Workshop in Strategies for Effective Teaching (ELS)

21G.217

IAP 2017
January 23, 24, 25, 26, 27. 4:00-6:30PM
Room 14N-225
Office hours: By appointment

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Course Description
This workshop is designed for international teaching assistants. Topics will include typical teaching tasks, such as planning lessons, presenting material, using the blackboard and answering questions. We will also cover cultural norms in the US classroom and communication strategies for students whose first language is not English. Practice sessions will be videotaped for review.

Required materials
A course packet will be distributed on the first day. Please add any additional handouts distributed in class to this folder and bring all these materials to each class.

Additional resources
Links to resource centers, classes, lectures, videos and other materials that may be useful to you during and after the class are posted on Stellar.

Attendance, Preparation & Participation
Because there are only five sessions, plan to attend every class. Students are expected to arrive on time and participate to the best of their abilities. This includes completing any homework assigned, contributing to class discussions, presenting in practice teaching sessions and giving feedback to your peers.

Homework Policy
Late assignments will not be accepted without prior permission from the instructor.

Grading
Attendance and participation 25%
Homework and preparation 25%
Self-evaluations: 10%
Presentation 1: 10%
Mini-lesson: 30%
Schedule (subject to change)

Class 1
Monday, January 23
Topics
- Introduction to the course
- Introducing yourself (presentation/videotaped)
- Cultural differences and student expectations (discussion)
- Audience awareness (in-class activity)

Homework due Monday (All homework assignments are posted on Stellar. Details may change, so be sure to check the website):
1. Complete the Information sheet. Print and submit at the start of class.
2. Watch the videos on teaching and answer questions.

Class 2
Tuesday, January 24
Topics
- Using the blackboard and other visual aids
- Improving gestures
- Explaining a concept (group presentation/videotaped)
- Presenting visuals
- Explaining complex ideas.

Homework due Tuesday:
1. Study the Torch or the Firehose pp. 33-37 (Using the blackboard). The Torch or the Firehose can be found on the class Stellar site. Be prepared to answer questions on this material in class.
2. Watch short videos on Stellar (approx. 15 minutes total) and answer questions. Instructions and links on Stellar.
3. Self-review of your introduction speech. (Submit in class Tuesday.) All student videos will be posted on Stellar Monday.

Class 3
Wednesday, January 25
Topics
- Individual Presentation 1 (videotaped)
- Impromptus
- Answering questions
- Classroom interaction (discussion)
- Lesson planning

Homework due Wednesday:
1. Self-review of your group presentation. (Submit in class.)
2. Presentation 1. Prepare a 3-minute presentation on an important concept and/or visual. You must use the board or PowerPoint. Board use is recommended unless you plan to use a photograph or detailed diagram. If you are using a visual, the .jpg, .pdf or .ppt file must be sent to ackemp@mit.edu by noon on January 14.
3. Study the Torch or the Firehose pp. 10-15 (Questions: Yours and Theirs). The Torch or the Firehose can be found on the class Stellar site. Be prepared to answer questions on this material in class.

**Class 4**
Thursday, January 26 Topics
- Leading a discussion (videotaped)
- Special problems: difficult questions and difficult students
- Office hours role play
- Peer review of lesson plans

Homework due Thursday:
1. Proposal for your mini-lesson. (Submit in class.) Instructions on Stellar.
2. Self-review of your Class 3 video. (Submit in class.)
3. Study the Torch or the Firehose pp. 52-55 (Problem Students and Students with Problems). The Torch or the Firehose can be found on the class Stellar site. Be prepared to answer questions on this material in class.
4. Prepare questions for your discussion session. Topics will be assigned in class Wednesday.
5. Watch student mini-lesson and answer questions.

**Class 5**
Friday, January 27 Topic
- Presentations of mini-lessons (videotaped)

Homework due Friday:
1. Prepare mini-lesson.
2. Self-evaluation of discussion session.

**Post class**
Sunday, January 29
Homework due Sunday:
1. Self-evaluation of mini-lesson. (Submit on Stellar by noon on Sunday, January 29)