KILM Faculty Checklist

Before the semester begins:
- Order instructor textbooks for ATs or collect AT books to pass out to ATs
- Contact and meet with ATs to go over plans, make schedules, discuss expectations, etc.
- Schedule your AT rooms with Pam
- Enter your AT schedule online

Do your ATs have:
- A textbook?
- Your syllabus?
- The AT plan 24 hours in advance?
- Other materials you want to have him/her use in the lesson?
- Information about who is going to attend the AT class on a regular basis or who is going to attend periodically?
- Information about your specific expectations if you have any?

During the semester:
- **Collect** and **read** your AT's reports
- **Revise** your AT plans and check that they correspond to the lesson you taught your class!
- **Check in** with your AT: Ask how things are going in the class
- **Observe** your AT ; file the observation report in the AT's folder for your language on google drive
- **Update** the online AT schedule if your AT's schedule changes
- **Communicate with the KILM director** when larger problems arise (cases that involve removing students from a class, sexual harassment or violence issues)

End of semester:
- Have you observed your AT ?
- Have you submitted your observation to the AT's folder in google drive?
- If you are involved in training part II, have you made arrangements to meet with your group?
- If you are involved with AT candidate selection, have you made a final selection and reported it to the KILM director?
- Have you collected textbooks from ATs who are not working with us next semester?