Team Checklists

Things to Remember

**(*note:* not all items are appropriate for all courses)**

# Creating a New Course

* Work with Technology Curriculum Chair to prepare synopsis for a new course and develop a general, high-level outline. Propose the number of classes, the length of each class(es).
* Receive approval for new course.
* Identify team lead who will be primarily responsible for development of course material.
* Confirm that Technology Center computers have necessary software for the course and/or arrange for any additional software or other resources as needed.
* If possible, identify other contributors to course development; these contributors may be good candidates to assist with teaching the course.
* New volunteers should attend the New Volunteer Orientation, when offered, before participating in an instructing team.
* Hold an instructing team planning meeting.
* Prepare lesson plans and course materials including exercises and handouts.
* Work with Technology Curriculum Chair and USCA Computer Support Staff to insure that needed software and lesson exercises are installed on Technology Center computers.

# Prior to Start of Class

* Get a key for the Learning Center.
* Contact students by email (use “bcc”) or phone to welcome them and with any pre-class significant information.
* If appropriate, remind them to bring a flash drive.
* Arrive 20-30 minutes minimum before class start time.
* Prepare the room for class:
* Confirm there are sufficient course materials.
* Turn on equipment (instructor PC, overhead projector and microphone (optional)).
* Prepare a sign-in attendance sheet.

# First Class

* Offer a general enthusiastic welcome to students.
* Confirm students have signed attendance sheet.
* Check for and try to accommodate any student’s special needs (e.g. hearing, vision, mobility).
* Remind students there is no food, drinks, smoking or cell phones in Learning Center.
* Introduce Center for Lifelong Learning.
* Restate course title and note number and date(s)of future sessions.
* State intended purpose of course and general outline.
* Introduce (briefly) self.
* Introduce the instructing team and their roles and/or better have coaches introduce themselves.
* Note exits from room in case of emergency.
* Note location of nearby restrooms.
* Mention need for USCA parking permit.
* Note intended brief break at half-way in class.
* Stress need for class to be interactive, dynamic and to ask question.
* Offer how you plan to handle questions that go beyond course content.
* Ask students to introduce themselves: name, three-sentence bio (plus or minus), an item of personal interest about themselves that others might find interesting, and their expectations for class. Get people to talk.
* Ask students for questions they may have before class begins.

# At Class End

* Be on the lookout for students who would make good volunteers and invite them to join the Center.
* Collect student name cards at the end of each class
* Straighten tables and chairs.
* Ensure all equipment and lights are turned off.
* Lock doors.

# Last Class Things to Remember

Collect completed course feedback forms from students.

Distribute Certificates of Course Completion to students in classes that last at least 4 weeks. *Note: These should be prepared before the last class.*