

Checklist for First Day of Class

- Chalk**
- Copies of syllabus, handouts, etc.**
- Enrollment list**
- Extra bulbs for projectors / overheads**
- Instruction sheet for equipment such as computers, projectors, overheads**
- Introductory speech**
- Keys and/or codes to unlock the classroom**
- Know where students can save their work**
- Know where to park**
- Know where your class is**
- Lesson plan**
- Map of campus**
- Microphone batteries**
- Passwords for computers, presentation equipment, network**
- Presentation materials, such as PowerPoint**
- Sample books to show students**
- Snacks, water, throat lozenges, hand lotion**
- The location of the nearest phone**
- What to do in an emergency print out with telephone numbers and codes**
- White board markers and erasure**