Getting Ready

Complete a lesson plan

Print class list, photo roster

Gather course outlines, handouts; include extras

Collect samples of required supplies, equipment, copies of textbooks and manuals to show class

Prepare teaching supplies, such as markers and flipchart paper

Post your name, the course name and section of the class on Blackboard

Post the course outline with details

Provide contact information, such as phone number, email address, office location, office hours

Day 1

Arrive early to set up and welcome students

Check the classroom for seating arrangements, equipment, etc.

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

Introduce yourself to the class; establish credibility by providing information about yourself

Spend the first class making connections with the students

Use icebreakers, group activities, "get to know you" games

Learn names (use tent cards or photo roaster to help)

Hand out and review course outlines

Discuss classroom policies, such as assignments, attendance, lateness, etc.

Clarify what is acceptable and unacceptable behaviour in the classroom