

A Beginning of Semester Checklist for Instructor Success

Things to do Before the Semester

- Make a Semester Plan
 - When are you going to teach each topic? When are exams and Homework due?
 - Talk to faculty who have taught the class before!
- Create a Canvas Shell and/or website
 - Include office hours, contact info, syllabus, deadlines
- Write a Syllabus
 - Include office hours, contact info, textbook and website info
 - Include course policies for grading and attendance
 - Include exam dates and homework dates, if known
 - Include info on Disability Resource Center, academic dishonesty, and other college policies as required
- Visit your Classroom
 - Check out the board space and available technologies, try them out!
 - Test the visibility in the different corners of the room

Things to do During the Semester

- Get to know your Students!
 - Learn their names: hand back papers, invite them to office hours
 - Know who your Students with Accommodations are
 - Get to know more about them: REEF Q's, notecards, Autobiography assignment
- Regularly communicate with Students
 - Canvas announcements, regularly answer email
- Check-in with other faculty
 - Are you on track?, ask questions, get help, share resources
- Start thinking about your Evaluations
 - How do students perceive you in the classroom?
 - What might a faculty evaluator observing me think/notice?
 - Is there something I can do better?
- Keep notes for yourself!
 - These could be a detailed digital log or a sticky note on your lesson plan.
 - What did you do today?
 - What went well? What didn't?