Questions to Ask Your Department Checklist

Adapted from Preparing to Teach, Teaching Support Services, ©University of Guelph, 2000, http://www.tss.uoguelph.ca/

General
What courses will you be teaching? .................................................................
Will you be teaching the same courses next term/year? .................................
In what semester will they be taught? ............................................................

For each course consider
Have you reviewed the course description? .....................................................
What are the prerequisites for this course? ......................................................
What knowledge, skills, or thinking have been addressed in the prerequisite courses? ....................................................
Is this course a prerequisite for other courses? ................................................
What knowledge, skills, or thinking are required for subsequent courses? ........
Is this an elective course or a program requirement? ....................................
From which academic program(s) will students be entering this course? ............
What level/year will your students be? ...........................................................
What skills or knowledge base will they have coming into the course? ..............
Who previously taught this course? Do they have any advice to offer? ............
Are there any teaching materials available from previous instructors (e.g. lecture notes, overhead transparencies, audio/visual, etc.)? ..............................................................
What is the expected enrollment of the course? .............................................
How will you design this course to meet your objectives? ...............................

Scheduling
Check the Course Schedule set by the Registrar’s Office for meeting times, dates, and room location of the course(s) you are teaching? ..................................................
Check the time, date, and room location for any labs, tutorials or special class meetings? .................................................................

Department
Does your course have a teaching budget? How much? Acceptable use policy? ........
When does your department require a course outline? Do you know the names of the academic advisors and program counsellor(s) for your department? ..........................................................
Does your department provide support for copying? The preparation of teaching materials? ........
Does your department have any A/V equipment available for loan? .................
What are the procedures for use? .................................................................

Classroom
Visit the classroom in which you will be teaching? Is the classroom appropriate in terms of class size, physical arrangement, and A/V equipment? Check the online directory, ..........................................................
Is another classroom required? If so, contact the Registrar. ...........................
Learning Technologies

Do you need to book equipment in addition to what is already available in the classroom? .................................................................

Will you need to contact Audio/Visual for instruction on using equipment (e.g. video projection unit, video camera)? ....................................................................................................................................................................................................................

Do you need a key to access secured equipment in the classroom? ........................................................................................................

Have you arranged for any audio/visual materials you need? ............................................................................................................................................................................................................................................

Do you need to arrange for films or videos for class viewing? How early must this be done? ..............................................................

Do you plan to use technology such as Web CT (a course management system), or Learnlink (FirstClass) for discussions? ......................................................................................................................................................................................................................

Library

Have arrangements been made to put course materials (e.g. textbook, overheads, lecture notes) on reserve? .................................................................

Does the library have the materials your students need for the learning projects assigned? ..............................................................

Do you or your students need training/orientation to access library services and resources? .................................................................

Bookstore

Have arrangements been made to order textbooks and/or custom courseware for your course? .................................................................

Have arrangements been made to order additional course materials and supplies (e.g. learning materials, protective lab wear, etc.) for your course? .........................................................................................................................................................................................................................................................

Course Countdown

Have you made enough copies of the course outline for your students? ........................................................................................................

What will you do and say in the first class meeting? ............................................................................................................................................................................................................................................

What tone do you wish to establish? ............................................................................................................................................................................................................................................

How will you handle students who wish to drop or add your course? ........................................................................................................

Have you considered how you are going to handle prerequisite waiver requirements for your course (if it has one)? .........................................................................................................................................................................................................................................................

Have you checked with the bookstore about the availability of materials previously ordered? ..............................................................

Have you checked with the library about the availability of reserve items previously reserved? ..............................................................

Have you considered how you will collect feedback from your students regarding your teaching, your students' learning, and the course in general? ............................................................................................................................................................................................................................................

Have you considered how you will document teaching practices and select materials for your teaching dossier (this information is handy for updating your course syllabus as well)? ............................................................................................................................................................................................................................................

Adapted from Preparing to Teach, Teaching Support Services, University of Guelph, 2000, http://www.tss.uoguelph.ca/