

FIRST DAY CHECKLIST

The following is a list of activities crucial for the first day of class. Please keep them in mind when planning your first class.

1. Identify class
 - a. write department and class number on board
 - b. check to see that students are in the right place
2. Identify yourself
 - a. give an anglicized transcription of your name (or explain how to pronounce it)
 - b. tell them what to call you
3. Background
 - a. tell where you are from
 - b. give information about your country (location, size, etc.), town, or city
4. Education
 - a. tell them about your undergraduate degree
 - b. tell them why you came to the U.S.
5. Language Disclaimer
 - a. give them part of the responsibility for communication
 - b. invite them to ask if they don't understand
 - c. invite them to correct your pronunciation if it interferes with communication
 - d. don't apologize for your English
6. Call roll, checking pronunciation of your students' names
7. Syllabus
 - a. overview of course
 - b. purpose & major objectives
 - c. daily or weekly topics
 - d. texts to be purchased
 - e. testing schedules
 - f. policy explanation
 1. grading
 2. attendance
 3. late homework
 4. make up exams