



Faculty Check List

Congratulations! Your course has been approved... now what?

This checklist will help prepare you for your arrival in Taos, but is not intended to be comprehensive.

Please be sure to consult with the SMU-in-Taos Office to best ensure the success of your course.

ASAP

- Market and Advertise Course
 - Finalize course flyer, attend events, send emails, etc.
- Sign and Return Course Contract and Budget
- Finalize Syllabus
 - Consider field trips, lesson plans, etc.
- Complete Engaged Driving Class & Submit MVR Form

1-2 Months Prior

- Monitor Course Applications and Enrollments
 - If you do not meet your minimum enrollment number, Mike will offer you the option to either cancel your course or accept a pay cut.
- Complete Faculty Forms Packet and Submit to Taos Office.
- Finalize Field Trips

< 1 Month Prior

- Contact Students
 - Send syllabus, book requirements, pre-arrival assignments, etc.
- Attend Dallas Orientation
- Prepare Travel Reimbursement
 - Submit Pre-Trip Request and save receipts for Post-Trip Report

Arrival in Taos

- Check in at the Dining Hall between 2-6 pm (You will be given a key to your quarters, key to the shared faculty office, Wi-Fi passwords for your party, campus map, etc. If you are driving, we will need some basic vehicle data.)
- Dinner will be served from 5-6:30 pm.
- Orientation will start at 6 pm. You should make every effort to attend. Faculty will be introduced at the beginning of orientation and asked where they would like to meet with their students immediately following the orientation.
- Once orientation concludes, you will have an opportunity to meet with your students for the first time. This is an informal meeting, not to be counted towards your contact hours.