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

A POSITIVE START TO YOUR TEACHING: YOUR SYLLABUS AND THE FIRST WEEK OF CLASSES
Make the most of your time now to prepare for a successful semester.
Your objectives for this session

1. Develop checklist to help you prepare to start teaching
2. See how COPE Strategies can help you
3. Be aware of UF syllabus requirements
4. Plan for positive start for your semester
UF Orientation helps new teaching assistants have positive start to semester

Posted on August 10, 2016

by Julie Dodd

New teaching assistants at the University of Florida will attend an Orientation for Graduate Teaching Assistants on Tuesday, Aug. 18, to help them be ready for the start of Fall Semester on Monday, Aug. 28.
Develop checklist for teaching
Meet with your supervisor or course coordinator
Determine your duties
Teaching an online course

University of Florida

Don't forget about the peer reviews
Megan Mallicoat
Hi, I hope everyone is safe and happy after last night's storm. Just a quick reminder...

Peer reviews
Megan Mallicoat
Hi gang, Just a reminder that the assignment due tomorrow will trigger automatic grading.

Welcome to JOU 3109C!
Megan Mallicoat
Hello everyone! I’m pleased to welcome you to JOU3109C. Please take some time...
Learn how you will be assessed
Learn about your course

- How does course fit into the UF curriculum?
- Course goals (Student Learning Outcomes – SLOs)
- Course materials
- How students earn grades
- Assignment deadlines
Learn about your students

- Their reasons for taking course
- Their prior learning in subject
- Their career goals
- Number of students in the class
Locate your classroom
Try out your classroom
Plan your schedule

- Classes you take
- Classes you teach
- Office hours
- Your meetings
- Your major deadlines – your assignments, conference deadlines
- Study, fitness, meals, sleep, etc.
Peer-to-peer activity

Introduce yourself:
Name, degree program
Course you will teach
At least one question you have about teaching
COPE Strategies for teaching success
C = Context
Student Learning Outcomes (SLOs)

What is a learning outcome for the course you will teach – or for an entry undergraduate course in your field?

At the end of the course, the student will …
O = Optimism
Dr. Linda Bartoshuk

UF Taste & Smell Lab – College of Dentistry
Who Gets to Graduate?

Here's a basic truth about American colleges: Rich kids complete their degrees; poor and working-class kids usually don't. A new experiment at the University of Texas is trying to change that equation. BY PAUL TOUGH
P = Preparation
Peer-to-peer activity

List at least five ways you can prepare for teaching the course overall and for individual class meetings.
E = Engagement
Active learning

- Think-Pair-Share
- Raise hand survey – can use clickers or app
- Admission or exit ticket
- In-class writing activity
- Class discussion
- Small group activity – in-class discussion or on-going assignment (group project)
Creating a syllabus
Your syllabus is a contract between you and your students.
1. Course title, instructor’s contact information
2. Office hours
3. Course objectives / Student Learning Outcomes
4. Weekly schedule of topics & assignments
5. How grades determined – assignments, grading
6. Class attendance, makeup work
7. Accommodations for students w/ disabilities
8. Required and recommended textbooks, materials
9. Grading policies for assigning grades
10. Materials & supplies fees, if any
11. Statement about online course evaluation process
12. Deadline dates for exams & other work
13. Class demeanor (late to class, technology use, etc.)
14. UF honesty policy
15. Counseling and Wellness Center info
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
- Life responsibilities
Classes start next week
A positive start to your semester
Set up e-Learning account in Canvas

- Before class starts: Post an announcement welcoming students to course & providing information about course (meeting time and location, textbooks)
- Post grades & handouts
- Assignments turned in and evaluated online
- Give quizzes
Review and edit your online persona/avatar

- UF email name
- LinkedIn, Facebook, Twitter, Instagram, Pinterest, blogs, YouTube, Periscope, Snapchat
- Dating apps
Prepare for your first week of classes

- Plan for getting to campus
- Decide what you will wear
- Prepare your briefcase/backpack
Beginning in the first class, establish yourself as a teacher

You are prepared:
- Write lesson plan
- Rehearse

You are professional:
- In class
- Outside of class
- Online
Your first week as a teacher

- Be enthusiastic, patient and calm
- Promote value of course
- Discuss the syllabus
- Utilize class time
- Get students involved
- Be available for students before and after class, office hours
- Learn students’ names
Think-Pair-Share activity

What questions do you have about preparing to teach?
Recognize your potential for growth as a teacher