New Instructor Start-Up Guide

College and Campus Support for Teaching

The **Academy for Excellence in Engineering Education (AE3)** is the college’s unit dedicated to supporting your teaching through the **Collins Scholar** new faculty program, **Teaching Professionals Program** for teaching-track faculty, and **SIIP grants** for course and curriculum redesign. AE3 also offers classroom observations, reviews of student feedback, and student focus group facilitation.

**Engineering IT** can assist with all of your IT needs related to teaching and research.

The **Center for Innovation in Teaching & Learning (CITL)** is the campus teaching center that provides formal student evaluation of teaching (ICES: "Instructor & Course Evaluation System"), TA training and faculty consultations, workshops, and course development assistance. We encourage engineering faculty to first start with AE3, then we will refer you to CITL or another unit if needed.

**Disability Resources & Educational Services (DRES)** supports students with disabilities. They can help instructors accommodate students in their classrooms. DRES is the group that issues official “letters of accommodation” for students needing special support in their courses.

Course Syllabus

Your course syllabus describes the course content, expectations, learning outcomes, and grading scheme for the semester. It is essentially a contract with your students—what you will do as the instructor, what they need to do as students, what will they learn, and how they will be assessed. AE3 and CITL have example syllabi and can help you construct a good syllabus for your particular course. As a starting point, see the “Functions of Your Syllabus” handout from AE3.

First Day of Class

Don’t waste the first day of class with a simple review of the syllabus. Do more! Set an active and engaging tone with your students from day one. Here are tips for a productive first day of class: “Make the Most of the First Day of Class”

Course Management System

Illinois Compass 2G is the official campus-supported course management system. It’s based on the Blackboard Learn platform. Visit “Teaching Technologies” for the system. Both CITL and Engineering IT can assist you with setting up a course in Compass, but we suggest starting with EngriIT.

Academic Integrity Issues

In class, and in your syllabus, students should be reminded of their responsibility to act with academic integrity. In the College, we use the online FAIR (“Faculty Academic Integrity Reporting”) system to report violations of academic integrity. FAIR can be accessed via your my.department portal. Here is the University’s quick reference guide for instructors. Similar quick guide for students.