

GSI Workshop: Teaching a Large Lecture Course

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Organization Matters (a lot)

- Plan out each day, in advance
- Put all 'contractual' matters in writing
 - Tell them in advance when everything is due, what everything is worth, how grades are determined
- **Never** move an exam day
 - Read the religious holidays schedule and be careful
- Check out the room & equipment in advance
 - It determines what you can/can't do
- Alert TA's in advance when there are handouts
 - Direct the TA's to where they should go to distribute things

Clarity Clarity Clarity

- Write out every lecture
 - Don't wing any of it
- Prepare slides in advance, if appropriate
 - Sometimes chalk board is more appropriate
- Give an outline at the beginning of each class
 - On the board, on the slides, wherever
- Always allow tape recorders
 - Think about whether you want to allow laptops (I don't)

Teaching

- In-class discipline is very important
 - Establish your authority from Day One
 - Doesn't mean "rule with an iron fist"
 - You can do it in a cajoling manner
- You are teaching the TA's how to teach
 - Don't view them as your "assistants"
 - View them as students learning how to teach
 - Don't overburden your TA's
 - Talk with them about pedagogy, about why you do what you do, and how it affects the students

Testing

- Do not kid yourself into thinking an honor code works
- Quizzes in tight space
 - Use three different versions, interspersed
- Exams: get extra space
- Give exams during the class hour; not at night.
- Be very clear about what will be on the exam
 - Give out practice problems
 - It cuts down on cheating