



The answers to these questions - and to other questions that you may have - will depend on the practices and culture of the individual Division, College, or School that you are teaching in. Be sure to ask your department chair or program director well in advance if you have questions in order to provide the truly excellent learning experience that DU promises for students.

Preparing for Class

- *Course content* –
 - Is there a guide for the content to be taught in the class?
 - How much autonomy do I have with the content of the course?
- *Course materials* –
 - Is the text assigned or not?
 - How do I obtain a desk copy of the text, download the electronic Instructor's Edition, coursepack, or other teaching materials?
- *Syllabus* –
 - Is there a guide for what I should include in the syllabus?
 - Does someone from the department review the syllabus or not?
 - Are there departmental standards or customary practices regarding student assessment and the nature or number of assignments? Regarding student attendance?
 - How do I put my course syllabus online?

In the Classroom

- *Class roster* –
 - How do I obtain a class roster?
 - What are the Drop/Add periods?
 - Should I note or report attendance at certain times?
 - What are the procedures for waitlisted students, students who wish to audit, students whose names are not on the class roster?
 - Where will the class meet (and how will I know this)?
- *Grades, evaluation, and assessment* –
 - When are grades due, and what is the procedure for turning in grades?
 - What is the procedure for administering course evaluations (student assessment of the course)?
 - Who should I ask if I have questions about grading (e.g. policy for "Incomplete" grades) or about assessment?
- *Policies, procedures and practices* –
 - What are the policies, procedures, and practices that I should know?
 - Is there a policy about inviting outside speakers to class? Regarding meeting off-campus or "field trips"?

- If I drive students in my own car, am I liable?
- Who should I (and the University "contact" person) talk to regarding these questions?
- *Class cancellation* –
 - What is the procedure if I need to cancel class?
 - If the College or University decides to cancel classes (e.g. due to weather), how will I know this?
- *Student conduct* –
 - What if there are problems with student conduct in class?
 - What should I do if there is a violation of the Honor Code?
 - How do I handle a situation involving student conduct outside of class?
 - What do I do if someone reports discrimination or sexual harassment?
 - What are the limits and expectations regarding my responsibility in matters of student conduct?

Teaching Aids

- *Teaching materials* –
 - Where do I get chalk or dry-erase markers? Make photocopies? Scantron ("bubble") sheets for scannable test assessments? Other materials (tape, flipchart paper, markers, pens or pencils, overhead transparencies, etc.)?
- *Media equipment* –
 - How do I request media equipment (and how much advance notice is required)?
 - Is there someone who can help me set up my laptop for presentations?
 - Can I request a "smart" classroom for a particular class meeting (and how do I do this?)
- *Technology* –
 - How do I obtain and use a DU e-mail account?
 - How do I configure my computer to access DU e-mail when not on campus?
 - How do I configure my laptop for DU's wireless network?
- *Telephone and office space* –
 - Is there a telephone and/or office space available to me?
 - Can I have a voicemail account (and how do I set this up)?

Other

- *Academic and other support for students* –
 - How can I help students find academic support resources at DU?
 - What if a student needs counseling support?
 - What are the limits and expectations regarding my responsibility?
 - What should I do in case of an emergency?
 - Where will I find the evacuation plan for the building(s) I am in?
 - How do I handle a situation where someone is injured?