I. Course Outline

A. Week 0: We will begin the week before classes start. The tone you set during the first week of your class is very important. During the preliminary meetings, we will discuss how to get started on the right track.

B. Weeks 2-4: You will be expected to attend three designated demo classes.

C. Weeks 2-10: TAs and TFs: I will visit your class unannounced at some point during this period.

D. You will deliver at least two presentations (mini-lectures) during class, at least one videotaped. A written lesson plan will be due with each presentation).

E. We will discuss various topics in between presentations, for example:
   1. Course planning (syllabus preparation).
   2. Lesson planning and lecture writing.
   3. Examinations and quizzes.
   4. Lecturing and problem solving, including delivery skills.
   5. Grading and assessment.
   6. Classroom management: establishing good dynamics, dealing with potential problems.
   7. Learning styles.
   8. Cooperative learning techniques.
   9. The teacher-student relationship: establishing boundaries, balancing the roles of graduate student and instructor.

F. Questions about scenarios from your own classes are always welcome. The goal is to give you practical help with teaching.

II. More detailed (and more tentative) course outline:

   Week 0: Preliminary material.
   Week 1: Presentation and classroom management.
   Week 2: Exams and quizzes.
   Weeks 3-4: Planning lectures.
   Weeks 5-6: Problem solving sessions, international student issues.
   Week 7: Grading.
   Rest of Course: Mini-lecture taping and viewing.
III. Grading Policy

Your grade will be determined roughly as follows:

Attendance ........................................... (see below)

Classroom Presentations ................................. 40 %

Written Assignments ................................. 25 %

In-class Participation ................................. 15 %

Final Project and Survey ................................. 10 %

Attendance of “Demo Classes” ......................... 10 %

A. Attendance is required. More than two unexcused absences will result in a lower grade.

B. Attendance of “Demo” Classes: During weeks 2-4 you will visit at least three demonstration classes and fill out an evaluation form.

C. Mini lectures and presentations: You will give at least two in-class presentations, at least one videotaped. One will be a mock problem solving session and the other will be a mini-lecture. You will also give your impressions of the other students’ presentations.

D. Written assignments: There will be several written assignments, such as lesson plans for your mini-lectures, mock grading exercises, and a teaching philosophy essay. Messy work will be penalized, and late work will not be accepted.

E. In-class Participation is essential.

F. Final Project: an essay on your philosophy of teaching, between one and two pages typed.

IV. Students with disabilities: please give me the OSD documents.