Preparing for a new semester

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

A | Preparing your course contents and subject matters

- Do you need to develop a new class/course for the next semester by yourself or do you have to assist to / work together with other colleagues in the same module / lesson?
- Is there an existing/given course concept and/or learning and teaching approach from your colleagues you are asked to overtake / you can adopt/overtake?
- What is the teaching tradition at your local department? Can you implement/work with some new learning material and/or environments, e.g. some single online courses and/or contents?
- Have you stated the course objectives, learning outcomes and all course requirements?
- Have you prepared a syllabus and/or textbook list and/or list of key readings prior to the beginning of the semester?
- Have you prepared a course road map (week-by-week), a lesson plan (day-by-day), and single contents and learning materials, key readings, slides etc. (lesson-by-lesson)?
- Are there any important due dates for students for returning assignments, completed work etc.?
- Check for spelling errors in your content.
- If you prepare your class for a second, third … time: Are there any improvements for your new class/course resulting from reviewing your last teaching activities from the last semester/class/course?

B | Relevant information for contribution concerning your class

- Collect all organizational information concerning your next scheduled class: title, module number, topic and subject matter, place / class room, duration, starting date, your name and contact, due dates / remarks on assignments and exams, additional information.
- If needed, provide all necessary course information to your department / the office for study administration.
- In all case make sure that your students receive all necessary course information prior the semester as early as possible.
- Provide a syllabus and/or textbook list and/or list of key readings prior to the beginning of the semester.
- If possible post a welcome message for your students in the local announcements, message boards or via email providing all necessary course information at a glance.
- Communicate your on-campus / online office hours.
- Clearly state your preferred method of contact and contact info.
- Post additional guidelines specific to online learning such as technical requirements, online participation requirements, and more.

Information on that worksheet are partly adapted from https://www.unthsc.edu/center-for-innovative-learning/course-development-tool-kit/