

FACULTY CHECKLIST

Table 1. Faculty Checklist

CRITERIA	CALENDAR	COMPLETED
FACULTY INFO		
• Posted Syllabus in Canvas	1 st class meeting	
• Posted Office Hours & Contact	1 st class meeting	
SYLLABUS CONTENT (SB-7044, 7/1/2022)		
• Use SAET Syllabus Template	1 st class meeting	
• Office Hours & FAMU email address	1 st class meeting	
• Posting Graded Assignments/weights = 100%	1 st class meeting	
• Calendar due Dates of Assignments	1 st class meeting	
• Assessment Method/grades	1 st class meeting	
• Attendance Procedure	1 st class meeting	
• Work Makeup Procedure	1 st class meeting	
• Accreditation Outcome/goals	1 st class meeting	
GRADED ASSIGNMENTS (Canvas)		
• #1	End of week 1	
• #2	End of week 2	
• #3	End of week 4	
• #4 (Mid-term) • Notify students with “C” grade & below to help students gauge if they can pass the class or withdraw prior to the deadline. • Copy advisors.	End of week 8	
• #5 (Final Project/Assignment)	Final class week	
RUBRIC (Canvas)		
• Week 1 Graded Assignment	1 st class meeting	
• Week 8 (midterm) Graded Assignment	Posting of assignment	
• Final Project/Assignment	Posting of assignment	