

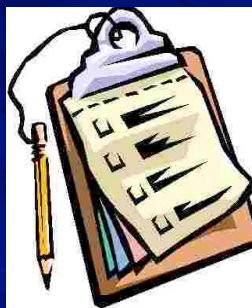
Julie E. Dodd, Ed.D.
Professor
College of Journalism and Communications

**A POSITIVE START TO YOUR TEACHING:
YOUR SYLLABUS AND THE FIRST
WEEK OF CLASSES**

.....


successfulteaching.wordpress.com

Make the most of your time
now to prepare for a
successful semester



- * Create your checklist now
- * Get things done before classes start

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 Meet with your supervisor or course coordinator



 Meeting with your supervisor

- Get copy of course textbooks, software
- Get copy of syllabus & discuss
- Find out your TA duties
- Determine how will you be evaluated
- Establish regular meetings with supervisor
- Discuss plan for answering your questions
- Establish good working rapport with supervisor

 Determine your schedule



- Classes you take
- Classes you teach
- Office hours
- Meetings
- Major deadlines – your own assignments, conference deadlines
- Study, fitness, food and fun, etc.

Learn about your course*

- How does course fit into the curriculum?
- Course goals (Student Learning Objectives)
- Textbooks, software
- Online resources -- website, blog or e-Learning (Sakai)
- Student assessment
- Deadlines

UF FLORIDA


Undergraduate Catalog 2015-16

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Undergraduate Catalog/Website Policy
Summer B (June) 2015 - Summer A (May) 2016

Learn about your students

- Their prior learning in subject
- Their reasons for taking course
- Their career goals
- Number in class



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Recognize range of student experiences and situations

A photograph of a large, tiered lecture hall filled with students. In the foreground, two students are sitting on the steps, looking at their laptops. The rest of the hall is filled with students sitting at desks, some looking towards the front, others looking down or away.

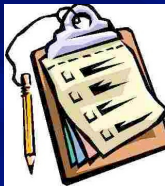
Locate and try out your classroom*



- Equipment setup
- Seating arrangement
- Practice presentation: video projection, chalkboard/whiteboard, voice volume, microphone

Resource –
UF Classroom Support*

Thinking about your teaching...



1. What questions do you have about teaching?
2. What qualities do you hope to have as teacher?

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Developing your teaching style



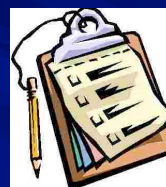
Qualities of effective teachers

Chism (2004) – Journal on Excellence in College Teaching

- Enthusiasm
- Interest in subject
- Knowledgeable
- Intellectually challenging
- Clear goals
- Prepared and organized
- Active engagement
- Appropriate assessment and feedback

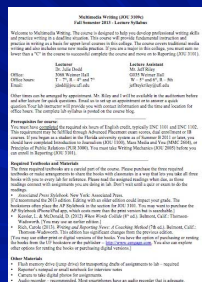
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Thinking about your teaching...



- How can your syllabus help your students?
- How can your syllabus help you as a teacher?

Your syllabus is a contract between you and your students



Syllabus provides written course policies and procedures*

Teaching Policies for Faculty

- Academic Honesty
- Accommodations for Students with Disabilities
- Adding and Dropping Courses
- Antiplagiarism
- Attendance
 - Religious Holidays
 - Student Illness
 - Twelve-Day Rule
- Auditing Courses
- Course Syllabi
- Student Assessment of Courses and Instructors
- Textbook Adoption



Missing class
Late work
Food & drink

Arriving late to class
Make-up work
Technology use

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Grading policies*

Grading Policies for Faculty

- Reading Days (fall and spring only) - No class
- Exam Policies
- Grades and Grading Policies
- Incomplete Grades
- SUU Grade Option
- SUU Grades and Financial Aid
- H Grades
- Posting Student Grades

Reading Days

The two days before the start of examinations in the fall and spring semesters, generally a Thursday and Friday, are designated reading days. No classes or exams are held on these days. Refer to UF Rule 6C1-7.055 (PDF).



UF
Your college
Your course

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Develop written policy regarding academic dishonesty*

- Read UF, college & departmental policies
- Determine potential issues for your course
- Include policy in syllabus
- Discuss policy in class – at beginning of course and as relates to specific assignments
- If an academic dishonesty issue occurs, talk to your supervisor & review UF's process

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Remember: There's more to students' UF experience than your course

Gator sports
Other courses
UF events
Clubs/organizations
Community service
Jobs and internships
Dorm/apartment life
Religious observances
Social life



Set up course listserv

| | | | |
|--------------------------------|------|---|---------------------------|
| Select a Term | | Section Meeting Times | |
| Fall 2013 | | 0-Mid 0-Show | |
| Course | | Section Class # | Section Library |
| ENY3109C - MULTIMEDIA WRITING | | View Combined Course Class Roll | |
| | J400 | FALL-1400-1@lists.ufl.edu | |
| | J401 | FALL-1401-1@lists.ufl.edu | |
| | J402 | FALL-1402-1@lists.ufl.edu | |
| | J404 | FALL-1404-1@lists.ufl.edu | |
| | J405 | FALL-1405-1@lists.ufl.edu | |
| | J409 | FALL-1409-1@lists.ufl.edu | |
| | J410 | FALL-1410-1@lists.ufl.edu | |
| | J411 | FALL-1411-1@lists.ufl.edu | |
| | J412 | FALL-1412-1@lists.ufl.edu | |
| | J413 | FALL-1413-1@lists.ufl.edu | |
| ENY3109C - SEM MASS COMM TEACH | | S412 | FALL-S412-1@lists.ufl.edu |

Send email before class starts:

- Welcome
- Course materials
- Attend first class
- Set tone for course

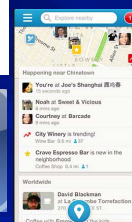
Set up e-Learning account



Posting grades, handouts; hosting discussion

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Review and edit your online persona



- Facebook and MySpace
- Twitter
- Blogs
- Online photos -- Flickr, Shutterfly
- Foursquare
- Email address

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Determine how to distribute syllabus

[illegible]

Multimedia Writing

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Get solutions to your needs.

Author's choice:

- [Book of the Month](#) - *Season of the Witch* by Lisa Fiedler
- [Book of the Month](#) - *My Sister Sam* by Lisa Fiedler
- [Book of the Month](#) - *My Sister Sam* by Lisa Fiedler
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Preparing for your first week of classes

- Plan for getting to campus
- Plan your attire
- Prepare your briefcase/backpack



Beginning in the first class,
establish yourself as a teacher



You are prepared:
Written lesson plan
Rehearsing can help

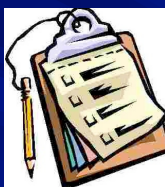
You are professional:
in class, outside of
class, online

Your first week as a teacher

- Be enthusiastic, patient and calm
- Sell value of course
- Discuss the syllabus
- Utilize class time
- Get students involved
- Be available for students -- before & after class, office hrs.
- Learn students' names



Thinking about your teaching...



- * What is one insight you have about teaching based on my discussion?
- * What questions do you have about preparing to teach?

Help is available for you

- UF teaching programs
- Courses on teaching
- Faculty mentors
- Other teaching assistants
- Readings and online resources on pedagogy



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