

**From:** Rebekah Rast <rrast@aup.edu>  
**Sent:** Monday, January 6, 2020 11:28 AM  
**To:** Faculty <Faculty@aup.edu>  
**Subject:** syllabus and first class ideas from AUP's Teaching and Learning Center

Hello everyone,

Welcome back and Happy New Year 2020!

Some of you have asked about **online syllabi**. Click on <https://my.aup.edu/user/me/faculty/courses> to upload your syllabus online. You can create your syllabus online or copy-paste from a word document. You can also edit and view your syllabus. Click here for the [academic calendar](#). More information about your courses (e.g. room allocation, pre-requisites, etc.), is available on the [faculty portal](#).

Please find below a few links you may find helpful if you're **tweaking your syllabi, preparing your courses, or thinking about your first classes**:

1. "Designing your course" (Cornell University):  
<https://teaching.cornell.edu/teaching-resources/designing-your-course>
2. Making the most of the first day of class (Carnegie Mellon University):  
<https://www.cmu.edu/teaching/designteach/teach/firstday.html>
3. Joe Ben Hoyle's *Tips and Thoughts On Improving The Teaching Process In College*, including "First Contact" (p. 14):  
<https://facultystaff.richmond.edu/~jhoyle/documents/Book-Teaching-X.doc.pdf>

Finally, this is a reminder to those on a Tuesday/Friday schedule that **Tuesday March 17 is a no-teaching day** - students do not have classes, and we are scheduled for a Faculty Retreat.

We'll be in touch again next week through our new **Teaching and Learning Center (TLC) newsletter** (sent from the TLC e-mail account) with **other teaching ideas and up-coming events**. In the meantime, please don't hesitate to contact us if you have any questions or concerns.

See you soon!

Rebekah  
(on behalf of your TLC with Nahid Walji, Martin Dege and Brenda Torney)

Rebekah Rast, Ph.D., HDR  
*Professor of English and Linguistics*  
*Director of Teaching, Learning and Faculty Development*  
*Faculty Liaison, Global Liberal Arts Alliance*  
*The American University of Paris*  
*147 rue de Grenelle*  
*75007 Paris, France*  
<https://www.aup.edu/profile/rrast>