

## Timeline for Chemistry Tutorials Course Spring 2019

December 15<sup>th</sup> ..... **Application Packets Due**

*Completed applications should be submitted before December 15th to be considered. Applications will be organized and previewed by the Ch101 graduate facilitators and distributed to the faculty mentors for selection.*

Week of January 8<sup>th</sup> ... **Applicants Informed of Acceptance/Rejection**

*Faculty Mentors will contact students with notice of acceptance or rejection. In each case, the faculty mentor will include relevant feedback on the application. Feedback for accepted applications will include potential hurdles or helpful suggestions. Feedback for rejected applications will include reasoning for the rejection and suggestions to improve the application so it may be accepted the following year.*

January 31<sup>st</sup> ..... **Meeting with Faculty Mentor**

*The applicant is expected to have an initial meeting with the faculty member during the month of January to receive feedback, discuss concerns, and gain insight as they begin to develop their class. Meetings should take place on or before January 31st.*

Week of February 4<sup>th</sup>. **Participate in Course Design Workshop**

*The applicant is expected to participate in a course design workshop during the week of February 4<sup>th</sup>. Specific times and dates to be determined based on participant availability. The workshop will likely span about 3 hours total on one day during the week of February 4<sup>th</sup>.*

February 28<sup>th</sup> ..... **Meeting with CTLO Faculty**

*The applicant is expected to have an initial meeting with a member of the CTLO staff, such as Dr. Cassandra Horii (Director of CTLO) or Dr. Jenn Weaver (Associate Director of CTLO), during the month of February to discuss course development, effective teaching, and fair grading. Meetings should take place on or before February 28<sup>th</sup>.*

March 21<sup>st</sup> ..... **Email Registered Students to Determine a Time for the Course**

*The final day of registration is March 13<sup>th</sup>. Applicants should be given a student roster at this time and submit an email to registered students to determine an appropriate time for a weekly lecture that doesn't conflict with the registered student's schedules.*

March 22<sup>nd</sup> ..... **Final Syllabus Due**

*The applicant must submit a final version of their course syllabus, including the name(s) and contact information of the lecturer(s), a brief description of course, the out-of-class homework policy, and the topic(s) covered in each of the 10 lectures. Learning outcomes for the course are recommended, but not required. The syllabus should be turned in to the faculty sponsor no later than March 22.*

**Detailed Draft of the First Two Weeks of Lecture Materials**

*The applicant must submit a near-final draft of the first two weeks of lecture materials to their faculty mentor. This should include slides, notes (if presenting primarily using the blackboard), and descriptions of any in-class activities. The draft of lecture materials should be submitted to the faculty mentor no later than March 22.*

**Email the Registrar with a Selected Time (or times) for the Course**

*Applicants must contact Anne Penney with a preferred time (or times) for their course and the number of registered students so that she can help arrange a space for the lecture. Room preferences will be considered, but not guaranteed. Anne Penney should be contacted no later than March 22.*

**Optional: Contact Silva Virgil to Set up Course Website**

*If applicants would like to host lecture materials, assignments, etc. for their students on the Ch101 course page, they should contact Silva Virgil (CCE System Administrator) for assistance.*

April 1<sup>st</sup>-April 5<sup>th</sup> ..... **Spring Classes Begin**

*The first lecture should occur during the first week of classes (April 1-5). At least once during the quarter, the faculty mentor will attend a lecture and provide feedback for the instructors. It is also recommended, but not required, that the lecturer(s) contact CTLO to arrange a classroom observation during one of the lectures.*