

# Orientation week checklist

ENG 505/106 ~ Bradley Dilger

In addition to these items, please make sure to complete all items on the “Checklist for new TAs during the summer” emailed to you earlier this summer: getting your Purdue career account, completing paperwork for payroll, getting your Purdue ID card, etc. (If you need a copy of this checklist, just ask.)

## Required

We will work on many of these items together during orientation. I encourage you to collaborate with others as much as you like: dividing tasks, working on them together, reviewing each others’ work, etc. And of course, ask for help as much as you need to!

1. **Syllabus:** Create your syllabus from the template I delivered. I would like you to keep the substance very close to the template, but you are welcome to rewrite and reorganize to make the assignments more in your idiom and style.
2. **Assignments:** Customize the first major assignment, the participation assignment, and the conference assignment I gave to you to prepare it for distribution to your students. As above, please do not make large changes.
3. **Daily schedule:** Customize the daily schedule template I gave you to account for your schedule. Figure out how much you want to share with them. (I like to share the whole thing, but some people like to go unit by unit. I advise unit by unit for new folks.)
4. **Courseware:** Determine how much you want to use Blackboard, if any, and begin creating your course shell there. I suggest very modest expectations. We will have training during mentor week, and the tech mentors can help as well. Please share what you learn with others if you can.
5. **Syllabus and assignment printing:** by Sunday 8/23 at noon, please use FileLocker to send me your completed syllabus and assignments for printing. You should share the first project, conferences, and participation with your students. I will make the copies and have them ready for you first thing Monday morning. (If you can do this earlier, all the better.)
6. **Syllabus upload:** by Monday 8/24, please use FileLocker to send Jenny Bay your completed syllabus.
7. **First day:** Prepare for your first day. Make any scripts you want to read or checklists you want to use. Consider the lessons of *First Day to Final Grade* and the experiences of those who’ve taught before.
8. **Training:** Complete the online FERPA training you’ll need to handle student grades.
9. **Wireless:** Get your devices connected to the Purdue PAL 3.0 network.

## Recommended

- A) **Backup:** Get a strategy to back up your computer and/or your other devices. Buy any necessary hardware (e.g. external drives). Start backing things up.
- B) **Copying and printing:** Figure out how both work. It can take more time than you think. (I often use the pay-as-you-go printers in PMU or HSSE.)
- C) **First week of 106:** Prepare for your first week of courses, creating any scripts you want to read and/or checklists you want to use.
- D) **Food and drink:** Get into your daily routine for food and drink. Do you want to buy lunch? Bring it from home? Buy coffee or tea? Etc. Spend a little time figuring some of this out, finding places to go and/or what you'll need to bring to the office, and you'll have a much more pleasant first week.
- E) **Plan for absences:** If you are attending a conference this Fall, make arrangements for someone to cover your classes. Also, connect with few of your cohort so you can all help each other in the event one of you gets sick or can't make classes for any reason. I will be providing a list of contacts for everyone in our mentor group.
- F) **Readings:** Complete as many of the readings for 106 as possible, working chronologically, so you can work with me or others if you find a piece more challenging.
- G) **Rooms:** At the end or start of the day, or during lunch, visit the rooms where you will be teaching. There are likely several. In Heavilon, they are likely open, but if not, you can borrow a key from Lisa Hartman. Outside of Heavilon, it's hard to say, but I'll help you get access if needed. Time the walk to and from Heavilon. Try out the computer equipment, think about the size and shape of the rooms, etc. You can even do a mock first day if you want. If something seems really out of sorts, report it to me or Hartman.
- H) **Web site:** Using BlackBoard, WordPress or something similar, create a simple web site you can use to deliver news and materials to your students. (If you use WordPress, in the future, you could extend this into a professional site.)