University 101 Annual Instructor Check-List

- Submit the Request to Teach (RTT)  
  - 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  
  
- Attend a Syllabus Preparation & Teambuilding Workshop with your co-instructor  
  
- Attend the Building Connections Conference  
  - New instructors: attend the Primer for New Instructors  

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

- Schedule your Campus Partner Presentations via ScheduleCenter  
  
- Read and review your instructional resources  
  - 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  
  - New instructors: attend the TEW Reunion and Syllabus Building Workshop  

- Complete your Dual Employment Paperwork (mailed to you mid-summer)  
  
- Submit your completed syllabus to University 101 Programs  
  
- Attend the First-Year Reading Experience and facilitate a discussion  
  - with your assigned group, in your assigned room, until noon  

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

- Mid-Fall  
- March  
- April  
- May  
- May  
- Beginning in May  
- May-August  
- June & July  
- Before August  
- August  
- August  
- August-December  
- Fall  
- December