



Course Preparation Checklist

Planning is a crucial skill for a successful course experience. The following checklist of recommendations are provided to help you with this planning process.

✓	Planning Checklist
	Course Information:
	• Goals/Objectives
	• Textbook
	• Student Roster
	• Canvas Access
	• Placing items on reserve in the library or Library Online Course Reserves (LOCR)
	• Assignment expectations and grading criteria
	Class Attendance Expectations:
	• Required to attend all lectures?
	• Duties during lectures?
	• Teaching
	• Handing out materials
	• Monitoring group work
	• Answering questions
	• Setting up demonstrations
	• Collecting assignments, taking notes
	Teaching Assistant / Instructor Meetings:
	• How often?
	• Contact Information & Emergency procedures
	Office Hours:
	• For TA and Instructor
	• Contact information to share with students
	Materials:
	• Technology resources?
	• Photocopying?
	Exams:
	• Preparation
	• Delivery
	• Organizing review sessions
	Marking:
	• Rubric / template / grading criteria
	• Protocol for complaints
	• Record-keeping duties
	• Posting Marks
	Course Evaluation:
	• Teaching Assistant performance
	• Formal Observations
	• Peer Observation
	• Student evaluation of performance
	• Unit Evaluation