

First Class Checklist

Please take a few moments to review the items below at the start of your first class.

- ☐ **Parking**
A parking pass is required and available at the front desk. Remind students to place parking passes on the dashboard.
- ☐ **Washroom location**
- ☐ **Breaks/Lunch times**
- ☐ **WCS Lounge**
Located across from the reception area, the WCS Lounge is a communal space with a kitchen and Beverage Bar. You can use the fridge and microwave. Please bring your own dishes/utensils and clean up after use.
- ☐ **Coffee**
WCS has a complimentary Beverage Bar located in the WCS Lounge. Please help yourself to coffee, tea, hot chocolate, and hot apple cider. Cream and milk are in the small bar fridge.
- ☐ **Water**
There is a Water Refill Station located outside the WCS main doors.
- ☐ **Hours**
WCS hours are Monday-Friday 8am-5pm.
Extended support hours for September 3 – October 3 8am-7:30pm
NRC main doors and WCS main office doors will automatically lock at 7:30pm (Mon-Thurs)
No re-entry is permitted outside of these hours
- ☐ **Health and Safety**
 - Fire Emergency**
Review evacuation procedures posted with students. Instructions are posted in classroom near the light switch.
 - First Aid**
Kit located on the wall in the WCS Lounge next to the bookcase.
AED device located in the WCS Lounge near the coffee machine the NRC across from the reception desk.
 - Emergency phone**
There is an emergency phone opposite the water refill stations (outside of the NRC doors).
 - Security Guard on site**
Security guard on site M-Th 5-9pm to support student and instructor safety after hours.
- ☐ **Review course outline (login into OWL to access)**
 - Review any specific class rules you may have i.e. no cell phones, attendance, etc.
 - Confidentiality related to classroom discussions
 - Expectations as an instructor, expectations as a class/course
- ☐ **OWL site**
 - Explain how to access OWL (Student username/password will be the same that they use for their myWCS student account on the Continuing Studies website.)
 - Show students how OWL will be used in your course i.e. post course materials
- ☐ **Evaluation**
The course/instructor evaluation is emailed to students at the end of their course. Reinforce its importance to provide feedback.

Instructor, please sign below indicating that you have discussed the above with students and submit to the Learning Experience Team.

Signature

Date