

101 Instructor Checklist

1. Download your class roster/ photo roster in SOLAR (Before your class and after the add/drop deadline: September 11, 2012).
2. Create and activate your class blackboard account, and do not forget to add your teaching assistant.
3. Email your students before the first class (through Blackboard).
4. Attend a Blackboard workshop for 101 Instructors.
5. Download, update, and print your syllabus from the 101 Instructor website.
6. Familiarize yourself with the eText.
7. Familiarize yourself with your specific 101 project.
8. Plan your lesson for the Introduction class; pick some fun getting to know you activities.
9. Visit the room where you will be teaching.
10. Contact your Teaching Assistant and set expectations for the semester; Schedule weekly meetings (if applicable).
11. Add Instructor Meeting to your calendar.
12. Sign-up to attend the Mock Lesson for Academic and Career Planning.
13. Review resource available on the 101 Instructor website including lesson plans, tips, and activities (<http://stonybrook.edu/ucolleges/101>).
14. Read this year's First Year Reading selection: *365 Plays-365 Days* by Suzan-Lori Parks