

# COURSE FACILITATION CHECKLIST

- \_\_\_ Create a profile on <http://campus.educadium.com/Leadership/> (optional for guest facilitators)
- \_\_\_ Get class list and participant contact information from CLC administration ([clcprocess1@gmail.com](mailto:clcprocess1@gmail.com)).
- \_\_\_ Download course materials. Review content, competencies, and learning activities.
- \_\_\_ Contact course participants by email to set up a time for the first class session.
- \_\_\_ Contact CLC administration ([clcprocess1@gmail.com](mailto:clcprocess1@gmail.com)) for needed technology support and permissions (e.g., phone conference number, screen sharing, Skype).
- \_\_\_ Review Guidelines for Preparation. Develop a lesson plan for the first class.
- \_\_\_ Conduct first class and agree on schedule for future classes. Reach consensus about assignments and procedures for the remainder of the course. Emphasize the importance of uploading assignments to portfolios. Complete the Facilitator–Participant Learning Agreement.
- \_\_\_ Midway through the course, provide participants with evaluative feedback regarding the quality of their work: e.g., Below expectation, At expectation, Exceeds expectation.
- \_\_\_ Periodically check with individuals to insure that assignments are being uploaded to their online portfolio folders.
- \_\_\_ During the final class session, ask participants to complete the Course Evaluation Form and email copies to facilitator and CLC administration ([clcprocess1@gmail.com](mailto:clcprocess1@gmail.com)).
- \_\_\_ At the end of the course, complete a Course Completion Report on each participant. Send reports to CLC administration ([clcprocess1@gmail.com](mailto:clcprocess1@gmail.com)), as well as to participants.
- \_\_\_ At the end of the course, complete Facilitator Self-Appraisal and Evaluation Form, and email it to CLC administration ([clcprocess1@gmail.com](mailto:clcprocess1@gmail.com)).

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Note: Financial remuneration will be sent after Course Evaluation Forms, Facilitator Reports, and Facilitator Self-Appraisal and Evaluation have been received.