**First-Year Writing Program Semester-Long Checklist**

* Read and heed all departmental emails (from FWP, the chair, administrative staff, etc.).
* By the first week of classes (or as directed by the FWP), upload a correct syllabus that follows all FWP guidelines. Syllabi should be uploaded to OIRA resources through mybama (faculty tab) and then linked to your Blackboard Learn page. All teachers should have a BBL page for each class with at least a syllabus posted.
* Make sure you are teaching 3 papers plus an end of semester reflection that comprise at least 80% of the final grade. (They can be worth more than 80 %.)
* Papers and drafts equal a total of at least 6500 words.
* Meet all classes, but CALL the main office (348-5065) if you do have to cancel class for illness or emergency. Do NOT email. In your phone message, give your name, course/section, class time, class location.
* Print your roster from mybama each class day until after drop/add period ends. Use this roster to take roll to ensure that non-enrolled students do not stay in your class.
* Ask for athletic letters each day for the first couple of weeks. Report to FWP director if athletic absences are scheduled to go over the allowed absence limit for the class. Ask every day for the first few classes.
* Ask that students who may need disability accommodations see you privately to provide their documentation from ODS. Ask every day for the first few classes.
* Give assignment sheets for each paper. Give assignment sheets early in each unit.
* Grade and return papers before the next paper is due.
* Turn in teaching request form to assistant chair as soon as it is requested.
* Turn in midterm grades on time.
* Consider asking students to provide some kind of midterm course feedback.
* Order next semester’s textbooks in a timely manner. Watch for the email and order form from Melinda Fields.
* Have students complete both FWP evaluations and A&S evaluations. You should set aside class time during the evaluation period and ask students to bring laptops, tablets, phones to class to complete the online evaluations.
* Turn in final grades on time.
* Email end-of-semester materials to FWP office (as directed by email).

**More information is available in the online FWP instructor’s handbook.**

**comp.ua.edu/instructors.html**

**or email Kidd005@ua.edu**