# Initial Consultation Questionnaire

## Professor Information

### Professor Details:

| | |
|---|---|
| Name | |
| Faculty/Department | |
| Have you taught online before? If so, which courses? How was your experience? | |
| Have you used technology in the classroom? If so, which tools? | |

## Course Plans discussions:

Tell me about the course you're teaching!

### Course Details:

| | |
|---|---|
| Course Name | |
| Class size | |
| Course Style (Seminar-based? Problem-solving based? Lab-based?) | |
| Have you taught this course before? | |

### Allocation of Class Hours:

| | Hours | What did you do before? | New Ideas/Plans for remote | Technology/Tools that you will use |
|---|---|---|---|---|
| Lectures | | | | |
| Tutorials | | | | |
| Labs | | | | |

Possible discussion points:

- Asynchronous vs synchronous content delivery
- How will you check students learning?
- How are you planning to administer small assessments (lab/tut) quizzes?
- Office hours? Q&A?

### Midterm/Final Assessments

| | Midterm | Final Exam | Final Assessment |
|---|---|---|---|
| Option 1 (e.g. In person) | | | |
| Option 2 (e.g. online) | | | |
| … | | | |

*** Important to consider:

- Grade weighting of different types of course assessments
- Academic integrity