

## **Be prepared for your first class:**

- Have a check list
- Practice
- Learn students' names
- Think of how to create a friendly environment – have everyone talk
- Learn about students' background and goals
- Get familiar with your teaching space
- Know deadlines, mark breakdown, syllabus and policies
- Review materials
- Learn how to use Connect
- Identify potentially hard material
- Show up early to set up and get settle
- Clarify expectations and audience (ask instructors and former TAs)
- Set boundaries for student contact hours and communication mode
- Time management!
- Have a lesson plan