

The Timeline of a Term

Recommendations for activities to keep on track with teaching, learning, assessment and evaluation



Timeline		Ideas for Activities			
Day 1/ Week 1	Get to know your students & facilitate activities for them to get to know each other	Set clear expectations for communication, class procedures & assignments; ask students for their expectations	Pre-test students' current knowledge of the discipline or subject	Teach from the discipline or subject; <i>do not dismiss early!</i>	Give an assignment using the course syllabus/course information as the "text"
Weekly	Assess student learning	Provide students with feedback on their learning	Evaluate/grade & return assignments with meaningful feedback	Teach from the discipline or subject	Post grades and/or running averages
Within the first 2 weeks	Post academic warnings , marking <i>never-attenders</i> who will be dropped from the class	Post academic warnings , marking <i>non-attenders</i> who will be notified by Advisement or an academic department			
Mid-point	Post attendance , marking <i>non-attenders</i> who will be dropped from the class	Remind students to be responsible for their grades & course averages			
Ongoing	Familiarize students with academic & personal support resources, student life opportunities & ways to get involved on campus	Ask for student feedback about the course, course materials, assignments, etc.	Post academic warnings, marking students who are lacking basic skills or not making sufficient academic progress		
End	Post-test students' knowledge of the discipline or subject	Administer student assessment of faculty		Post final grades in PeopleSoft	