



Semester Prep Checklist

There are several factors to consider as we get ready for each semester. This checklist offers some guidance to help you prepare for the upcoming semester.

Notes:

- Note the items that are highly recommended and/or required.
- Check for updates prior to each semester.
- Check with your Program Coordinator or Department Chair for other requirements.

Face-to-Face and/or Hybrid Courses

Item/Task	Highly Recommended	Required	Notes
UH username and password		X	High Priority! Do you have your UH username and password? NOTE: This is necessary for access to your Laulima course website, UH email and more. Check Status of UH Username
UHMC Instructional Guidelines		X	Have you read the instructional guidelines? UHMC Instructional Guidelines
Print/download academic calendar		X	Academic Calendar
Print/download final exam schedule		X	Faculty & Staff Listed under "Final Evaluation Schedules"
Tuition Refund and Withdrawal Deadlines (Add/Drop/Withdrawal Dates)		X	Academic Calendar <ul style="list-style-type: none">• Include this in syllabi and your Laulima course website.• Review with students on the first day of class.

Item/Task	Highly Recommended	Required	Notes
Course textbook/materials		X	<p>Check with your program coordinator and/or department chair:</p> <ul style="list-style-type: none"> • Requirements • Place order to bookstore • Place a copy on reserve in the library (if necessary) • other?
Develop course outline & schedule	X		<p>Helps to plan and organize your content, activities, etc. for the semester.</p> <p><i>Recommendation:</i> Include this in your syllabus.</p>
Create syllabus/syllabi before the semester begins		X	<p>UHMC Laulima Template (contact ampong@hawaii.edu for information)</p> <ul style="list-style-type: none"> • Preview the UHMC Syllabus Template. Use the blue USE TEMPLATE button in the upper right corner to make a copy for your class. This is updated each semester. • Check with your program coordinator and/or department chair for additional policies, procedures, preferences, requirements. • Send a copy of the final version of your syllabus/syllabi to the department secretary at the start of the semester. • Add to your Laulima course website.

Item/Task	Highly Recommended	Required	Notes
Instructor Contact Information (name, email, phone, office hours, office location)		X	Include on first page of syllabus/syllabi and Laulima Overview page Office Hour Required: One hour per week, per course Post a printed copy of your office hour(s) on your office door
FERPA (Family Educational Rights and Privacy Act)		X	Familiarize yourself with FERPA Privacy Policies
Service Statements		X	Reference the Service Statements document for required and recommended information to include in your syllabi. Note: the syllabus template is updated each semester with this information. Includes Title IX , Disabilities Accommodations, Student Code of Conduct, Safezone, Student Support Services, and COVID-19 information.
<i>Laulima Profile</i>	X		Add a photo of yourself to your Laulima profile. Connect with students and promote teacher presence, student engagement and a learning community. View Laulima Help for steps:
<i>Overview (Home) Page</i>		X	Add instructor contact, course alpha/number/title, course description, course materials & resources, online learning platform links (MyITLab, MyMathLab, Cengage Mindtap, or other)

Item/Task	Highly Recommended	Required	Notes
<i>Syllabus</i>		X	Use the Lessons tool to embed your syllabus.
<i>Gradebook Classic or Gradebook</i>		X	Items, setup, options, etc.
<i>Other relevant tools</i>		X	As necessary for your course(s)
Online Learning Platforms		X	Determine if this applies to your course, learn the platform, setup the learning pathway, complete assignments, simulations, etc. (Pearson MyLab, Cengage MindTap, McGraw-Hill Connect, or other) Will you be connecting via Lulima using IDAP?
UHMC Resource Guide		X	Resource Guide
Professional Development Resources		X	Professional Development – Improving skills in the workplace for staff and faculty
Lulima Workshops & Course Design (Basic design tips, Copyright, Accessibility, UDL and more)		X	Instructional Design Services: Laureen Kodani ampong@hawaii.edu <ul style="list-style-type: none"> Attend workshops Make an appointment
Access to Classroom		X	Check with your Dept. Chair or Program Coordinator about a swipe card and/or keys for access to your classroom.
Classroom Equipment	X		Visit your classroom(s), in advance, to understand the equipment you have to work

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			with.
Kāko'o Support Services	X		Interactive Infographic that you can share with your students
Library My Library Packet	X		Meet with your designated reference librarian to learn about resources and options (inform students about physical and electronic resources) They can create Lib Guides for your class.
Add yourself to Maui Announcements		X	Instructions for subscribing to Maui Announcements.
Sign up to receive emergency SMS/text and emergency email broadcast alerts	X		Message from Security Chief: <i>"All members of the UH Maui College campus community are encouraged to sign up to receive emergency SMS/text and emergency email broadcast alerts (if you have not already done so). To sign up, log in at UH Alert Notifications</i>
Orientation & Welcome E-mail (Video) to students	X		Send an e-mail to welcome your students and providing a brief orientation to your course. <ul style="list-style-type: none"> Getting started tips <ul style="list-style-type: none"> First thing(s) to do How to navigate your Laulima course website More... Consider a brief video introduction to include the above items.
MySuccess No Show / Early Alert and		X	<ul style="list-style-type: none"> Note students who do not show up for the first day of

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subsequent alerts			<p>class.</p> <ul style="list-style-type: none"> Complete the surveys by scheduled due dates to communicate progress with students. Access the link at the bottom of any Laulima page. <p>NOTE: Instructors should consider intervention as necessary throughout the semester. Monitor student progress weekly, manually flag the student, connect/communicate with students.</p>
Integrated Student Success (ISS)			Introduction to initiative (will share information later)
Student Life			Al Paschoal 984-3717
Course/Peer Observation		X	Two observations are required each semester. For details, contact your program coordinator and/or department chair.
Course Evaluations		X	Course Evaluation System (CES) : Check with your program coordinator or department chair for details (questions, review, etc.)
Publish Grades (End of Semester)		X	<p>Publish grades to banner by scheduled due date. Verify in Banner. Confirm grades were posted and enter last date of attendance for failing grades to banner, go to https://myuh.hawaii.edu/ → Final Grading (All Campuses).</p> <p>Note: Keep a record of student attendance. If a student receives a failing grade, you are required to report the last date of attendance (or last date of graded activity in the class).</p>

Distance and Online Course(s)

In addition to the list above, use the [DL Best Practices and Guidelines Checklist](#) to prepare for distance/online courses.

Consider participating in PD to learn, share, and grow your distance/online course.

For more information, check with your program coordinator, department chair, professional development coordinator, and/or instructional designer.