

Wrapping up a semester

Note: *This checklist is a short guide to finish / close up the semester*. It is neither complete nor exhaustive. The given information should be adapted carefully according to your local conditions at your home university.*

With the end of semester approaching, please keep in mind the following:

- Collecting all necessary course assignments for grading.
- Finalizing and submitting your official grades.
- Answering students' open questions on subject matters, contents and learning materials etc.
- Discussing open due dates and issues (e.g. on exams) and other organizational aspects with your students.
- Communicating your on-campus / online office hours during semester break.
- Getting ready for next semester by reviewing and completing open tasks and semester issues.
- Only for online courses: export/archive your course and relevant course artefacts; save students' assignments; download your grades; if necessary close all course contents available to students; copy the course for reuse for the next semester.

For preparing the next semester, start early working on the following:

- Reviewing the syllabus and/or textbook list and/or list of key reading: were there any missing issues and aspects, out-of-date texts work and learning materials?
- Were the used texts books, scientific papers, and all other learning material as well appropriate to the students' level of knowledge and understanding, i.e., do you discovered a match / mismatch?
- Was the developed course road map (week-by-week), lesson plan (day-by-day), and learning content appropriate to the students' level of knowledge and understanding, i.e., do you discovered a match / mismatch?
- Are the learning materials, key readings, slides etc. (lesson-by-lesson) appropriate to the state of knowledge in your subject? Are there any new findings, key readings etc. to integrate in your slides?