



Instructor Checklist

2 Months Before Classes Begin

- Complete required instructor trainings
- Familiarize yourself with Hullabaloo U resources:
 - [Instructor repository](#)
 - [Instructor Facebook Page](#)
 - Monthly Newsletter
- Connect with your peer mentor

1 Month Before Classes Begin

- Familiarize yourself with the provided lesson plans and/or determine other lessons that you would like to include
- [Customize your syllabus](#), ensuring all required components are included
- [Submit a Course Fund Request](#), if needed.
- Set up your [Learning Management System \(Canvas\)](#), if desired
 - Utilize [training resources](#) for additional support
- Review peer mentor's learning contract, discuss expectations and roles

1 Week Before Classes Begin

- Find your classroom and determine seating set-ups (some chairs are moveable) and test technology
- View your class roster on Howdy and send [welcome email](#) to your students
- Schedule weekly planning meeting with peer mentor

Once Classes Begin

- By the first week of class, post your syllabus to Howdy
- Determine your one-on-one management system (i.e. email, Google Sheets, etc.) and create agenda for how these meetings will go (i.e. potential questions you might ask your students)

End of Term

- Encourage students to complete end-of-course evaluations
- Post grades in Howdy by the deadline

