

## ***Instructor Orientation Meeting***

### **1. Welcome**

- 1.1. **Appreciation for their help**
- 1.2. **Purpose of meeting**

### **2. Logistics**

- 2.1. **Key dates** *(Example: When class materials are due)*
- 2.2. **Class schedule**
  - 2.2.1. **Overview of topics**
  - 2.2.2. **Class hours & break schedule**
- 2.3. **Assignments** *(Example: When students will complete a field activity, homework or in-class project, advice instructors what role they will play.)*
- 2.4. **Examination schedule** *(Let instructors know if they should supply questions.)*
- 2.5. **Evaluation process** *(Example: When classroom evaluations will be distributed, instructors' role in distributing or collecting evaluations, plan to provide instructors with evaluation results)*
- 2.6. **Materials that will be in the classroom** *(Example: computers, flip chart, markers)*
- 2.7. **Procedure for having copies made**

### **3. Training Tips**

- 3.1. **Classroom management**
  - 3.1.1. **Requirements for training materials** *(Example: Let instructor know if you are providing a template that they must use)*
  - 3.1.2. **Instructor behavior** *(Example: Promptness, who will introduce instructors)*
  - 3.1.3. **Classroom management tips** *(Example: Remind instructor to ask if there are questions before you go on to a new section, stay focused on the purpose of the lesson)*
- 3.2. **Instructional tips**
  - 3.2.1. **Brief overview of tips for people who do not teach often**
  - 3.2.2. **Schedule of facilitators**

### **4. Closing**

- 4.1. **What's next** *(Example: How and when they will get the template)*
- 4.2. **Thanks again**