

## 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