

Teaching of College Geography Seminar

San Diego State University, Department of Geography

First class meeting

Welcome; Purpose of course; How to get credit for course

Similar Courses:

Preparing a syllabus:

A. General Information:

Class name and number, instructor's name, office number, office hours, telephone number, e-mail address, text(s), Blackboard information, etc.

B. Tentative schedule of topics:

Weeks/dates, corresponding readings and topics

Dates that homework, term papers, projects, etc. are due

Date of final exam

C. Brief description of the course ('Purpose and Scope')

D. Expected Student Learning Outcomes

E. Grading Policy and study recommendations

F. Policy on Use of Electronic Devices

G. Academic Honesty Policy

First Class: things to cover:

A. Arrive at class early, or right on time. Never, under any reasonable circumstances, be late!

B. Personal introduction and greeting - welcome them to class.

C. Discuss the syllabus and class schedule: Go over everything on it that is of importance verbally; do NOT assume they'll read it on their own!

D. Pass around any other handouts you may have.

E. Ask for questions concerning the syllabus; clarify any questions that are brought up.

F. Explain your policy vis-à-vis crashers (all instructors have the right to make up their policy here, somewhere between absolutist-negative and overloading the class with too many).

G. Prerequisite Policy/corequisite Policy

H. Discuss the (non) use of electronic devices in class (i.e., ask students to turn off cell phones, ipods, etc.)

I. Special needs (e.g., disabled students, special holidays, etc.)

Student resources at Love Library and elsewhere (explain as many of these as are appropriate):

A. Bookstores (freshman may not know where the books are kept!)

B. Reserve reading room (if you didn't already cover it while going over your syllabus)

C. Use of Library and Information Access to locate books, maps, and journals

D. Discuss the map library and government documents sections.

E. Interlibrary loan

F. Social Science Research Lab (SSRL) – if appropriate

G. Instructional Technology Services

H. Other (e.g., the Internet)