

Tips for teaching medium-large lectures (60+ students)

(A lot of these tips also apply for smaller lectures)

Get to know your classroom before the first lecture

- What's available? What's the layout?
 - *Desks, chairs, technology, whiteboard, etc.*

Ensure that class resources (syllabus, assignments, readings, etc.) are available before the class starts.

- Blackboard or class website
 - *Become familiar with Blackboard as much as possible especially Grade Center. ITS offers workshops.*
- Library reserves

If you are able to, show up 10 minutes before class.

- To prep- Ask the instructor in the room before you if he/she could leave the technology on. This will save you some time.
- Talk with students.

Get to know your students.

- Learn as many names as possible.
- Learn their majors and interests.
- Ask them their class expectations.

Try not to be bolted to the podium or desk. Move around!

- Look into mic-packs from ITS.

Vary lectures.

- Alternate between lecture, group discussion, partner discussion, films/clips, creative projects, guest speakers, etc.
- Clickers- see ITS.

Stagger deadlines.

- Both you and students will appreciate this.

Multiple Choice or Fill-in-the-Blank

- Scantrons
- If you are worried about comprehension, then you can evaluate this through other assignments (essays, group assignments, etc.).

Essays and other comprehension assignments

- Make a rubric and share this rubric with the students.
 - *Makes grading more efficient and students are less likely to complain.*

Grading

- If you are spending too much time grading then:
 - *Ask for help: Your advisor might be able to get you an assistant.*
 - This is, however, unlikely to happen.
 - *Reevaluate your assignments.*

Attendance

- Do not take attendance or send around a sign-in sheet.
- Do participation activities.
 - *Ask a question, the students write down the answer (with their names on it) and give them attendance/participation points.*
 - *Do the activities at any point during the class. This way many will be there on time and/or not leave before the end of class.*

Allot at least 30-60 minutes a day to answering emails- maybe more before/after exams.

- If an answer is in the syllabus, tell the student to refer to the syllabus.
- If their question takes more than 5 minutes to answer, ask them to come to your office hours or set up an appointment.

Do not make promises you cannot keep.

Be flexible with your students and they will be flexible with you.

- Offer some extra-credit opportunities
 - *Exams or independent assignments/activities*
- Listen to your students!

Tips for teaching small-medium classes

Get to know your students

- Learn names as quickly as you can
 - *Helps with attendance and class discussion*
- One-on-One meetings

Classroom layout

- Encourage them to sit towards the front

Student-led activities

- Encourage them to participate! Play to their strengths and interests.
 - *Reading discussions*
 - *Film discussions*
 - *Debates*

Field trips or activities outside the classroom

Grading

- You may have fewer students but that does not mean you should still spend all your time grading.
- Plan ahead.
- Reevaluate.