

Checklist to Prepare for Upcoming Semesters and Weekly Lecture

Task	Due Date	Completed
At The start of the Semester		
Carefully review Syllabus and make sure class dates, course information, and due dates are all correct	Monday before school starts	
Email Rebecca Killian and Lachelle Christensen (Admin Assistant) a copy of your Syllabus	Monday before school starts	
Fill out your weekly register blast for the testing center	First week of school	
Set up your LMS (Learning Management System) course. Create your weekly folders with expected assignments for the 16-week semester. (Make sure the information is correct)		
Weekly		
Prepare your weekly lecture. Be sure to review the content and update what needs to be updated. Study the topics that you do not understand to ensure your ability to answer questions. If you do not know the answer, tell students “That is a great question, I will get back to you with the information” and email them following class or have the class race to google and find the answer.	Weekly before class	
Review your daily outcomes for the course and ensure you are meeting them as you prepare your lecture.	Weekly before class	
Prepare props needed for the lecture	Weekly before class	
Review your test and make sure it is correct and does not need to be updated.	Weekly before class	
Upload and Post your test in LMS	Before it is scheduled to open	

Review the test and lecture again and ensure you are covering the content to meet the daily outcomes as well as testing content.	Weekly before class	
Update your lesson plan as needed	Weekly before class	
If you are planning on giving a study guide or notes, post them before or following class	Following class	
Once the test closes and is completed by all students, review the test looking at the statistics overall and of each question ensuring you covered the information. If there are any questions that need to be thrown out, more than one answer is clearly correct, or need to be given as extra credit, update the test and post overall statistics for students (pre-changes and post changes). Usually no more than 2-3 questions per test, sometimes up to 5.	Before the following Class	
Respond to student emails within 24 hours	Daily	
Grade ATI and other assignments promptly	Make sure you grade book is up to date at least weekly	
If you are giving students participation points add them after each lecture	Weekly	
Follow up with students on missing/late assignments (25% grade deduction for each day late) All assignments must still be turned in in order to be eligible to take the ATI final at the end of the semester	Weekly	
Contact Clinical Instructors weekly if there is a clinical component to your class to see if there are any concerns with students in clinical setting.	Weekly	

Plan to proctor the ATI Assessment at the end of the semester (if applicable). Talk to Matthew Douglass about what you need to do to proctor it.	Last couple weeks of the semester.	
Complete “trifecta” Course Analysis and submit by email to Jacob Taylor and Lachelle Christensen prior to leaving on break.	Last day before break.	