

Checklist – Instructor Introduction

The following checklist is intended to help guide you in the development of your course as it relates to introducing yourself to students. Numerous resources related to online learning highlight the importance of something known as “social presence.” One of the dangers of online learning is that students will feel and actually become isolated from one another as well as instructors as they work through course content. It is therefore important that students feel a sense of social connection throughout the class. You may use the checklist below as a guide to help ensure that you are not missing any important elements as you introduce yourself to your students. Finally, your specific course may not need every item that is listed below so please use this checklist as it best fits with your course.

ITEMS TO CONSIDER:

- ☐ Contact Information – At a minimum, the information that you provide to students should include guidance on how they can contact you. Best practice is to provide students with multiple ways of doing this.
 - ☐ Name
 - ☐ Office Location
 - ☐ Office Hours
 - ☐ Office Phone
 - ☐ E-Mail
- ☐ Expectations – Consider letting students know what they can expect from you as well as what you expect/hope for from them.
 - ☐ What they might expect from you in terms of your role(s) and presence in the class
 - ☐ General expectations and hopes that you have for your students.
 - ☐ Your response times to emails, graded submissions, etc.
- ☐ Statement of teaching/learning philosophy (see the [Teaching & Learning Theories](#) checklist for support with this)
- ☐ Personal information (e.g., hobbies, interests, etc.) – particularly as they relate to the course (e.g., why are you teaching this course, what interests you about the subject, etc.)

For more information and to see the references used to develop this template, click here to view the [Course Design & Development Guidelines](#).