Checklist for an Instructor Teaching a Class

BEFORE THE BEGINNING OF THE TERM

☐ Obtain a copy of the Course Information Booklet for the course to ensure that all required topics are taught.

☐ Obtain a copy of the Department of Computer Science Policies and read the section on "Teaching."

☐ Submit a copy of the syllabus for the class to the Department Head for approval, if the instructor is a sessional instructor.

DURING OR BEFORE THE FIRST WEEK OF CLASSES

☐ Submit an electronic copy of the syllabus for the class to the Department Secretary for archiving.

DURING THE LAST TWO WEEKS OF CLASSES

☐ Conduct a course evaluation for the class, if it is an undergraduate class, and for paper versions, have a volunteer student return the results to the Faculty of Science LB 238.

A WEEK BEFORE THE FINAL EXAMINATION WILL TAKE PLACE

☐ Submit a copy of the final examination to the Department Head for approval.

WITHIN FIVE (5) CALENDAR DAYS AFTER THE FINAL EXAMINATION*

☐ Submit the grades via Web Mark Entry for approval by the Department Head and Dean of Science.

☐ Submit a spreadsheet or grader listing showing the name and student number of each student plus a breakdown of how their marks were obtained. For example, the breakdown might show the weight (i.e., the percentage it contributes to the final grade) for each assignment, labs (considered together), project, presentation, exam, etc. plus the marks for every student for every component.

☐ Submit an electronic copy of all assignments and exams distributed to students to the Department Secretary.

☐ Submit all final exams written by students, sorted in alphabetical order by surname (family name), to the Department Secretary.

* For courses with no final examination, the procedure (excluding the last step), should be completed within ten (10) days after the beginning of the examination period during the Fall and Winter terms, and within five (5) days after the beginning of the examination period during the Spring/Summer terms.