

Preparing to Teach Template

Goal or Purpose: What is the goal/purpose of the lesson, lab, seminar, tutorial etc. and how will I communicate this goal/purpose to students?		
Timing How much time do I have for each activity?	Content or Activity What content will I be covering and what activities will I be facilitating (e.g., an experiment or small group discussions)?	Materials to Prepare or Access What materials do I need to prepare or access in advance (e.g., a problem set on CourseLink, PowerPoint slides, or whiteboard markers)?
Wrap Up: How will I wrap up the session (e.g., revisit the purpose/goal of the lesson, verbally summarize the lesson, or have students write down a key takeaway)? Are there any reminders I need to communicate to students (e.g., upcoming due dates for assignments)?		