

# TEACHING & COURSE DESIGN CHECKLISTS

Daily planning questions and course design considerations to support first-generation students and strengthen learning for all.

## Quick Reference: Daily Teaching Checklist

- ☐ What implicit knowledge am I assuming? Can I make it explicit today?
- ☐ What thinking processes can I model aloud?
- ☐ Have I explained why today's content matters?
- ☐ Where can I build in low-stakes practice with feedback?
- ☐ How will I facilitate peer interaction today?
- ☐ What language can I use to normalize struggle with this material?
- ☐ Have I broken down complex tasks into visible steps?
- ☐ Are my expectations for today stated clearly and specifically?
- ☐ What resources might be relevant to mention today?
- ☐ Have I chosen inclusive language and examples?

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## Course Design Checklist

- ☐ Is my syllabus comprehensive, clear, and transparent about purposes and expectations?
- ☐ Have I structured the course in predictable, consistent patterns?
- ☐ Does my first-day plan establish a welcoming climate?
- ☐ Have I built in flexibility that allows for the reality of students' lives?
- ☐ Are there multiple opportunities for peer connection and collaboration?
- ☐ Have I integrated information about support services and normalized their use?
- ☐ Does my assessment structure allow for low-stakes practice and growth?
- ☐ Have I established clear, proactive communication norms?
- ☐ Have I considered and addressed potential financial and practical barriers?
- ☐ Do my policies balance high expectations with appropriate support?
- ☐ Have I planned for gathering and acting on student feedback?

**Not every item, every time—but these questions help ensure we're teaching with transparency and intention.**



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