WHAT DO I NEED TO KNOW BEFORE THE TEACHING BEGINS?

Practical matters:

- Where is my classroom?
- What does it look like?
- Is there a whiteboard or a regular blackboard? Is there a projector and does it work?
- Should I bring along my own chalk/whiteboard markers?
- Are there enough chairs and tables?
- Where can I print handouts if I need to?
- Where on the learning platform can I write to my students?
- What time is the session?
- Is it a compulsory course, and do I need to keep an attendance register?

Planning the teaching:

- Which topics do I need to cover in my teaching?
- What should the students get out of the student-teacher sessions?
- Make a plan of the learning objectives of the course and the general progression.
- Make a semester plan and send it to the students via the learning platform.
- Which materials will I use in the teaching and where can I find them?
- Plan the first student-teacher session, preferably indicating the timing and the learning objectives (see the PDF on planning your teaching).
- Should the students prepare for the session? If so, you can send them tasks on the learning platform.
- To what extent do the sessions prepare the students for the exam, and how do I deal with this?
- Should I look at their assignments/give feedback etc.?

Collaborating with the teacher:

- What are my role and responsibility, and what is the teacher's responsibility?
- Do I have to attend the teacher's lectures?
- Will I be meeting the teacher face-to-face, or should I report to the teacher in some other way during the semester?

Get answers to your questions by talking to the student teacher who taught the subject previously, as well as the teacher and the secretary.

- This checklist was developed by Vibe Kromann for the Centre for Teaching Development and Digital Media, Aarhus University.