Outline Suggestion

Meeting 1: Week 1?	Orientation to HCC Policies and procedures Preparing for day 1 – syllabus, grading, etc.
Meeting 2: Week 3?	Instructional Issues: rubrics, feedback, classroom assessment techniques, plagiarism Legal issues: FERPA, copyright Who are HCC Students?
Meeting 3: Week 5?	Tips and Tricks Student Situations: classroom management and beyond, motivation Learning Styles Teaching Styles Professional Ethics
Meeting 4: Week 7?	Midterm Concerns Student Resources: Student activities, Project RISE, tutoring, library, disability services, workforce services, childcare, Diversity Day, Hear & Know
Meeting 5: Week 9?	Best Practices, critical thinking WebCT and Technology
Meeting 6: Week 11?	Technology continued Looking ahead to next semester: how to tell if it's broke and how to fix it Campus Involvement and Committees: CAS, Assessment, IDC, AQIP