

Before Starting Your Class

Review your Lesson Plans:

Lesson Plans should include:

1. Statement of objective – what do you want students to be able to do?
2. Introductory activity – how will you explain or demonstrate what students should be able to do as a result of this lesson? Why should they do it?
3. Developmental activities (teacher directed) - what sequence of activities will you use?
4. Practice activity (teacher guided) – what similar activities will you ask students to do?
5. Independent activity (teacher observed) – what similar activities will you ask students to do on their own?
6. Assessment activity – how will you know (what evidence) if the students accomplished the objective?

Know the Following

Class Records: Be certain that you are aware of the proper methods of keeping attendance, student grades, evaluating student performance, appearance, attitude and how to conduct mid-term and end-of-term advising.

Class Preparation: Know your specific responsibilities in regard to preparation of tests, quizzes, handouts, and study guides. Discuss any changes you wish to make in the presentation of the curriculum with the Program Director and Academic Dean.

Check Equipment: Be familiar with the operation of the copy machine, overhead projector, TV/VCR, computer, and any additional equipment you will be required to use in your classroom/lab. Check to be certain all laboratory equipment is in proper working order. If any equipment is in need of maintenance, notify your Program Director and the Academic Dean.

Practice: Write several words and draw a diagram on the dry-erase board and then step to the back of the classroom. Check to see that your diagram is clearly identifiable. Remember to keep everything large enough for all to see.

Plan for Special Activities: Make a trip to the library for films or videos (see Learning Resource Center Coordinator) which are keyed to the material you will be presenting. Discuss the possibility of scheduling guest speakers or field trips that would stimulate the interest of your students. Any activity that requires students to be out of the college must be cleared with your Program Director and Academic Dean.

Know the Rules: Carefully read the school catalog to assure you are familiar with the rules and regulations. Students generally are willing to abide by standards that they know and understand. Consistency is absolutely necessary.