

# First-Day Guidelines

## TO GET READY

- Check out location and appropriateness of assigned room
- Arrange well in advance any audiovisual, multimedia, or experimental equipment required
- Order and verify arrival of textbooks at bookstore/reference materials in library; make arrangements for any other reading, photocopying
- Meet with teaching assistants, if applicable
- Prepare a syllabus, including all or most of the following:
  - Your name, office location, office hours, phone number, and email address
  - The same information on your TA(s)
  - Course description/course objectives
  - Lecture-by-lecture or weekly topics
  - Readings and their location
  - Course requirements/prerequisites
  - Scheduling of exams, papers, or other assignments
  - Grading policy, including any penalties for late or missed work
  - Discussion of academic honesty/dishonesty and such issues as what constitutes plagiarism
  - Sources of assistance with course material such as tutoring resources, manuals for equipment, etc.

## ON THE FIRST DAY: BASICS AND BEYOND

- Introduce yourself/have the students introduce themselves or each other
- Discuss syllabus and/or course goals
- Explain choice of textbook/readings, relationship of readings to lectures and/or reviews
- Ask the students questions, get them to ask questions—establish a give-and-take atmosphere
- Introduce material that gives the flavor of the class and connect it with courses or experiences that students have already had