CONTENTS

Preface vii
Credits xiv
The Author xv

PART I: GETTING UNDER WAY  1

1 Designing or Revising a Course  3
2 The Comprehensive Course Syllabus  21
3 The First Days of Class  37
4 Classroom Conduct and Decorum  48

PART II: RESPONDING TO A CHANGING STUDENT BODY  55

5 Diversity and Inclusion in the Classroom  57
6 Students with Disabilities  72
7 Reentry and Transfer Students  85
8 Teaching Academically Diverse Students  90

PART III: DISCUSSION STRATEGIES  95

9 Leading a Discussion  97
10 Encouraging Student Participation in Discussion  106
11 Online Discussions 112
12 Asking Questions 118
13 Fielding Students’ Questions 127

PART IV: THE LARGE-ENROLLMENT COURSE 133
14 Preparing to Teach the Large-Enrollment Course 135
15 Delivering a Lecture 148
16 Explaining Clearly 157
17 Personalizing the Large-Enrollment Course 162
18 Encouraging Student Participation in the Large-Enrollment Course 168
19 Maintaining Instructional Quality with Limited Resources 174

PART V: ALTERNATIVES AND SUPPLEMENTS TO LECTURES AND DISCUSSION 179
20 Web 2.0 181
21 Learning in Groups 190
22 Informal Group Learning Activities 207
23 Formal Group Learning Activities 214
24 Case Studies 222
25 Simulations: Role Playing, Games, and Virtual Worlds 229
26 Service Learning and Civic Engagement 233
27 Undergraduate Research 244
28 Guest Speakers 251

PART VI: ENHANCING STUDENTS’ LEARNING AND MOTIVATION 257
29 Helping Students Learn 259
30 Learning Styles and Preferences 273
31 Motivating Students 278
32 Informally Assessing Students’ Learning 290
33 Mobile Learning 298

PART VII: STRENGTHENING STUDENTS’ WRITING AND PROBLEM-SOLVING SKILLS 303

34 Helping Students Write Better in All Courses 305
35 Designing Effective Writing Assignments 314
36 Evaluating Students’ Written Work 325
37 Homework: Problem Sets 335

PART VIII: TESTING AND GRADING 343

38 Promoting Academic Honesty 345
39 Quizzes, Tests, and Exams 362
40 Allaying Students’ Anxieties about Tests 375
41 Multiple-Choice and Matching Tests 390
42 Short-Answer and Essay Tests 401
43 Grading Practices 409
44 Calculating and Assigning Grades 419

PART IX: PRESENTATION TECHNOLOGIES 431

45 Flipcharts 433
46 Chalkboards and Whiteboards 436
47 Interactive Whiteboards 441
48 Overhead Projection 443
49 Slide Shows 447
50 Video Recordings and Clips 450
51 PowerPoint Presentations 453
PART X: EVALUATION TO IMPROVE TEACHING  
52 Early Feedback to Improve Teaching and Learning  461
53 Video Recordings and Classroom Observations  472
54 The Teaching Portfolio  481

PART XI: TEACHING OUTSIDE THE CLASSROOM  489
55 Holding Office Hours  491
56 E-mail, Text Messages, and Instant Messages  497
57 Academic Advising and Mentoring Undergraduates  504
58 Guiding, Training, Supervising, and Mentoring Graduate Student Instructors  517

PART XII: FINISHING UP  527
59 The Last Days of Class  529
60 Student Rating Forms  534
61 Writing Letters of Recommendation for Students  551

Index  557