

Nuts and Bolts of Teaching: After Getting Ready for the First Class

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I. The First Class

- * introductions
 - * yourself: the students know you are new
 - * the course: give students a road map
 - * form of evaluation: give some sense that you care
 - * students: know about students in advance if you can (shows interest)
- * themes for the course
- * setting ground rules, expectations (participation policy, attendance): not all students read the syllabus

II. Conducting Classes Generally: Establishing an Effective Classroom Environment

- * demeanor: what's *your* personality
 - * dress
 - * student names
- * students who are asleep do not learn
- * knowledge is constructed not received
- * teaching methods: use a wide range
- * questions and answers
 - * there are bad (instructor) questions
 - * there are bad answers: some student answers are wrong
 - * there are questions to which you don't know the answer
 - * there are questions not to answer
- * calling on students: compulsion or persuasion (and lots in between)
- * earn respect
- * show respect
- * show that you enjoy teaching (and enjoy teaching!)
- * reliance on notes
- * teaching to the whole class
- * use of powerpoint and other audio-visual aids

III. Disruptive Students and Differences of Opinion

- * different forms of disruption
 - * student multi-tasking: the joy of wireless
 - * students struggling
 - * students who “know better”
 - * students who want to fight
- * leading by example: do not fight
- * dealing with problems in class or outside class
- * you have the support of your colleagues . . . if in doubt ask.

IV. Learning and Teaching Outside The Classroom

- * office hours
- * email inquiries
- * supplementary aids: web pages, CALI

V. Examinations and Other Forms of Assessment

- * mock exams
- * drafting exams
- * grading exams
- * components of a grade: class participation
- * curves and other schools rules (e.g. regarding class participation)
- * reviewing exams with students

VI. Course Evaluations

- * self-assessment
- * student assessment: those forms
- * peer assessment: learn class visit expectations
- * visit the classes of others

VII. Doing It Again

- * keep learning
- * keep adapting