



First Class Meeting Preparation Steps

To reduce the chances of something going wrong during the first class meeting, check off these items:

- My syllabus has been carefully checked for accuracy and completeness.
- I have printed 10 to 15 percent more copies than initial registration information shows.
- I have a student syllabus-acceptance form that students will sign and date upon receipt of a syllabus.
- I have checked the classroom and labs for seating arrangement, equipment, and negative environmental situations such as noise, poor lighting, inadequate ventilation, etc.
- I have obtained samples of required supplies, tools, and safety equipment, as well as copies of textbooks, lab manuals, handouts, etc.
- I have created a class calendar or timeline and denoted all learning activities, exams, etc.
- I have read my institution's catalog sections on required student behaviors and grading system options and deadlines.

First-Day Tasks

The first class meeting is extremely important for retaining students and making sure they understand exactly what the course will be like in terms of prerequisite knowledge and skills, content to be learned, and anticipated speed and depth of learning. They must understand your grading system and what the term projects will be, and, finally, how you plan to teach. For example, do you lecture, promote group learning, demand class participation, etc? Make sure you:

- Come early to class and welcome students.
- Introduce yourself; start to learn names.
- Use an icebreaker introduction to acquaint learners with each other.
- Distribute your course syllabus.
- Explain contents of each syllabus section as needed.
- Survey students for more information on their course subject knowledge and experience levels.

Two-to-Three Week Benchmark Tasks

At the two-to-three week mark in your course, make sure you :

- Have learned students' names and completed at least one measurement of learning, such as a quiz, case study, assignment review, group problem report, etc.
- Asked for written feedback on your teaching style and techniques.
- Encouraged and given learning quality feedback to your students.