EXPECTATIONS OF GATEWAY FACULTY
Practice Department, Boston Architectural College
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[PRE-SEMESTER]

1. **Attend pre-semester planning meeting**
   Meet with Director [and client, if appropriate] to discuss client expectations, project description, project specific learning goals [in accordance with student learning contracts], project specific deliverables, and Gateway assessment rubric; determine time course will be held [and where], and complete administrative paperwork.

2. **Prepare course materials**
   Prepare outline syllabus, based on learning goals and deliverables, to be approved by Director.

[DURING THE SEMESTER]

3. **Attend Gateway Open House**
   Usually takes place on the evening of the first day of classes. At this event, prospective students are invited to view posters of the Gateway offerings for the semester, interact with faculty and clients, and fill out a Gateway Application. Posters will be provided by the Practice Department.

4. **Attend Faculty and Student Orientation**
   Held on a Saturday, a week or two after the Open House, this meeting sets the stage for the rest of the semester. Teaching strategies, logistics, expectations, and group dynamics will all be covered, both with faculty and with students. Project assignments will be announced to students, and faculty will lead the first team meeting. This meeting is absolutely **required** for all faculty.

5. **Facilitate one 3-4 hour team meeting/work session per week with project team**

6. **Conduct initial Skill Assessment and Learning Goals conversation with students**
   Students will bring a copy of their most recent Skill Level Assessment, Learning Goals document, current academic and Practice portfolios to discuss their goals for the semester.

7. **Deliver Mid and Final Semester student feedback using provided rubric and forms**
   Conduct individual student evaluation meetings. Faculty who are concerned at any point with a student’s performance should contact the Director.

8. **Administer BAC course evaluations**

9. **Engage client in at least two team meetings [usually mid and final] during the semester**

10. **Facilitate meetings, reviews, and lectures with appropriate guests**

11. **Attend one Segment II Practice Progress Review each semester**

12. **Attend Gateway Faculty meetings [2-3]**

13. **[optional] Serve as reviewer on BAC studio review**

14. **Collect student work**

15. **Sign off on student hours worked throughout the semester**

[POST-SEMESTER]

16. **SUBMIT STUDENT WORK TO PROGRAM DIRECTOR**
   All Faculty are expected to deliver examples of student work, including process drawings and project iteration as well as final project submissions to assist in the BAC’s collection of student work for accreditation purposes, and for publication on the website and in other Department materials.