How to Organize Your Class Checklist

Here is a short bulleted list of tasks to do before classes begin.

- Contact the course coordinator for the class you will be teaching, to get the syllabus and suggested course outline and the title/author of the book you will use.

- Check out the book from the main office. Before you go into the main office, make sure you know the exact title and author of the book you need. Some classes have different books used by different sections.

- Create your syllabus. Make sure your syllabus contains:
  - Correct information about when the final exam is. You need to know if the class you're teaching has a departmental final exam, and if so, those are listed at the very bottom of the Final Exams schedule web page. (You can usually find the information from a link on this page http://www.math.utah.edu/schedule/.)
  - Important dates, including when the drop and withdrawal deadlines and holidays.
  - ADA Statement: “The American with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning and psychiatric disabilities. Any student with a certified disability who needs to arrange reasonable accommodations must contact the Center for Disabled Students (CDS) and me at the beginning of the semester to discuss any such accommodations for the course.”
  - Textbook information, including ISBN.
  - Grading scale and how the grade is to be calculated.
  - Office hours, class time and location, your name and contact information. (Giving out your cell phone number is not advised.)
  - Tutoring Lab information.
  - Any additional policies you wish students to abide by.
  - A statement that says you have the right to make changes to the class structure and syllabus. If you do make changes, also list how you will let them know of those changes.
  - ELOs (Extended Learning Outcomes) of the course or at least a link to them. You can find these at http://www.math.utah.edu/coursecoord/elos.html .
• Create a course outline that includes your proposed schedule of how you'll get through the material. The course coordinator will likely provide some guidelines for this. You can also check out other faculty or grad student departmental web pages for their course outlines to get a good idea.

  ◦ In your course outline (and/or syllabus), be sure to include the dates for all exams. Even if you change the way/order you get through the material, I would HIGHLY recommend that you leave your exam dates fixed. This is much nicer for students to be able to count on and schedule their lives around those dates.

• Activate your class on Canvas. You can do this via CIS. This will be the ideal place to store students' grades so they can access them securely. You can either choose to upload your course materials on your Canvas page or use your departmental web page for that.

• Visit your classroom. Tryout the equipment you might be using and reserve additional equipment from Teaching and Learning Technologies.

• Activate WebWorks or WebAssign accounts if you are using them.

• Create your course notes. Consider posting these on your class web page or Canvas, for students to print and bring to class (or upload them after class for their reference). Also, look around for notes that other instructors have created and uploaded to their web pages for the class you're teaching. You may not have to re-create notes from scratch.

• Respond to Aryn Dejulis' email to request a grader for your class, assuming it's a 1000 or 2000-level course.

• During the semester:
  ◦ Create your exams/quizzes about a week before you need to give them. Email them to your course coordinator for feedback.

  ◦ Email the course coordinator for any concerns about student problems, questions of policy, grade distribution, teaching observations, or any other questions you have.

  ◦ Get graded work back to students in a timely fashion. I like to make sure everything is graded and on Canvas within one week from the due date.

  ◦ You can email your students through CIS or you can post announcements on Canvas.