|  |  |  |
| --- | --- | --- |
|  | THE DEPARTMENT *of* SPORT MANAGEMENT COLLEGE *of*  EDUCATION THE FLORIDA STATE UNIVERSITY | **http://papers.ssrn.com/sol3/journalcovers/214290_12821.gif** |

|  |
| --- |
| **THE FIRST DAY OF THE SEMESTER** |

|  |  |
| --- | --- |
| **1. CHECK YOUR CLASSROOM** |  |
|  |
| **🗹** You need to activate your FSU ID card to enter your classroom. |
| **⮱** Please ask our Department Manager, Ms. Erika Bettilyon [[ebettilyon@fsu.edu](file:///C%3A%5CUsers%5Crsc08c%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CA02HC4UM%5Cebettilyon%40fsu.edu)]. |
| 🛈 You need to bring your FSU ID card with you everywhere. |
|  |
| **🗹** You need to activate your Technology Enhanced Classrooms [TEC] account.  |
| **⮱** <https://condor.tecad.fsu.edu/inst_tools/account/acctid_form.aspx> |
|  OR ⮱ <http://fsu.edu/> → TEC → Instructor Tools → Account Registration |
| **🛈** You will need to do this before the start of every semester.  |
|  |
| **🗹** You need to be familiar with your classroom technology systems. |
| **⮱** Please rehearse your First Day of The Class and make sure all the technology systems are working properly. |
| **🛈** If you find any problems related to classroom technology systems, please contact Office of Distance Learning [ODL] |
|  | Main Phone Number: 850-644-4635 |
|  | Blackboard Helpdesk: 850-644-8004 |

|  |  |
| --- | --- |
| **2. BEFORE THE FIRST DAY OF THE CLASS** | http://dribbble.s3.amazonaws.com/users/31630/screenshots/787262/countdown_ios_icon.png |
|  |
| **🗹** You need to print off the most current class roster no more than 10-15 minutes before class starts so that it is accurate.  |
| **⮱** Go to your Secure Apps in Blackboard → Faculty Course List → Your Course Section [Click the Course Section] |
| **🛈** Please begin to familiarize yourself with the students’ names. |
|  |
| **🗹** You need to know 2013-2014 Academic Regulations and Procedures. |
| **⮱** <http://registrar.fsu.edu/bulletin/undergrad/info/acad_regs.htm> |
| **OR** <http://fsu.edu/> → Office of the University Registrar → Bulletin/Catalog [a tab on left side of the Web page] → Undergraduate Edition → Policies & Information → Academic Regulations and Procedures [under the Table of Contents]. |
| **🛈** Please check the First Day Attendance Policy, Class Attendance, and Drop/Add or Change of Schedule.  If you have questions about the department specific policy and information, please contact our Undergraduate Program Advisor, Mr. Marlon McPhatter [[ugrad-advisingsm@fsu.edu](file:///C%3A%5CUsers%5Crsc08c%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CA02HC4UM%5Cugrad-advisingsm%40fsu.edu)]. |
|  | Office: Tully Room 1013 |
|  | Office Phone Number: [850] 645-7692 |
|  |
| **🗹** You need to become familiar with The Family Educational Rights and Privacy Act [FERPA]. |
| **⮱** <http://registrar.fsu.edu/ferpa/> |
| **OR** **⮱** <http://fsu.edu/> → FERPA → FERPA Information Home |
| **🛈** It is about the privacy of students’ educational records. |

|  |  |
| --- | --- |
| **3. DEVELOP YOUR CLASS PLAN** |  |
|  |  |
| **🗹** You need to check A Guide to Teaching & Learning Practices.  |
| **⮱**<http://distance.fsu.edu/instructors/instruction-fsu-guide-teaching-learning-practices>  |
|  OR **⮱** <http://fsu.edu/> → Office of Distance Learning [ODL] → Instructors → Instructional Strategies → INSTRUCTION AT FSU [Click the picture on right side of Web page] |
| **🛈** You will find very important teaching resources from COURSE PLANNING to LESSON DELIVERY. |
|  |
| **🗹** You may plan to attend Program for Instructional Excellence [PIE] 2013 Fall Workshops. |
| **⮱** Basics of Teaching @ FSU – “Teaching 101: Setting the stage for Success” |
|  | September 11, 2013 [12:00 – 1:00 PM] |
|  | 5A Scholars Commons, Strozier Library [Basement] |
| **⮱** “Bringing Out the Best in Your Students” |
|  | September 17, 2013 [12:00 – 1:00 PM] |
|  | 5A Scholars Commons, Strozier Library [Basement] |
| **⮱** “Basic of Teaching @ FSU – “Planning Class Activities” |
|  | October 15, 2013 [12:00 – 1:00 PM] |
|  | 5A Scholars Commons, Strozier Library [Basement] |
| **⮱** “Basic of Teaching @ FSU – “Student Assessment and Course Evaluation” |
|  | November 6, 2013 [12:00 – 1:00 PM] |
|  | 5A Scholars Commons, Strozier Library [Basement] |

|  |  |
| --- | --- |
| **4. BE PREPARED**  |  |
|  |
| **🗹** Course Syllabus |
| **🛈** Please ask your major academic advisor, course supervisor, and/or experienced TAs to review and proofread your course syllabus because it is not a good idea for you to change your course syllabus during the semester. Please use the required formatted template [i.e., Fall 2013 COE syllabus Template]. “It is an important CONTRACT with your students.”  |
|  |
| **🗹** Course Policy |
| **🛈** It can be really helpful to make specific and detailed class policies on the syllabus (e.g., attendance, late work, missed exams, grading, a fair share of the group work, and so on) and very clearly highlight the policy multiple times throughout the semester. “Be clear that it is strict and consistent!” |
|  |
| **🗹** Course Evaluation |
| **🛈** Plan your midterm course evaluation. It is a wonderful tool to diagnose what’s working well, what isn’t and what your students feel needs improvement and changes about the class, the material, and your teaching. Open-ended questions are highly recommended to receive specific course evaluation. There is still enough time to make some essential changes. “Better late than never!” |
| **⮱**<http://distance.fsu.edu/instructors/evaluating-courses-and-methods> **OR ⮱**<http://fsu.edu/> → ODL → Instructors → Assessment & Test → Evaluation & Courses & Methods |
|  |
| **🗹** Be Professional  |
| **🛈** Be punctual, making notes after each class to improve and update your teaching materials, and even decide what you’re going to wear and make sure it’s neat and clean. These affect how you feel about yourself as a teacher and how students view you. “Show your students you are ready!” |
|  |
| **🗹** Be Fair |
| **🛈** Don’t make exceptions “If I let you do this I have to let everyone…” It is easier to just stay strict and consistent. In addition, please take an objective position when you are grading. It is always helpful if you grade students’ assignments based on a concise rubric or provide students with reasonable comments. |
|  |
| **🗹** Be Passionate |
| **🛈** Be passionate and engaging. Make your students feel important – Know your student names quickly; Be sincerely committed to advising students; have a strong sense of responsibility to support students; and encourage them to engage in the class activities. “SMILE”  |
|  |
| **🗹** Be Confident |
| **🛈** Students will see you as an experienced and qualified instructor until they have reason to think otherwise. They are more nervous than you are. “Be confident and have fun teaching!” |
|  |