**To do as a 4th year graduate student**

**Get good teaching evaluations:**

- learn from past mistakes (read critical comments of past evals.)

- give back assignments on time

- answer emails from students

- be ready for lecture and on top of materials

- work on developing interesting materials and assignments

- make sure students complete internet evals.

**Identify interested and successful students**

After the end of the semester ask them to write a letter of recommendation

Get “spontaneous” emails

**Work on Syllabi**

Diversity (authors, topics)

**Get teaching letters**

Find out which faculty is supposed to be visiting you and contact him or her early enough

Make sure she visit and tell her that you will ask her for a teaching letter (non-confidential)

Perhaps ask CIDDE to visit and assess one of your classes. If good, then ask for teaching letter

**Work on teaching materials and collect materials given to students**

**-** lecture notes

- assignment feedback

- grading rubric

- attention-grabing assignments: podcasts, trips to museum, etc.