

New Instructor Checklist for Day One

Please Use This Checklist to Help You Prepare for Teaching, Manage your Classroom, and Troubleshoot Problems

PREPARING FOR THE CLASSROOM / STUDIO

- Syllabus completed and ready to distribute to students (**Required**)
 - Please send your department coordinator a copy
 - Visit the Faculty Development page on Inside.artcenter (<https://inside.artcenter.edu/ed/course/view.php?id=32401>) for the syllabus template and samples, or contact sam.holtzman@artcenter.edu
- Weekly Plan of Activities completed and ready to distribute to students
 - Visit the Faculty Development page on Inside.artcenter for weekly plan template and samples
- Online course content and materials (including syllabus and weekly plan) uploaded to DotED (LMS)
 - Visit <http://citl.artcenter.edu/dtl/doted-faq/> or contact gayle.burns@artcenter.edu
- Familiarize yourself with the library's services for faculty (liaison program, reserve course material, digitize content, etc.)
 - Visit <http://library.artcenter.edu/screens/newfaculty.html> or contact mario.ascencio@artcenter.edu

inside.artcenter.edu (College Portal)

- Access Inside.artcenter.edu using Art Center credentials (Contact helpdesk@artcenter.edu for help with log-in)
- Check course enrollment using the attendance sheet, accessible from the Inside Dashboard and used to take weekly attendance online (**Required**)
 - Visit <http://citl.artcenter.edu/dtl/course-management/>
- Review course schedule, location, and meeting times on Inside Dashboard (Contact department coordinator for help with scheduling)

CLASSROOM SUPPLIES, PRINTING, AND COPYING

- Check with department coordinator for procedures and codes to use when charging items, printing and copying
 - Classroom materials can be purchased at the Student Store (Hillside Campus)
 - Copy Center staffed at Hillside and 950 (South Campus), copy machines are located at Hillside, 870, and 950
- Contact the Campus Student Store to order textbooks and student supplies (Heather.Basile@Artcenter.edu)

CLASSROOM TECHNOLOGY AND SET-UP

- Audio / Visual Equipment Requests (<http://www.artcenter.edu/avrequest/>)
- Problems with Audio / Visual Technology (projector, mac mini, laptop connectivity, etc.)
 - Contact helpdesk@artcenter.edu | ext. 2390
- Problems with Classroom Set-up (chairs, tables, whiteboards, lights, etc.)
 - Contact facilitieshelpdesk@artcenter.edu | ext. 2307

FACULTY WORK SPACES / AMENITIES

- Faculty Lounges are located on Hillside and in 870 (South Campus)
- Faculty Dining Room (FDR) is open for breakfast, lunch, and dinner (Hillside)
- Coffee Cart is open from 8 am to 4 pm (Hillside)
- Mezzanine Café (South Campus) is open from 9:30-1:30 and 6:00-9:00 at 950, and 1:45-2:45 at 870
- Campus maps with locations identified (<http://www.artcenter.edu/accd/campus/maps.jsp>)

QUESTIONS?

Sam Holtzman, Director, Office of Faculty Development (sam.holtzman@artcenter.edu | ext. 2479)

Gayle Burns, Director, Educational Technology (gayle.burns@artcenter.edu | ext. 2381)

Center for Innovative Teaching & Learning (CITL@artcenter.edu) | Hillside Campus Rm. 211A, M – F, 9:00 – 5:00

