CIS 610 Teaching Effectiveness
Fall 2011  Week 3

Caveat: These summary notes are posted to provide an overview of class topics and discussions. The nature of real-time, face-to-face interaction precludes complete replication outside of the original setting; class notes posted at this web site are general outlines rather than complete transcripts of classroom events.

Agenda -

Check in
Class business
Topic 1 – In the classroom, cont’d
Break
Topic 2 – Outside of the classroom/office hours

Topics – In the classroom, cont’d.
[Recall from last class:]
Breaking the task down:

(1) Organization and coordination
(2) Preparation
(3) In the classroom
(4) Issues

(3) In the classroom – where your good preparation will pay off.

• Demeanor and attitude – calm; eye contact; speak to be heard, slowly
• Telling the class what you are going to do, and writing it, too.
• Time for recap and questions and walking around and checking in.

(4) Issues

• Time management
• Distracting behavior
• Unfamiliar material
Topics – Outside of the classroom

It is a good idea to decide what is appropriate/comfortable for you and set boundaries. Communicate your availability to students, e.g., email/office phone/office hours.

Office Hours –
From text, 3 main purposes:
• Go beyond class for questions, explanations, more content, advising
• Get to know students
• Get feedback on your class (implicitly and explicitly)

Recommended – short video (around 15 minutes), “Office Hours” on TEPHub

For next time – your top tip from the textbook “Office Hours” chapter.