First Day of Class Checklist

Teaching Supplies

☐ Lesson Plan

☐ White board makers and eraser

☐ Markers and Flip chart paper

☐ Wireless remote presenter

Student Administration

☐ Photo Roster from LIS

☐ Class List from LIS

☐ Filing system for student paperwork (i.e. disability forms, medical notes)

Student Materials (Hard copies and/or posted on Blackboard 9.1 http://learn.humber.ca)

☐ Course Outline

☐ Critical Path

☐ Course Assignments and Marking Guide (i.e. rubric)

☐ Reading List

☐ Textbook/E-Book – include cost and bookstore supply

☐ Office hours and your preferred contact details

☐ Welcome Address (i.e. video, letter)

☐ Send a Welcome Announcement via http://learn.humber.ca

First Day Teaching Best Practices

☐ Arrive early to set up and Welcome your students

☐ Convey positive high expectations for all students

☐ Involve the students early and establish rapport. Make connections with the students and allow them to get to know each other, use icebreakers and group activities

☐ Co-create with your students the expectations for classroom policies, attitudes/behavior that lead to student success

☐ Create a Lesson Plan, align your daily objectives with the course outline

☐ Start on time, conduct a full class and end on time