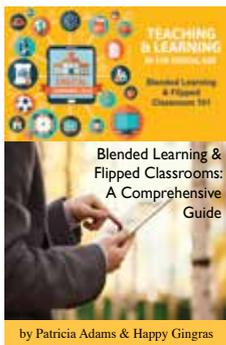
Title: *Handbook II-Advanced Teaching Strategies for Adjunct Faculty*, 4th Ed.
Editor: Donald Greive, Ed.D.
ISBN: 978-0-940017-39-9, 176 pages, \$20.

Over 62,000 copies sold!

Our Customers Say...

“I have found *A Handbook For Adjunct/Part-Time Faculty and Teachers of Adults* and *Handbook II* very helpful in growing our adjunct support program.” — **Dr. Sally Bashalany, Chair, Department of Humanities, Nashua Community College**

New! Blended & Flipped Learning



Wish your students....

- Took responsibility for their learning?
- Completed coursework and actively participated in classroom discussions?
- Completed assigned work on time?
- Turned in assignments that followed directions/rubrics?

Flipped and blended learning allows teaching faculty to combine their own creativity with technological tools that can make all of these “wishes” (and more) come true. Students in flipped and blended courses are more engaged, prepared and excited about the course materials *you* are eager to teach.

Title Details:

Title: Blended Learning & Flipped Classrooms: A Comprehensive Guide

Authors: Patricia Adams and Happy Gingras

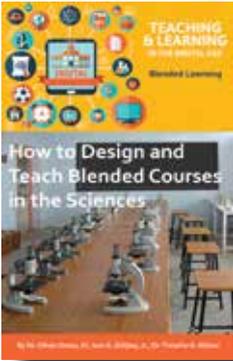
ISBN: 978-0-940017-14-8, 128 pages, \$20.

Meet the Author

Part-Time Press author **Patricia Adams** has been teaching in the community college and university classroom for more than a decade. She holds a master's degree in clinical psychology from East Carolina University. She provides regular professional development and consultation on flipped and blended learning. She has been honored with a number of nominations and awards, including the Excellence Award through the National Institute for Staff and Organizational Development (NI-SOD), and serves on the board and as an active member in state and national professional associations.



New! Blended Teaching & Learning in the Science Classroom



Take your science instruction to the next level....

- Design science courses that are fun to teach
- Improve student learning outcomes
- Spend less time lecturing and more time teaching
- Use blending to teach any type of science course or lab

Why blend? Utilizing a blended learning platform, science faculty can design courses for both majors and non-majors that focus on active learning and student-centered teaching strategies. By integrating technology and other blending tools and strategies, you'll spend less in-class time lecturing and more time on application, analysis, creation and evaluation.

Title Details:

Title: How to Design and Teach Blended Courses in the Sciences

Authors: Dr. Oliver Dreon, Dr. Ivan A. Shibley, Jr., Dr. Timothy D. Wilson

ISBN: 978-0-940017-15-6, 144 pages, \$20.

Meet the Author

Part-Time Press author **Dr. Oliver Dreon** is an associate professor and director of the Center for Academic Excellence at Millersville University of Pennsylvania. He teaches a wide variety of education and instructional technology courses both in face-to-face and online formats, and also coordinates the university's Digital Learning Studio. He is the co-author of the book *Authentic Instruction with Technology: A Student-Centered Approach* and is the co-editor of the book, *Teacher Education for Ethical Professional Practices in the 21st Century*. Ollie has spent over twenty years teaching in various educational environments and provides regular professional development and consultation on online and blended learning. His work examines how technology can be used to support student development through physical, online and hybrid learning spaces.

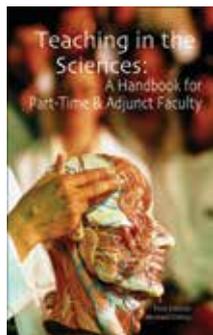


Our Customers Say...

"I found Part-Time Press books to be very helpful. They are must reads for a newbie to teaching."— **Amazon.com review**

Teaching in the Sciences: A Handbook for Part-Time & Adjunct Faculty

Dr. Michael Collins is an award-winning faculty member and designer of professional development programs and materials for part-time faculty. His handbook helps science and nursing professionals who venture into the college classroom, as well as academics improve their teaching. This book is packed with practical suggestions, strategies, tips and advice just for faculty who teach in the sciences. *Designed for use by faculty who teach in any scientific discipline* on either the undergraduate and/or graduate-level, *Teaching in the Sciences* covers subjects such as preparing for the first class, effective use of technology in science classrooms, teaching non-science majors, laboratory sessions and field trips.



Title Details:

Title: *Teaching in the Sciences: A Handbook for Part-Time & Adjunct Faculty*

Author: Dr. Michael Collins

ISBN: 978-0-940017-35-1

176 pages, \$20.



This NEW 6th edition of *Teaching Strategies* will give adjunct faculty members a quick and easy reference for improving their classroom performance. Topics include:

- Student-centered and active learning
- Assignments—including structuring and rubric design
- Technology—including multi-media and engagement
- Evaluation—including test types such as essays, multiple choice and recall/short answer questions

“Common Sense Teaching Tips”

Title Details:

Title: *Teaching Strategies and Techniques for Adjunct Faculty, 6th Edition*

Author: Dr. Donald Greive

ISBN: 978-0-940017-18-0

56 pages, \$15.

Over 54,000 copies sold!



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	Blended Learning & Flipped Classrooms: A Comprehensive Guide	\$20	
	Development, Orientation and Training Programs for Adjunct Faculty—A Practical Guide	\$30	
	Getting Down to Business: A Handbook for Adjunct/Part-Time Faculty Who Teach Business	\$20	
	Going the Distance: A Handbook for Part-Time & Adjunct Faculty Who Teach Online, Rev. 1st Ed.	\$15	
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“A Good Starter Kit”
Going the Distance: A Handbook for Part-Time & Adjunct Faculty Who Teach Online, Rev. 1st Edition

Whether you're just thinking about teaching online, work as a first-time online course facilitator, or you're an experienced distance educator, *Going the Distance:*

A Handbook for Part-Time & Adjunct Faculty Who Teach Online can help you sharpen your online teaching skills, develop and deliver more richly-structured distance education courses. This book was written by Evelyn Beck, an educator who has been developing and teaching distance education courses for over a dozen years. *Going the Distance* co-author, Dr. Donald Greive, is the writer of the much-used and trusted *Handbook* series.

Title Details:

Title: *Going the Distance: A Handbook for Part-Time & Adjunct Faculty Who Teach Online, Revised 1st Edition*

Authors: Evelyn Beck, Donald Greive

ISBN: 978-0-940017-02-4

96 pages, \$15.

Over 7,000 copies sold!

Our Customers Say...

“This is a good starter kit for those new to teaching online. It can also be a good review for those experienced in the online environment but need a refresher or are attempting to solve a problem. Covered are important topical areas such as assessment, technology, guests, and virtual field trips. In addition, course development processes and issues are discussed. Of course, all of this is generalized knowledge that can be adapted to meet the reader's individual institution's policies and procedures.”—**Amazon.com review**

“An excellent source when seeking online employment in higher education.”—**Gloria J. Peppers, Amazon.com review**

New! Online Teaching & Learning in the Sciences

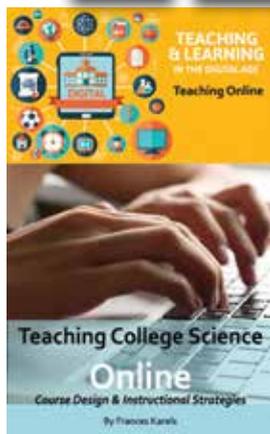
Pair With...



The number of science courses being offered fully online (including labs) by colleges and universities continues to grow. *Teaching College Science Online* takes readers through the steps of designing, teaching and assessing a fully online science course or lab. The book also provides tips and strategies for migrating existing science courses or labs to online platforms. Author Frances Karels offers practical advice, strategies and insights that will help readers who are already teaching

For All Science Disciplines

science online or who are interested in migrating their science courses and labs to an online platform.



Title Details:

Title: Teaching College Science Online—Course Design and Instructional Strategies

Author: Frances Karels

ISBN: 978-0-940017-16-4, 96 pages, \$15.

Meet the Author

Part-Time Press author **Frances Karels** holds a B.S. in Biology and M.S. in Zoology from Texas A&M University. Frances has been teaching college biology courses for over 11 years. She has developed curriculum for blended and fully online biology courses, and presented at TxDLA and NISOD on best practices in online science teaching. In 2014, Frances was awarded the NISOD Teaching Excellence Award. Frances currently teaches biology courses as an adjunct for McLennan Community College, and serves as curriculum coordinator for an independent school district in Texas.



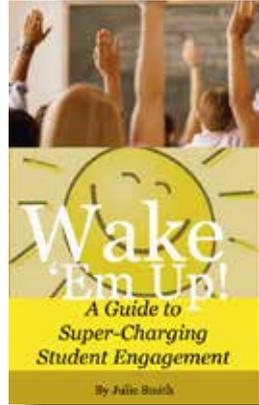
Pair With...



New! Student Engagement

“My first semester of university teaching included many more PowerPoint slides than I care to admit. But fifteen years of working to more effectively engage millennials and adult students have shifted the paradigm for me. I want to shift the paradigm for you! There’s more to engagement than just having students participate actively in class. Engagement is a mindset, whereby you as the educator become less of a ‘sage on the stage’ and more of a facilitator of active learning.” —Julie Smith, *Wake ‘Em Up!*

This book is packed with hands-on, practical advice, strategies and techniques (tech and non-tech) you’ll be able to use from the first of any class to super-charge student engagement and your own teaching.



Title Details:

Title: Wake ‘Em Up! A Guide to Super-Charging Student Engagement

Author: Julie Smith

ISBN: 978-0-940017-17-2, 140 pages, \$20.

Meet the Author

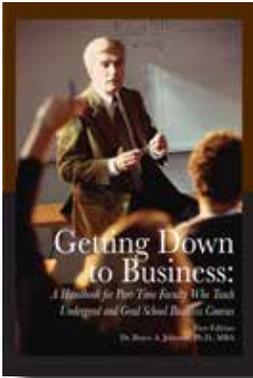
Julie Smith is a co-author of the book *Media Literacy: Keys to Interpreting Media Messages*, published in 2014. She has been teaching media classes at Webster University and Southern Illinois University-Edwardsville for 15 years. She holds her M.S. in Mass Communication and her B.A. in Public Relations and Marketing. Julie is on the board of the Gateway Media Literacy Partners and does workshops and professional development for school districts and universities worldwide, sharing her expertise in classroom engagement and educational technology.



Our Customers Say...

Great info for any instructor. I highly recommend this for any teacher, instructor, or adjunct. Great and simple ideas you can use in class, especially with adult learners!

Getting Down to Business: A Handbook for Adjunct/Part-Time Faculty Who Teach Business



Regardless of the business discipline in which you teach, *Getting Down to Business* supports and enhances the instructional practices of teaching faculty. Dr. Bruce Johnson shares tips, tools, techniques and adult learning theories to help new and experienced faculty effectively facilitate classes, engage with their course materials in more meaningful ways, and design business courses that integrate active learning strategies and improve student success. From transformational learning and rubrics to student motivation and effective facilitation techniques, *Getting Down to Business* will help faculty have more fun in classroom and sharpen their teaching skills.

Title Details:

Title: *Getting Down to Business: A Handbook for Part-Time Faculty Who Teach Undergrad and Grad School Business Courses*

Author: Bruce A. Johnson, Ph.D., MBA

ISBN: 978-0-940017-25-2, 192 pages, \$20.

Our Customers Say...

“Great tips in a concise format!”— **Amazon.com** review

“Very Useful Book. I teach undergraduate business courses at a 4-year college and I bought this book. The writing is lively and engaging and the tips/suggestions were very helpful – particularly the chapter on business students and writing. I would recommend this book to instructors who teach undergraduate business courses and who are looking to improve their course delivery.”—**Wm. F. French**

“*Getting Down to Business* is written in a lively and interesting style. It is packed with excellent recommendations and is a must-have for the adjunct faculty member teaching business...”—**B. Sturgess**

New! For Administrators

Questions adjunct faculty often need help answering:

- **Engaging Students:** How do I do it?
- **Technology in the Classroom:** How do I integrate technology in the classroom?
- **Assessing Teaching and Learning:** What are the methods I use for assessing teaching and learning?

Adjunct faculty need instructional support. If you're wondering how best to provide that support, Tom Grady, Coordinator of Faculty Development at Johnson County Community College, shows faculty development professionals, department chairs and others how to design, develop, fund, implement and assess a variety of development, orientation and training programs for adjunct faculty. From institutional buy-in to faculty participation, Grady's shares his award-winning adjunct faculty development, orientation and training program design expertise.



Development, Orientation & Training Programs for Adjunct Faculty

A Practical Guide

by Thomas Grady

Title Details:

Title: Development, Orientation and Training Programs for Adjunct Faculty—A Practical Guide

Author: Thomas Grady

ISBN: 978-0-940017-17-2, 160 pages, \$20.

New Second Edition!

Expanded, this collection of 15 essays was written by administrators for administrators. *Managing* is relied upon by program administrators, dept. heads and deans across the nation for expert guidance and advice. Essays on the management of adjunct faculty on branch and off-campus sites, exemplary models of orientation and the effective development and evaluation of adjunct/part-time faculty. **Free with the purchase of 30+ copies of Part-Time Press books.**



Title Details:

Title: Managing Adjunct & Part-Time Faculty

Editors: Dr. Donald Greive, Catherine A. Worden

ISBN: 978-0-940017-19-9, 288 pages, \$30.

College Library: \$100



Whether you are a faculty member, department chair, or a college librarian, you can have a professional development library like no other at a price that won't break the bank. From preparing and teaching courses online, and face-to-face, to flipped and blended classrooms to ramping up student engagement, the **Part-Time Press College Library Collection** offers a six-book set of professional development titles to help teaching faculty develop and teach high quality, active-learning courses.

The collection includes six books:

- *A Handbook for Adjunct Faculty*, 7th ed.
- *Handbook II: Advanced Teaching Strategies for Adjunct and Part-Time Faculty*, 4th ed.
- *Going the Distance: A Handbook for Part-Time & Adjunct Faculty Who Teach Online*, Revised 1st ed.
- *Teaching Strategies & Techniques for Adjunct Faculty*, 6th ed.
- *Wake 'Em Up! A Guide to Super-Charging Student Engagement*
- *Blended Learning and Flipped Classrooms: A Comprehensive Guide*

The **Part-Time Press College Library Collection** provides the contents of an extensive teaching workshop for a fraction of the price.



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“I found Part-Time Press books to be very helpful.
They are must reads...” — Amazon.com review