

Check List: Before You Start Teaching...

Explore your workspace

- Check out your primary work area
- Know where your personal belongings may be kept
- Building/office access codes and keys
- Know where teaching supplies are kept

Meet with your supervisor to review and discuss

- Your job description, essential duties and responsibilities, and how they fit into the departments objectives
- Your division and program's goals
- Your performance goals and expectations
- Obtain teaching resources for your course (textbooks, outlines, etc.)
- Professional ethics and confidentiality practices, if applicable
- How to handle and report on-the-job accidents or injuries

Familiarize yourself with your departmental structure and organization

- Learn more about your department's administration and operations
- Find out about procedures, manuals, and protocols
- Meet your peers
- Retrieve a copy of the College's list of critical dates
(<http://www.georgebrown.ca/Admin/Registr/PSCal.aspx#maincontent>)

Familiarize yourself with office processes

- Obtain login ID and password for STU-VIEW and Blackboard/WebCT
- Understand college email and voicemail, including home access
- Learn about Interoffice mail and regular mail processes for your department
- Find out whom and when to call if you can't make it to class
- Learn about access to and use of department resources: phones, copiers, Scantron, etc.
- Do a safety tour of building (first aid centres, fire exits, muster points, etc.)

Discover Faculty Development opportunities

- Attend "New Contract Faculty Orientation"
- Sign up for technical training workshops
- Visit the Staff Development web site
- Sign up for any relevant workshops or events

Check List: Your First Class...

Explore your classroom

- Is it a smart classroom?
- Where are the nearest stairs, elevators, and washrooms?
- Does it have whiteboards or blackboards?
- Where are the power outlets?
- How many doors does the class have?

Things to bring with you

- A classroom key
- Enough copies of your course outline
- Class list
- Whiteboard markers, chalk and erasers
- Flip chart paper (optional)
- Writing paper for any in-class diagnostic assignments (some students may not have any yet)
- A copy of the textbook and other instructional material
- Instructions on how to use the smart room control panel
- CDs or DVDs you want to show

Things to do at the end of your first class

- End the class at 10 minutes to the hour
- Confirm that your class list is accurate
- Return the chairs in the classroom to the original configuration
- Clean the white boards or black boards
- If you've used the AV equipment, return the classroom to "normal".
- Make a list of any student issues (i.e. timetable conflicts); forward this to the program coordinator immediately.
- Make note of students who've submitted special accommodation forms from Student Disability Services
- Take all your equipment and material with you. (Don't forget CDs, DVDs or your USB key!)

Check List: At the End of Semester...

Student Feedback Questionnaires:

- Administer student questionnaires by week 14 of the semester
- Follow the instructions enclosed with the questionnaires

Compiling Final Grades:

- Double check the grades
- Download final grades from Blackboard
- Print off final grades for all your classes as a back up
- Convert final grades into corresponding letter grades
- Make note of students who have not passed your courses including those who did not withdraw
- Forward the grades of each of your CRNs to your program coordinator

Submitting Final Grades:

- Login into Millennium FAST 10 days prior to the last day of classes
- Confirm your password and PIN are working
- Confirm all your CRNs are listed on the final grade entry page
- Make sure students names correspond with those on your classlist
- Double check that you've entered the grades correctly
- Submit your final grades on Millennium FAST no later than noon on the Wednesday after the last day of classes

Preparing for Next Semester:

- Meet with Chair to discuss student feedback or other performance related issues
- Confirm teaching assignments for next semester
- Review and revise lesson plans
- Review and revise course outlines and syllabi (where possible)