

First-Year Graduate Curriculum Best Practices

1. Homework and quiz deadlines coordinated between first-year instructors and presented at the beginning of the semester, so that homework due dates are not overlapping and quizzes are on separate weeks.
2. Homework assigned at least 6 days ahead of the due date and solutions distributed to teaching assistant simultaneously.
3. Two regular office hours, with instructor and/or teaching assistant, at least 24 hours in advance of homeworks and quizzes and 24 hours after assignment.
4. Graded assessments returned at most 10 days after due date along with solutions.
5. Maintain course information, including assignments, solutions, grades, and other announcements on Canvas.
6. Mid semester grades distributed to students - progress report to see if student will pass with better than C.
7. Any substitute instructors needed for planned travel should be selected following Institute and School policies.