

**Where am I now? Date:**

Question	Not Applicable to me	Not yet	Yes	Date needed	Planned action and/or who will I need to contact
<b>Lectures</b>					
Have you got lectures to prepare?					
Do you know roughly how many lectures, and with how many students?					
Will you have one or more series of lectures with the same group of students?					
Have you got the intended learning outcomes for these lectures?					
Have you given lectures before on this topic?					
Have you got handout material on this topic?					
Have you got slides or overheads on this topic?					
Are you already able to make PowerPoint slides yourself?					
Will you be involved in setting exam or other assessment questions in connection with your lectures?					
<b>Small and medium group teaching</b>					
Have you tutorials to prepare?					
Do you know roughly how many tutorials and how many students?					
Do you know where these fit into the overall module or programme?					
<b>Small and medium group teaching (continued)</b>					

Question	Not Applicable to me	Not yet	Yes	Date needed	Planned action and/or who will I need to contact
Are there associated lectures involved? Are <i>you</i> giving these yourself? If not, do you know who is?					
Do you know what the tutorials are intended to cover? Do you already know the subject matter?					
Have you seminars/workshops to lead?					
Do you know roughly how big the seminar/workshop groups will be?					
Do you have labs/practicals to run?					
Do you know roughly how big the labs/practicals will be?					
<b>Marking, assessment and feedback</b>					
Do you have assignments to set for any classes and/or modules					
Will you have marking to do?					
Have you already experience of marking students' work and giving them feedback?					
Approximately how many students' work will you have to mark?					
Will you be giving the related teaching sessions, or just some of them, or will other colleagues be doing the teaching sessions?					
<b>Your own top three further questions or other specific concerns at this point:</b>					
1:					
2:					
3:					