First Day of Class

☐ Attendance
Please take attendance using the class list available through MyAccess. If you are uncertain if a student present in the classroom is enrolled in your course, please contact the Office of the Registrar at (202) 662-9220 or lawreg@georgetown.edu.

☐ Your Contact Information/Office Hours
Tell students how they can best reach you and your office hours. Provide all relevant contact information.

☐ First Class Agenda
Review your syllabus and the Academic Calendar with your class. Make sure to note the following:

- Are there any legislative days that affect the class (i.e., class days rescheduled due to holidays listed in the academic calendar)?
- If you assign a final paper, please indicate how late papers are treated (e.g., the penalty system).
- If your class is a mini-course (e.g., a weekend or bookend course), note that the last class session is the last day to withdraw.
- If you have opted out of the default course withdrawal rules and will require professor permission to withdraw from your course, explain the instances – such as submitting a first-draft of a paper – that would lead you to deny permission to withdraw.
- Any modifications that you may be making to the duration of the exam period for take-home exams.
- Attendance and participation policies

For regular, semester- or year-long courses, students will have up to and including the last class for the semester, as published on the Academic Calendar, to withdraw from your course.

Discuss all course requirements and plans for the evaluation of students:

- Will there be a final exam or final paper?
- If there will be an exam, what is its format, including length of exam?
- Will the final exam be closed or open book? (We strongly discourage limited open book exams where only certain materials are allowed because limited open book exams are difficult to monitor.)
- Do you have an attendance policy? (see the Course Syllabi section of Best Practices for Course Design and Management)
- Will class participation be taken into account in the final grade?
- If you are requiring a final paper or you are teaching a Writing Requirement (“WR”) seminar, when are the due dates for the outline, first, and final drafts?
- What type of feedback will you provide on exams or papers?
- Will there be any other projects that will be included as part of the final grade?

This information should be repeated during the second week of classes for the benefit of enrolled students who added the class during the first week of the Add/Drop period but may have missed the first class meeting.

NOTE: We strongly discourage making changes to the course requirements from those announced at the beginning of the semester as students rely on these initial announcements in making their final course selections, planning out their semesters, and planning for exams.