

CHECKLIST



Course Name

Date

Purpose of checklist

Before Your Course:

1. Determine how your course fits into the department's curricular goals and course sequences

Completed

Notes

2. Seek syllabi from previous course offerings, speak with other course directors that previously taught the course (speak to your chair regarding the availability of this information)

Completed

Notes

3. Determine broad goals of your course

Completed

Notes

4. Order textbooks or other required materials as necessary

Completed

Notes

5. Request a Moodle course through LTS – moodle.yorku.ca

Completed

Notes

6. Articulate intended learning outcomes

Completed

Notes

7. Determine the schedule of your course i.e. How many classes are there? How many hours? Are there any conflicting holidays?

Completed

Notes

8. Determine important deadlines (e.g. grade submission, drop dates, syllabus submission, exam dates, etc.)

Completed

Notes

9. Identify additional readings, films, music, etc. (Put readings on reserve if appropriate)

Completed

Notes

10. Consider the types of assessments and activities you will include and align them with each other and your learning outcomes.

Completed

Notes

11. Populate your Moodle site

Completed

Notes

12. Logistics of collecting and returning student work including involvement of TAs, if applicable.

Completed

Notes

13. Set-up and maintain a secure and back-up system for recording your students' grades (consider Moodle which will also make your students' grades available to them and allows you to export to excel for you to keep and save copies in multiple places).

Completed

Notes

14. Schedule office hours

Completed

Notes

15. Determine if you have any TAs? How many? Who are they? **Completed**

16. Write a draft syllabus **Completed**

Notes

17. Get a class list (classlist.yorku.ca -sign in using Passport York) **Completed**

Notes

18. Revise syllabus and post to Moodle for your students to see (make Moodle visible to your students) (if applicable) **Completed**

Notes

19. Determine if additional/alternate rooms are needed for in class assessments and book these with your department administration. **Completed**

Notes

20. Meet with your TAs (if applicable) **Completed**

Notes

21. Visit your classroom

Completed

Notes

During Your Course:

22. Collectively create ground rules for your classroom with your students

Completed

Notes

23. Discuss and approve the syllabus with your students (include agreed upon ground rules)

Completed

Notes

24. Submit approved final syllabus to your department administration

Completed

Notes

25. Engage students in course material using a variety of student-centred active learning strategies

Completed

Notes

26. Scaffold students' learning to help them achieve your course learning outcomes

Completed

Notes

27. Assess students often, efficiently, reliably and consistently, using a variety of methods

Completed

Notes

28. Provide descriptive and helpful feedback (verbal, written) to your students to facilitate learning

Completed

Notes

29. Meet with your TA(s) halfway through the term to check their hours, as well as other necessary meetings to discuss their duties, provide guidance and instruction, etc. (if applicable)

Completed

Notes

30. Request feedback from your students on your teaching and the course

Completed

Notes

31. Respond to student feedback on your teaching and the course (elicited or otherwise)

Completed

Notes

32. Submit final grades to your department administration

Completed

Notes
