

## Fall 2022 - Columbia Business School Start of Semester Instructor Checklist

### I. Important Start Dates for Fall 2022 Term

**Executive MBA (EMBA):**

August 26-27: Orientation for 2024 BA students  
 September 5: Labor Day. University Holiday. No classes scheduled.  
 September 6-10: Global A&E Class Week.  
 September 9-10: 2023 BA (Fri/Sat) Class Days; 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.  
 September 12-16: 2024BA (Fri/Sat) Residence Week.  
 September 17: 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.  
 September 23-25: 2024EM (Saturday) Residence Weekend; 2023 BA (Fri/Sat) Class Days; 2024 BA (Fri/Sat) Class Days; 2023 EM (Saturday) Class Day.  
 October 5-6: No classes scheduled.  
 October 7-8: 2023 BA (Fri/Sat) Class Days; 2024 BA (Fri/Sat) Class Days; 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.  
 October 15: 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.  
 October 17-22: Global A&E Class Week.  
 October 21-22: 2023 BA (Fri/Sat) Class Days; 2024 BA (Fri/Sat) Class Days; 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.  
 October 29: 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.  
 November 4-5: 2023 BA (Fri/Sat) Class Days; 2024 BA (Fri/Sat) Class Days; 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.  
 November 12: 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.  
 November 18-19: 2023 BA (Fri/Sat) Class Days; 2024 BA (Fri/Sat) Class Days; 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.  
 November 24-25: Thanksgiving holiday. No classes scheduled.  
 December 2-3: 2023 BA (Fri/Sat) Class Days; 2024 BA (Fri/Sat) Class Days; 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.  
 December 5-10: Global A&E Class Week.  
 December 9-10: 2023 BA (Fri/Sat) Class Days; 2024 BA (Fri/Sat) Class Days; 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.  
 December 16-17: 2023 BA (Fri/Sat) Class Days; 2024 BA (Fri/Sat) Class Days; 2023 EM (Saturday) Class Day; 2024 EM (Saturday) Class Day.

**MBA:**

August 22-26: First week of orientation for first-term MBA students.  
 August 25: LEAD class begins for first-term MBA students.  
 August 28 - September 2: Elective block week for continuing students.  
 August 29 - September 1: Academic Jump Start (LEAD, Accounting, Stats) for first-term MBAs.  
 September 5: Labor Day. University Holiday. No classes scheduled.  
 September 6: First day of elective A-term and Full-term courses.  
 September 9: Make-up day for Labor Day; all classes run on a Monday schedule.  
 October 14: Last day of A-term courses. Study/Contingency Day. No classes scheduled unless needed due to unexpected school closure.  
 October 17 - 21: First final exam period. No classes scheduled. Final exams for first half-term (A-term) courses.  
 October 24: Classes resume for full-term courses First class for second half-term (B-term) courses.  
 November 7: No classes scheduled.  
 November 8: Election Day. University Holiday. No classes scheduled.  
 November 23-25: Thanksgiving holiday. No classes scheduled.  
 December 8: Last day of classes.  
 December 9: Study/Contingency Days. No classes scheduled unless needed due to unexpected school closure.  
 December 12-16: Second final exam period. No classes scheduled. Final exams for full-term courses and second half-term (B-term) courses.  
 December 23: Term ends.

[Click here for the MBA Academic Calendar](#)

[Click here for the EMBA Academic Calendar](#)

### II. Administrative Tasks For New Instructors or Instructors Who Have Not Taught at Columbia Business School in the Past Five Years

	Activity	Description and Contact	Timeline
<input type="checkbox"/>	<b>Attend New Faculty Institute.</b>	Our <i>New Faculty Institute</i> will be held on July 28, 2022 (9am to 4pm). You can also visit the Samberg Institute's website to find <a href="#">recordings from past orientations</a> .	<a href="#">Sign-up</a> to attend the New Faculty Institute. Contact the <a href="#">Samberg team</a> for more information.
<input type="checkbox"/>	<b>Set-up pre-course instructional support session.</b>	Before your course begins, you will receive coaching to review your syllabus, receive feedback on course design, discuss inclusive teaching, and receive an introduction to CBS's educational technology tools.	Someone from the <a href="#">Samberg team</a> will be reaching out to schedule these sessions approximately 4 weeks prior to your first class session.
<input type="checkbox"/>	<b>Complete and return any required paperwork to Human Resources.</b>	<a href="#">Click here for more information about required Human Resources paperwork.</a>	At least 4 weeks prior to your first class session.
<input type="checkbox"/>	<b>Activate both of your Columbia email accounts.</b>	<a href="#">Complete the activation process</a> for your general Columbia University email account. (For New Full-Time Faculty Only) Contact our <a href="#">Information Technology Group</a> for your Columbia Business School email account. <a href="#">Click here for more information about setting up your Columbia email accounts.</a>	Complete the activation process for your general Columbia University email account.
<input type="checkbox"/>	<b>Confirm your contact information.</b>	Confirm your contact information by <a href="#">logging into the myColumbia website</a> with your Columbia UNI and password.	At least 4 weeks prior to your first class session.
<input type="checkbox"/>	<b>Follow the University's COVID-19 Protocol</b>	Please visit the <a href="#">University's COVID-19 website</a> for more information to ensure you are in compliance with guidelines. Contact <a href="mailto:covidresource@columbia.edu">covidresource@columbia.edu</a> with questions.	At least 4 weeks prior to your first class session.
<input type="checkbox"/>	<b>Get your Columbia University ID Card.</b>	Go to Manhattanville ID Center Office: 3270 Broadway New York, New York 10027 Phone: 212-853-2373 Hours: Monday to Friday, 9am – 5pm	At least 4 weeks prior to term.

<b>III. Administrative Tasks for All Instructors (New and Returning)</b>			
	<b>Activity</b>	<b>Description and Contact</b>	<b>Timeline</b>
<input type="checkbox"/>	<b>Confirm your course has been scheduled.</b>	<p><a href="#">Click here if you have questions about course scheduling.</a></p> <p>If you are teaching in the MBA program, you will receive an email from the Office of Student Affairs confirming your course schedule. If you have not received this confirmation email, please contact the <a href="#">Office of Student Affairs</a>.</p> <p>If you are teaching in the EMBA program, you will receive an email from Jessica Soursourian confirming your course schedule. If you have not received this confirmation email, please contact <a href="#">Jessica</a>.</p>	As soon as possible.
<input type="checkbox"/>	<b>Arrange for course materials.</b>	<p>Although students will be given iPads loaded with casebook and other course materials, be sure to create a "casebook" file that compiles all the necessary files for occasional printing (i.e., special accommodation requests).</p> <p><b>EMBA only:</b> You should have received an email from Susree Chakraborty in EMBA Operations requesting the titles of the textbooks you will be using in your course, as well as the procedure for ordering case/class materials. If you did not receive this email, please <a href="#">contact Susree</a>.</p>	As soon as possible.
<input type="checkbox"/>	<b>Finalize your syllabus.</b>	<p>Please contact your Divisional Administrator (see below at the bottom of the checklist) for assistance with your course description and syllabus.</p> <p><a href="#">Click here for additional information about reviewing your bidding course description and syllabus.</a></p>	At least 4 weeks prior to your first class session.
<input type="checkbox"/>	<b>Review your course page on Canvas.</b>	<p><a href="#">Click here for additional information about reviewing your course page on Canvas.</a></p> <p><a href="#">Click here to contact the Information Technology Faculty Support team.</a></p>	At least 4 weeks prior to your first class session.
<input type="checkbox"/>	<b>Review the latest version of the Getting to Know CBS presentation.</b>	<p>Learn about Columbia Business School's administration, internal organization, and key facts about our programs and students. <a href="#">View the Getting to Know CBS presentation here.</a></p>	At least 4 weeks prior to your first class session.
<input type="checkbox"/>	<b>Review "Preparing for a Successful First Day of Class" on Teaching Resources Page in Canvas.</b>	<ul style="list-style-type: none"> <li>• Introduce yourself and the course roadmap.</li> <li>• Introduce your course.</li> <li>• Set the ground rules early by restating Core Culture.</li> <li>• Learn about your students by reviewing SeatGEN.</li> <li>• Learn how to effectively cold call in class.</li> </ul> <p><a href="#">Click here to review "Preparing for a Successful First Day of Class."</a></p>	At least 2 weeks prior to your first class session.
<input type="checkbox"/>	<b>Review the grading curve and submit course grades.</b>	<p>If you are teaching in the MBA program, you will receive an email with grading deadlines and information from Phil Mendoza in OSA. If you have any questions about grading, please <a href="#">contact Phil</a>.</p> <p>If you are teaching in the EMBA program and have questions about grading, please <a href="#">contact Jessica Soursourian</a>.</p> <p><a href="#">Click here to review the grading curve for MBA Core and Elective courses.</a></p> <p><a href="#">Click here to review the grading curve for EMBA Core and Elective courses.</a></p>	<p><b>(EMBA Program)</b></p> <p>The deadline for submitting grades is: December 21, 2022.</p>
<b>IV. Additional Resources</b>			<b>Contact</b>
<input type="checkbox"/>	<p>If you have questions about when and where you are teaching, classroom policies (in regard to such things as grading, absences, and/or exam scheduling), or how to get more involved with students, please contact the relevant Office of Student Affairs (depending on which program your course is being offered by).</p>		<p><b>(MBA Program)</b></p> <p>Email: <a href="mailto:osa@gsb.columbia.edu">osa@gsb.columbia.edu</a> 105 Uris Hall, 212-854-5563</p> <p><b>(EMBA Program)</b></p> <p>Email: <a href="mailto:emba-asa@gsb.columbia.edu">emba-asa@gsb.columbia.edu</a> 404 Warren Hall, 212-854-2211</p>
<input type="checkbox"/>	<p>If you want to learn more about our student course feedback process, how to publish an (optional) mid-term feedback survey, arrange for a class observation of your course by a member of the Samberg team to provide you with targeted feedback, and/or other teaching and learning tools and best practices, please contact the Samberg Institute.</p>		Email: <a href="mailto:samberg@gsb.columbia.edu">samberg@gsb.columbia.edu</a>
<input type="checkbox"/>	<p>If you have any questions regarding classroom technology, please contact Information Technology Group (ITG).</p>		Email: <a href="mailto:mmgroup@gsb.columbia.edu">mmgroup@gsb.columbia.edu</a>
<input type="checkbox"/>	<p>If things are broken in your classroom or you need to adjust the classroom temperature, please contact the Operations department.</p>		<p><b>(For Uris Hall)</b></p> <p>Email: <a href="mailto:ops-uris@gsb.columbia.edu">ops-uris@gsb.columbia.edu</a> 217 Uris Hall, 212-854-6113</p> <p><b>(For Warren Hall)</b></p> <p>Email: <a href="mailto:ops_warren@gsb.columbia.edu">ops_warren@gsb.columbia.edu</a> 203 Warren Hall, 212-854-7020</p>
<input type="checkbox"/>	<p>If you have questions in regard to travel/teaching expenses and/or reimbursements, please contact your Divisional Administrator.</p>		Contact your Divisional Administrator (see list below at bottom of this checklist)

<input type="checkbox"/>	If you want to learn more about the Career Management Center (CMC) and/or our Executives in Residence Program, please contact the staff directly.	Email: Careermanagementcenter@gsb.columbia.edu <a href="#">Contact Executives in Residence here</a>
<input type="checkbox"/>	To learn more about reasonable accommodations for students, contact <a href="#">Kristen Casano</a> in the MBA Office of Student Affairs or <a href="#">Jessica Soursourian</a> in EMBA Student Affairs.	
<input type="checkbox"/>	If you are interested in creating a course video, please contact <a href="#">the multimedia team</a> in Information Technology Group. This short video will be uploaded to Columbia Business School's course directory website, so students can get a better sense of your course before deciding to enroll. This is the best way to boost demand for your course. <a href="#">See a sample course video here.</a>	Email: mmgroup@gsb.columbia.edu
<input type="checkbox"/>	If you are interested in having a course assistant (CA) or teaching assistant (TA) help you with course administration, be sure to provide your CA's/TA's info to your Divisional Administrator at least three weeks before the start of the term. For questions about hiring a CA, email HR at student-hire@gsb.columbia.edu. For questions about hiring a TA, email HR at tateam@mail.gsb.columbia.edu.	Email: TATeam@mail.gsb.columbia.edu, student-hire@gsb.columbia.edu
<input type="checkbox"/>	If you are interested in learning about technological resources available for students and the technology available to you in your classroom (including laptop hardware and software requirements, Poll Everywhere, and SeatGEN), <a href="#">refer to this site</a> .	
<input type="checkbox"/>	There are wireless pointers in every classroom, but if you'd like to purchase your own, we recommend purchasing a <a href="#">Red Star Tec Wireless Presenter</a> at least one week before your first class session.	

### **Divisional Administrators:**

<a href="#">Accounting: Terrance Gabriel</a>	<a href="#">Finance: Michelle Zern</a>
<a href="#">Decision, Risk &amp; Operations: Kira Grant</a>	<a href="#">Management: TBD</a>
<a href="#">Economics: Michelle Zern</a>	<a href="#">Marketing: Molly Washburn</a>