Outline Suggestion

Meeting 1: Orientation to HCC
Week 1? Policies and procedures
Preparing for day 1 – syllabus, grading, etc.

Meeting 2: Instructional Issues: rubrics, feedback, classroom assessment techniques,
plagiarism
Week 3? Legal issues: FERPA, copyright
Who are HCC Students?

Meeting 3: Tips and Tricks
Week 5? Student Situations: classroom management and beyond, motivation
Learning Styles
Teaching Styles
Professional Ethics

Meeting 4: Midterm Concerns
Week 7? Student Resources: Student activities, Project RISE, tutoring, library,
disability services, workforce services, childcare, Diversity Day, Hear & Know

Meeting 5: Best Practices, critical thinking
Week 9? WebCT and Technology

Meeting 6: Technology continued
Week 11? 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