University 101 Annual Instructor Check-List

- Submit the Request to Teach (RTT) Mid-Fall
  - Request your supervisor’s permission and discuss their expectations regarding teaching first
  - New instructors: send transcript from highest degree earned to University 101 Programs

- Submit the Peer/Graduate Leader Matching Form March

- Attend a Course Planning Workshop with your co-instructor April

- Attend the Building Connections Conference May

- Submit your supplemental reading selection(s) via the online form June

- Schedule your Campus Partner Presentations via ScheduleCenter June

- Read and review your instructional resources May-August
  - New editions of Transitions and the Campus Resource Guide
  - First-Year Reading Experience selection
  - The Faculty Resource Manual and SharePoint

- Attend Summer Workshops as interested June & July
  - New instructors: attend the TEW Reunion and Syllabus Building Workshop

- Complete your Dual Employment Paperwork (mailed to you mid-summer) Before August

- Submit your completed syllabus to University 101 Programs August

- Teach UNIV 101 August-December
  - Meet weekly with your co-instructor
  - Read the weekly list-serv and share pertinent information with your students
  - Consider utilizing the Dinner Dialogue and/or Beyond the Classroom Funds
  - Complete evaluations of Campus Partner Presentations
  - Encourage your students to complete the First-Year Seminar Assessment (online) in Nov/Dec
  - Administer the University 101 End-of-Course Evaluations on or before the last class meeting

- Attend Faculty Meetings, Brown Bag Lunches, & Lessons from the Road Workshops Fall

- Complete Peer/Graduate Leader Evaluation and UNIV 101 Faculty Survey December