

Earlybird Instructor Checklist

DUE ONE WEEK BEFORE CLASS BEGINS

- Send faculty liaison a copy of course syllabi and Instructor Course Policy for every course taught through Iowa Central.

DUE FIRST WEEK OF CLASS

- Make sure all students enrolled in your Earlybird course register via the online Earlybird Registration Application located on the Iowa Central website. (Full directions can be found on pages 9-12 in the Project Earlybird Instructor Handbook 2023-2024).
- Distribute approved course syllabi and Instructor Course Policy to all students enrolled in your course(s).

DUE SECOND-THIRD WEEKS OF CLASS

- After all students have registered, you must confirm your enrollment roster. (Full directions can be found on pages 13-14 in the Project Earlybird Instructor Handbook 2023-2024).

DUE AT MIDPOINT OF CLASS

- Submit midterm grades for all students enrolled in your course (Full directions can be found on pages 16-18 in the Project Earlybird Instructor Handbook 2023-2024).
- Assessment project must be created and marked **Internal Review** in Weave (Full directions can be found in the Earlybird Directions Weave Assessment Project document).

DUE BEFORE THE END OF THE CLASS

- Have students complete the Student Opinion of Instruction (Full directions can be found on pages 22-23 in the Project Earlybird Instructor Handbook 2023-2024).

DUE WITHIN 1 WEEK OF THE CONCLUSION OF CLASS

- Submit final grades for all students enrolled in your course (Full directions can be found on pages 18-20 in the Project Earlybird Instructor Handbook 2023-2024).
- Submit final grading documentation (Full directions can be found on pages 21 in the Project Earlybird Instructor Handbook 2023-2024).
- Assessment project must be finished and marked **Complete** in Weave (Full directions can be found in the Assessment of Student Learning document).

DUE by JUNE 30TH

- Attend yearly professional development training (5 hours) through Iowa Central (Examples: Tools for Teaching (T4T), workshops, online training, and/or collaborative meetings).
- Document and submit professional development goal(s) for approval (Full directions can be found on pages 5-8 in the Project Earlybird Instructor Handbook 2023-2024).

RESOURCES

- Project Earlybird Instructor Resource Page
https://www.iowacentral.edu/high_school_partnerships/instructor_resources.asp
- Planning and Assessment Page
<https://www.iowacentral.edu/ie/planning.asp>

***Please contact Carrie Rock with any questions (rock@iowacentral.edu).**

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