

IB 133 Teaching Checklist

The following questions must be answered "YES" before you go out to teach!

Preparing to Teach

- 1. Have you contacted the teachers and scheduled what days you will be teaching? (Do this WHEN YOU GET YOUR ASSIGNMENT).
- 2. Have you met with the teachers and observed at least one class (for each teacher)?
- 3. Have you familiarized yourself with the props you plan to check out?
- 4. Has the GSI approved your plan? (AT LEAST TWO WEEKS before teaching)
 - A. Sign up for office hours on the sign-up sheet outside Room 93 Haas Pavilion.
 - B. Fully prepare a lesson plan and present it to your GSI with the entire team.
 - C. Bring any handouts or non-Integrative Biology props for your presentation.
 - D. Have the Prop Reservation Form filled out and ready for the GSI to sign.
 - E. If your lesson plan is approved, the GSI will give you an approval sheet.
- 5. Has Dr. Diamond approved your plan? (AT LEAST ONE WEEK before teaching)
 - A. Sign up for office hours on the sign-up sheet outside 5120 VLSB.
 - B. Present your lesson plan to Dr.Diamond with the entire team.
 - C. Bring any handouts or non-Integrative Biology props for your presentation.
 - D. Have the approval sheet ready for Dr.Diamond to sign.
- 6. Have you reserved your props at least TWO WEEKS in advance of your teaching day? (To reserve your props: turn in the signed Prop Reservation Form to Jill Marchant's box in 3060 VLSB and keep a copy of the prop sheet for your records. You will need the sheet when you check out the props.)

Ready to Teach

- 1. Have you timed and rehearsed both days of your lesson plan?
- 2. Do you have name tags for yourselves and for the students?
- 3. Do you have an evaluation form and a stamped envelope, addressed to your GSI (Nastaran Faghinia/ Zinta Zarins, 3060 VLSB, U.C. Berkeley, Berkeley, CA 94720-3140) for each teacher? Did you provide your team number and the names of your captain and teammates?
- 4. Check out props during your designated reserved time. The prop room is located in 3034 VLSB and is open for prop pick up Mondays-Fridays 11am-noon. Bring the copy of the prop sheet and your SID card when you come to pick up the props. If no one is in the room please see the support staff in 3018 VLSB.

On Lesson Day

- 1. Give the teacher the evaluation form before you begin the lesson.
- 2. Introduce yourself to the students.
- 3. Thank the teachers!
- 4. Tell the students when you'll be back and what you'll be doing the next time.
- 5. Return the props during your scheduled drop off date Monday-Friday 10-11am in 3034 VLSB.