

## 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.

Planning Checklist		
✓		
		<b>Course Information:</b>
		• Goals/Objectives
		• Textbook
		• Student Roster
		• Connect Access
		• Placing items on reserve in the library
		• Assignment expectations and grading criteria
		<b>Class Attendance Expectations:</b>
		• Required to attend all lectures?
		• Duties during lectures?
		• Teaching
		• Handing out materials
		• Monitoring group work
		• Answering questions
		• Setting up demonstrations
		• Collecting assignments, taking notes
		<b>Teaching Assistant / Instructor Meetings:</b>
		• How often?
		• Contact Information & Emergency procedures
		<b>Office Hours:</b>
		• For TA and Instructor
		• Contact information to share with students
		<b>Materials:</b>
		• Technology resources?
		• Photocopying?
		<b>Exams:</b>
		• Preparation
		• Delivery
		• Organizing review sessions
		<b>Marking:</b>
		• Rubric/template/grading criteria
		• Protocol for complaints
		• Record-keeping duties
		• Posting marks
		<b>Course Evaluation:</b>
		• Teaching Assistant performance
		• Formal Observation
		• Peer Observation
		• Student evaluation of performance
		• Unit Evaluation