# Course Preparation Checklist

Planning is a crucial skill for a successful course experience. The following check list of recommendations are provided to help you with this planning process.

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<th>Planning Checklist</th>
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### Course Information:
- Goals/Objectives
- Textbook
- Student Roster
- Connect Access
- Placing items on reserve in the library
- Assignment expectations and grading criteria

### Class Attendance Expectations:
- Required to attend all lectures?
- Duties during lectures?
- Teaching
- Handing out materials
- Monitoring group work
- Answering questions
- Setting up demonstrations
- Collecting assignments, taking notes

### Teaching Assistant / Instructor Meetings:
- How often?
- Contact Information & Emergency procedures

### Office Hours:
- For TA and Instructor
- Contact information to share with students

### Materials:
- Technology resources?
- Photocopying?

### Exams:
- Preparation
- Delivery
- Organizing review sessions

### Marking:
- Rubric/template/grading criteria
- Protocol for complaints
- Record-keeping duties
- Posting marks

### Course Evaluation:
- Teaching Assistant performance
- Formal Observation
- Peer Observation
- Student evaluation of performance
- Unit Evaluation