FDO NEWSLETTER

Checklist for Starting the New Semester Off Right

- Syllabus
  Do you have all the required components of the syllabus?
  Is your contact information on the syllabus?

- Classroom
  Is the classroom set up appropriately for your class?
  Is it accessible to everyone?

- Blackboard
  Do you have readings, assignments, or quizzes posted to Blackboard?
  Is your grading procedure set up?

- Materials
  Do you need certain books, readings, audiotapes, DVDs, videotapes, YouTube clips?
  Do you have enough copies for everyone in class?

- Weekly Schedule
  Do you have a regular schedule of all your classes, meetings, appointments, and office hours?