

# Instructor's Responsibilities

## Before Class

- Review Higher Reach (HiRe) for class confirmation
- Confirm receipt of email from Training Management with course reporting information
- Verify location of the class and whom to contact if problems arise
- Make travel arrangements according to approved procedures, (if applicable)
- Verify that you possess the most current version of the course materials, including the GS PowerPoint presentation
- Confirm AV needs with Training Management point of contact

## First Day of Class

- Arrive at least 30 minutes before start of class
- Locate the assigned classroom
- Ensure all necessary course materials and equipment are assessible and functioning in the classroom
- Distribute course materials for the class, if applicable
- Greet participants as they arrive
- Identify participants with special needs and discuss ways to maximize their learning experience, (if applicable)
- Direct participants to complete the Student Information Form (if applicable)
- Circulate the class roster each day for participants to verify their attendance with initials
- Review emergency evacuation instructions with the class

## During Class

- Follow standard security measures for the location
- Manage classroom engagement, activities and interactions
- Avoid controversial topics
- Ensure that all participants in class receive the required hours of instruction; **Avoid early dismissal**
- Contact curriculum organization if more course material is needed to meet required hours of instruction
- Promote Graduate School USA's programs and services

## Last Day of class

- **Encourage participants to complete electronic course evaluations**
- Return course roster, Videos/DVDs, AV equipment, and any unused course documentation