Teaching Associate Checklist

(or, things you must do/know to successfully teach your first course)

☐ Speak to your Mentor. Your assigned mentor can give you tips and strategies on all aspects of your teaching experience. Contact them! Chances are that if you do not initiate contact, their workload will make it impossible for them to do so.

☐ Order your textbooks. Do this as soon as possible or immediately after you find out your assignment. Go to www.spartanbookstore.com, and click on Faculty, to place your orders. Consult with your mentor to find out what textbooks are appropriate for your course.

☐ Prepare a syllabus. Use the standard boilerplate to construct your syllabus. Do not deviate from its structure. Insert your content into the boilerplate and have it approved by your mentor. Go here to download the boilerplate: www.sjsu.edu/cfd/docs/accessible_syllabustemplate-rev.doc

☐ Go to www.mysjsu.edu, log in, go to Faculty Center, and print your grade roster. TIP: do not add students beyond your designated cap. This is the first, or second, time you've taught a class—do not overburden yourself.

☐ Before your first day:
  o Make sure your textbooks are in the bookstore.
  o Print your roster.
  o Print your syllabus.
  o Make sure you know where your classroom is located.
  o Talk to your mentor about any last minute issues.

☐ Prepare your lectures in advance. Practice your lecture, as it is not very efficient to read your lecture notes to the class.

☐ Use technology efficiently. Talk to your mentor for tips and strategies.

☐ Stick to your syllabus. Do not deviate from your syllabus.

☐ Finally, remember that this is an opportunity for you to gain experience teaching philosophy. Our expectation is that you become *a better philosophy student* in the process. You will not be hired permanently, so make it a point to graduate and do what this requires.
  o Fill out your candidacy form (Petition for Advancement to Candidacy Form)
  o Apply for graduation.
  o Go to this website for deadlines and forms: http://www.sjsu.edu/gape/
  o Contact Professors Noam Cook [sdncook@pacbell.net] or Carlos Sanchez [carlos.sanchez@sjsu.edu] about any issues regarding your graduate status.