

Checklists

Here are some checklists which we hope will help you prepare for classes. Happy teaching!

Before the First Day of Class

- Do I know where the class is?
- Have I met the course coordinator?
- Do I have copies of the syllabus?
- Have I read the syllabus?
- Do I know what text is going to be used for the class?
- Do I have a copy of the text and lectures notes (if any)?
- Do I have a copy of the class roster?
- Do I have markers, an eraser, etc.?
- Do I know what I am going to do in class today?
- Will I be using any sort of technology (computer, projector, overhead projector, etc.) in class today?
 - If yes, do I know how to operate it?
- Do I know whom to contact, in case of any problems?
- Do I need to get name cards?
- Do I need any material that will be required for today's activity?
- Do I look presentable?

Syllabus

Check to make sure the following are listed correctly

- The instructor's
 - Name
 - Office hours
 - Email address
 - Office phone number
- The course name and number
- The quarter in which the class is being taught
- Name of text used
- Any lectures notes that will be used
- Any references (optional)
- Course management website- place where grades will be posted
- Course structure: How many
 - Exams, quizzes
 - Homework assignments
 - Projects
- Assignment policies
- Due dates for homework assignments, projects, etc.

- Exam dates
- Grading scheme
- Note on “Academic Conduct and Misconduct”
- Note on “Addressing Issues of Differing Abilities”
- Classroom policies: Cell phone turned off, no checking email, etc.

Self-Assessment of Teaching

(Ways to find the answer to “Am I teaching well?”)

- Am I loud enough in class? (Ask students at the back of the room.)
- Am I too loud? (Try speaking softer, and ask students if you should speak louder or if this is good.)
- Is my writing big enough to read from the back of the room? (Walk to the back of the room while students are taking notes, or after class has ended, and see if you can read without any problems.)
- Do I know the material I will be teaching?
- Do I know what course events are coming up?
- Do I make announcements about important course events?
- Do I ask questions to see if the students understand the material?
- Do most students seem like they understand the material? How do I know?
- Do I pause regularly to allow students to ask questions?
- Do I know students’ names? (This might be difficult for those teaching big lectures, but is quite doable in small lectures/recitations.)

Planning a Group Activity

- Do I need the course coordinator’s permission for this activity?
- What is the goal of the activity?
- Is there any extra material/equipment that will be needed during the activity?
- What will the students do in the groups?
- How many students in each group?
- How will the groups be formed?
- How do I want the groups to operate?
- Are there any defined roles within the groups? (Such as leader/coordinator, organizer, etc.)
- How is the group going to be assessed?
- What should they remember from the activity?
- What if someone does not want to work in a group?

Preparing for Class- Lecture

Check and see if you can answer the following, before you go in to teach:

- What is the topic for the day?
- What are the key ideas that I want the students to understand and remember?

- How am I going to convey these ideas?
- How will I get the students engaged?
- What in-class questions or activities should I do so that the students understand the material better?
- Do I know how to solve the questions that I intend to do in class?
- Do I have the solutions ready?
- How will I know if the students have understood the material?
- Are there any “trouble spots” in the material?
- Do I have all the materials I need?
- How does this lecture tie to recitation?

Preparing for Class- Recitation

Check and see if you can answer the following, before you go in to teach:

- What has been covered in lecture so far?
- What is the topic for the day?
- What are the key ideas that I want the students to understand and remember?
- How am I going to convey these ideas?
- How will I get the students engaged in the class?
- What in-class questions or activities should I use so that the students understand the material better?
- Do I know how to solve the problems that I intend to do in class?
- Do I have the solutions ready?
- How will I know if the students have understood the material?
- Are there any “trouble spots” in the material?
- Do I have all the materials I need?
- Does today’s activity involve using computers?
 - If so, have I pre-tested the activity?
 - Do I have a Plan B, in case the computers crash or the software fails?
(This may be a very rare event, but it is always better to be prepared.)
- Are there any important course-related events (such as, quizzes and exams) coming up that need to be announced?