**Timeline for Chemistry Tutorials Course Spring Term**

**Checklist**

\_\_\_\_\_ **December 20th Application Packets Due**

*Completed applications should be submitted before December 20th 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 10th 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 31st** **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 4th** **Participate in Course Design Workshop**

*The applicant is expected to participate in a course design workshop during the week of February 4th*  *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 4th.*

\_\_\_\_\_ **February 28th** **Meeting with CTLO Facility**

*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 28th.*

\_\_\_\_\_ **March 18th Email Registered Students to Determine a Time for the Course**

*The final day of registration changes every year. 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 21st 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 21.*

\_\_\_\_\_ **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 21****.*

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

*Applicants must contact the CCE front office with a preferred time (or times) for their course and the number of registered students so that they can help arrange a space for the lecture. Room preferences will be considered, but not guaranteed. The CCE front office should be contacted no later than* ***March 21****.*

\_\_\_\_\_ **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.*

\_\_\_\_\_ **Spring** **Classes Begin**

*The first lecture should occur during the first week of classes. If desired, at least once during the quarter, the faculty mentor may 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.*