

# Memo

**To:** All Mentors for New Faculty  
**From:** Claudia Beversluis, Provost  
**CC:** Department Chairs  
**Re:** Summer Mentor Assignment: Teaching Goals

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Thank you for your willingness to serve as a departmental mentor for a new faculty member!

In the current thinking about teaching and learning, it is difficult to design a course without thinking about the objectives that you have for the students who will be taking the course. As a college we have identified general objectives, and we have identified specific objectives for each course that counts as a core course. Your department is likely to have specific learning objectives for required and elective departmental courses as well.

New faculty need to be introduced to our course objectives as soon as possible so that they can keep them in mind as they design their fall courses. You can help your new colleague by collating as much information as possible about the place of their courses in the overall college and departmental curricula. Please gather this information, and send a copy to the new faculty member

Attached is a form to help you think through the kinds of information that would be helpful to a new teacher at Calvin. You can complete this form or develop something of your own, as long as it provides specific information about the courses that your new colleague will be teaching. Please send this information to your new colleague.

Thanks for your help, both to the college and to our new colleague!

## Planning To Teach: What are the goals of the course?

(Complete one form for each assigned course.)

**New Faculty Member:**

**Teaching assignment:**

Catalog Course Description:

Others in the department who are teaching this course, or who have taught the course recently:

Are there sample syllabi available? It would be very helpful to pass on other Calvin College syllabi for this course.

If this is a core course, please identify the core category and describe the goals (knowledge, skills, virtues) for this core category (see the core document appendix [http://www.calvin.edu/admin/provost/core/app\\_a.html#categories](http://www.calvin.edu/admin/provost/core/app_a.html#categories) ).

If this is a required course in the major, please describe where the course fits in the major, and list any required content/ skills/ virtues that should be included or addressed in the course.

Describe any particular writing program objectives for this course.

Are there any core or departmental assessment measures that must be a part of the course? How do others in the department assess the attainment of similar course goals?