

ID Checklist – First Session with Faculty

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|----------------------------|---------------|-------------------|-----------|
| Date: | March 3, 2024 | ID: | Your name |
| Faculty/Instructor: | Dr. Alan Doe | Session #: | 1 |

Faculty/Instructor

- How long has faculty member been at the college/similar post-secondary institutions
- Have faculty talk about the course
- Gain an understanding around comfort level with the subject matter
- How much research/writing about the subject matter has been completed
- Why is this course important
- Is this course planned in conjunction with other courses

Write out answers to questions

The course

- Taught before
- Outline (complete; modified)
- Length of course
- Reading resources
- Teaching resources (exist/need)
- Interaction techniques
- Collaboration
- Copyright - Employees who are not familiar with these laws may clarify their responsibilities with any College librarian

Write out answers to questions

Learners

- target audience

Any additional notes

Preferred means of communication with faculty

- email
- phone
- both

Time-to-delivery

- course already begun or is about to begin
- beginning in 2 and 4 months
- beginning in more than 4 months

Availability (Number of sessions)

- between 1 and 15 hours
- between 16 and 30 hours
- between 31 and 45 hours
- more than 46 hours

Number of Sessions between designer and faculty member

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Knowledge of Learning Management Systems

- novice level
- intermediate level
- advanced level

Any additional notes

Tell them about yourself