SDC Instructors Best Practices Tracker

Once your proposal has been accepted and approved:

- We will need ***3 weeks,*** or more, to advertise your course.
- Connect with Monica about dates and location/format.
- Create a flyer in Canva, and add Monica as an editor.
- Talk about your course/workshop! Word of mouth is an important way to advertise! Think: Faculty Meetings, Grade Level/Department Meetings, hallways, water coolers...
- Begin to plan your sessions.

Two weeks before your course begins:

- Reach out to Monica to check on enrollment numbers. If we need to readvertise we should do it.
- Finalize your session outlines and acquire any materials needed.

One week before your course begins:

- Send an email to the participants on the roster. Welcome them to your professional learning experience. Include what to expect in class, what to bring or provide, dates and times.
- Copy the Co-Directors and Monica Alvarez on this email.
- Include a copy of the SDC Attendance Policy as a PDF attachment. This will be provided for you at your Instructor Orientation.

On the first day of your course:

- Share your content outline/agenda for each class.
- Make participants aware of any assignments which they will complete and when they are due.
- Communicate your expectations for the course and the outcomes participants can expect to achieve.
- A member of the SDC Team will join you (virtually or in person) to share the SDC Course Attendance policy.
- Enjoy your facilitation experience!

Throughout your course:

- Take attendance and keep accurate records.
- Be sure to copy the Co-Directors and Monica Alvarez on any emails pertaining to a participant's attendance or participation.
- Communicate with us about any problems that arise right away.

On the last day:

- Allow time for participants to complete the course evaluation in Frontline
- Submit all sign-in sheets to Monica and complete the SDC Instructor Course Completion Form.
- Review Feedback in Frontline once evaluations are completed.