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 Accomodations 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?