

INSTRUCTOR CHECK-INS: MARCH

FINAL PROJECTS

WHAT AND HOW?



- Do you have a [final project](#) for your course (e.g., take-home exam, assignment, group project)?
- How have the details of the final project been explained to students (e.g., written assignment description, [rubric](#), discussed in class)?
- Have you considered making a short [tutorial video](#) going through the final project, including your expectations, the rubric, possibly a sample, and how/when students may receive support for the project (e.g., review session, [office hours](#))?

COMMUNICATION

BE CONSISTENT



- Are you maintaining regular [communication](#) with your students (e.g., Monday morning messages, mid-week check-ins)?
- Are you still answering general student questions over email? Be consistent about how you answer questions & save time (i.e., only when they are posted to the Ask the Instructor [forum](#))
- Have you considered using [Poll Everywhere](#), [Zoom polls](#), or conducting an anonymous [midterm feedback session](#) to hear from students regarding the content, pace, assessments, etc.?

COURSE PROGRESS

ARE YOU ON TRACK?



- Are you on track to cover all the content you had planned? Have you differentiated the 'need to have' VS 'nice to have' content just in case?
- Have you thought about how to condense or assign self-directed activities to save class time?
- If you're using pre-recorded lectures, how are you gauging student understanding at this stage?
- Are you sure the course [learning outcomes](#) are being achieved? Do you find it easier or more difficult to get a sense of this aspect online?

MENTAL HEALTH

SUPPORT IS AVAILABLE



- Do you know how to recognize a student in distress? Do you know the difference between stress, distress, and an emergency situation?
- [This resource](#) may help - it provides guidance for recognizing, responding to, and referring students in distress (& on/off-campus supports)
- If you're concerned about a student, you can also submit a [care report](#) for feedback or follow-up from the [Office of Student Affairs](#)
- Remember to mind [your own mental health](#) - reflect on your limits and set firm boundaries.