



INDIANA STATE UNIVERSITY

Department-Level Essentials Worksheet

Use this worksheet to gather important information from your department before your first class.

1. Key Contacts

Who is my primary contact (chair/coordinator)?

Department administrative assistant contact:

Who do I contact for classroom or tech issues?

2. Course Materials

Am I using a shared syllabus?

Required textbooks or materials?

Access to past course examples?

3. Classroom Logistics

Where is my classroom and how do I access it?

What technology is available?

Who do I contact if something doesn't work?

4. Attendance & Cancellations

What is the protocol if I must cancel class?

Who needs to be notified?

How should I notify students?

5. Teaching Expectations

Are there required syllabus elements?

Are there grading or course expectations?

Office hours expectations?

6. Student Issues

How do I handle academic integrity issues?

Who do I contact for student concerns?

7. Printing & Materials

Where can I print or copy materials?

Are there limits or access codes?

How do I request large print jobs?

8. Administrative Tasks

How do I submit grades?

Any additional deadlines?

Do I need to track attendance?

9. Meetings & Communication

Are there meetings I should attend?

How does the department communicate updates?