

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

Graeme B. Dinwoodie  
Chicago-Kent College of Law  
gdinwoodie@kentlaw.edu  
312 906 5138

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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