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