Welcome to CIS 610 Teaching Effectiveness (remote edition)!

Usual Class Structure
- Agenda Review
- Check-ins
- Topics (break)
- Discussion (if time)

Agenda Review
- Introductions
- Preparing for the first days of class
- Leading a lab or discussion

Check in
what is happening/how to handle now/how to prevent

What to do if someone in the class is having zoom issues? What if you are? What if the entire class is? (Discussion)

- Use workarounds e.g., chat, camera off is ok, use email or Teams for backup
- Monitor security as needed in case students need to, for example, re-enter class via a wait room
- Follow up as needed e.g., record the rest of the class; let the class know

→ Set a procedure(s) ahead of time e.g., take a 5-minute break and check back for an all-class issue or if you have an issue.

Topics

Introductions

First day(s)

What do you appreciate happening in the first days of class? (Discussion)
– setting expectations – course material, workload, class structure, grading, video/classroom etiquette; balance what needs to be said and what can be in the syllabus for students to read on their own

– if possible, open classroom early so students have time to join the class and settle in; also a good time to chat with students and answer questions.

– create a welcoming environment (especially in remote classes).

– make a “promise” about student learning in the course/class.

– start following through aka start working on a problem, project, intro material (which is another way of demonstrating course expectations).

Text 3

• Handling administrative tasks

• Creating a proper environment – “treat each student as an individual”

• Communicate class expectations/standards

In the classroom – leading a lab or discussion

(0) Organization and coordination (focus this week)
(1) Preparation – design a learning experience
(2) In the Classroom (next week)
(3) Issues/Challenges (throughout)
Organizing and Coordinating Checklist

- Visit the (remote) classroom / tech check with available equipment.

- Check in with the class instructor and other course GE's about what material is to be covered in the lab/discussion section. (Some instructors will have something specific for you; others will not.)

- Read the material the students are reading.

- Look ahead to next week's material to provide context and direction for current material.

- Create/review the lab outline and run through any problems you will be covering.

- Choose 1-3 suggestions from Ch. 3 and 4 of Tools for Teaching to try.

- Practice delivering the material, to friends or zoom recording. (Post the recording if it works for the class.)