

Barbara Gross Davis

UNIVERSITAT LIECHTENSTEIN Bibliothek



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
- 1 7 Personalizing the Large-Enrollment Course 162
- 18 Encouraging Student Participation in the Large-Enrollment Course 168
- 19 Maintaining Instructional Quality with Lippited Resources 174

PART V: ALTERNATIVES AND SUPPLEMENTS TO LECTURES AND DISCUSSION 179

- 20 Web 2.0 181
- 21 Learning in Croups 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

Contents

- 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 459

- 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 51 7

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