

Getting Started at Your CUNY Campus

Teach@CUNY Handbook



This worksheet offers questions and tips to help you prepare for your first semester of teaching at CUNY, highlighting logistical matters you may want to consider before the semester. Also this worksheet suggests where you might seek additional support on your campus.

Before the Semester

Preparing Yourself

- | | | |
|---|-----|----|
| - Do you have to use a syllabus provided by the department? | yes | no |
| - Have you taught this class previously? | yes | no |
| - Do you have an ID for your teaching campus? | yes | no |
| - Do you have access to the Faculty Center in CUNYFirst? | yes | no |
| - Is this class in-person? | yes | no |

Preparing Your Syllabus

Make a list of syllabi or other resources that you have collected from colleagues who have taught this course previously, and identify what you'd like to retain from those resources.

Do you know which Learning Management System your department uses? yes no

Do you know how to make your course active on Brightspace? yes no

If not, read instructions [here](#)

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Starting the Semester

CUNYFirst

Students may drop courses at the beginning of semester; check CUNYFirst at least once a week through the Verification of Enrollment process (VOE), which ensures student eligibility for financial aid

- ☐ Check roster before semester
- ☐ Check roster week one
- ☐ Check roster week two
- ☐ Check roster week three

VOE Roster becomes available in the second or third week of class

- ☐ Instructions for my campus, available here: _____
- ☐ Noted VOE deadline of _____
- ☐ Completed VOE

Classroom

Classrooms are set up in a variety of ways. If possible, visit your room in advance to see:

- | | | |
|--|-----|----|
| - Is there a blackboard? | yes | no |
| - Is there a whiteboard? | yes | no |
| - Is there a projector? | yes | no |
| - Is there a computer in the classroom? | yes | no |
| - Does the technology in the classroom work? | yes | no |

Write down your campus username and password for accessing the network and work stations:

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During the Semester

Interaction with Students

Accommodations available for students

Have you heard from the Student Disability services office that students in your class are eligible for accommodations? ? yes no

If yes, list accommodations here:

E-mails

What is your email reply policy? Will you reply on weekends? Which email address do you want students to use?

Office Hours Management

Do you have access to a space for holding office hours at campus? yes no

Are the office hours mandated to be in-person at campus? yes no

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Miscellaneous

Departmental Contact Information

- Name: _____
- Office location: _____

Which department colleagues or informal allies can you go to or rely on?

- _____
- _____

Information Technology Assistance to contact and location in campus:

Audiovisual Assistance to contact for classroom support, and also reserve for any class you may need. Write down the location in campus as well:

Library

Who is the librarian you can rely on for your courses on campus?

- _____