

To Be Done Before the Semester Starts

Please make sure that you have accomplished the following tasks before the start of the semester.

1. Arrange for parking or renew your parking permit with Campus Safety.
2. Incorporate the common learning outcomes language into your syllabus and assignment sheets.
3. Provide information about the new academic integrity policy in your syllabus.
4. Set office hours and a location to meet with your students and provide this information on your syllabus.
5. Prepare a writing prompt for the first day so that you can assess student abilities and note any students who might benefit from a developmental section of WRT 100.
6. Arrange to have your syllabi and any other materials for the first day copied. The last week before classes start is a busy time for the Copy Center, so please plan in advance.
7. Give a copy of your syllabus to Paula.
8. Download your class roster from WebAdvisor. If you cannot download your roster because you are a new instructor, please contact Erin or Paula so that they can get you a copy of your roster.
9. Make sure that you can log into myNU (<http://mynu.niagara.edu>) in order to receive campus-wide announcements and provide EAP feedback.

To Be Done During the Semester

Please make sure that you do the following tasks during the semester.

1. If you were not observed in a previous semester, arrange a time and date for your teaching to be observed by either Erin or Paula.
2. Submit requested materials for outcomes assessment (assignment and sample papers).
3. Submit midterm grades for students who have a C- or lower.
4. Submit EAP progress reports through MyNU as requested by the Academic Support office.
5. Arrange for someone to pass out and collect evaluations during the last week of classes. Completed teaching evaluations should go to Evelyn Tracy in Room 315.