

Pre-Summer School Assignments

1. Questionnaire about Fall 2017 Teaching

Submission format: Upload the completed questionnaire using one of the following file types: .rft, .doc, .docx file.

Task: Fill out the questionnaire posted together this assignment based on the course you are going to teach in the Fall 2017 semester.

If you have not been informed of your teaching assignment yet, please contact the person responsible for assigning teaching duties for doctoral students in your institution to obtain the relevant information. If this yields no result, complete the exercise based on the course most often assigned to a student of your standing and interest and the classroom in which those courses are often taught.

2. Interviewing an Experienced Educator

Submission format: Upload your typed report using one of the following file types: .rft, .doc, .docx file.

Task: Talk to an experienced educator—a faculty member, not a doctoral student—at your university and summarize your findings in brief report. You may conduct the interview in a language other than English, but please write the report in English.

We recommend that you contact the potential interviewee to set up the interview for a mutually agreeable time and day as soon as possible—our experience is that faculty members are more difficult to get access during the summer.

The purpose of the interview is to proactively seek out a senior faculty member and learn via his or her experience. Therefore, the ideal person to interview is someone who has taught the course you are likely to teach in the Fall 2017 semester. If you are co-teaching the course with a professor or senior colleague, it is a good idea to interview that person. If no such persons are available, interview someone whose teaching duties are similar to yours in some ways (e.g. also teaches an introductory course, has a specialty similar to yours, teaches large/small groups, etc.)

The written report should be about 1-2 pages long (500-800 words). The report may use bullet-points where relevant.

In your report, you should address the following the issues:

- 1) *Interviewee experience* (number of times the interviewed person has taught the course the participant is (likely) to teach; how has s/he taught this course; challenges of teaching this course)
- 2) *Expected student profile* (type and characteristics of students taking this course in the past, e.g. majors vs. non-majors, 1st year vs. advanced students; learning habits of students: active or passive during their classes, regularly completing their assignments or not, typical difficulties students encounter, etc.)
- 3) *Reflections* (student expectations regarding the course; most common complaints; how much student feedback on course evaluation form is useful; in what way, if at all, the interviewee adjusts his/her teaching as a reflection to feedback; has his/her delivery of

content material changed since he started teaching, and if yes, how; what advice can the interviewee share, etc.)

- 4) *Institutional characteristics* (process of assigning courses to faculty members and doctoral students; influence over the courses to be taught; the level of freedom over course content, teaching/learning methods and assessment of student performance; expectations toward doctoral students regarding their teaching performance and the content of their teaching; if an undergraduate student is challenging the grade what is the grievance procedure, etc.)

3. Gathering Information on Course Evaluation

Submission format: Upload 1) your typed summary using one of the following file types: .rft, .doc, .docx file; 2) A photo or a scan of the evaluation form in either .jpg, .jpeg, or .pdf format.

Task: Collect information on how the students view teaching—also known as student or course—evaluations/feedback conducted at your university and write 2-paragraphs to summarize your findings.

This includes obtaining a copy of the feedback form itself and learning about how the form is administered (online, face-to-face, by whom, and when course instructors get the feedback in hand). Then write your summary describing the kind of evaluation carried out at your university, state your opinion on whether or not the collected information is sufficient for instructors to enhance their teaching in the future and explain your position.

4. Submitting Session Plans/Notes from Earlier Teaching

Submission format: Upload your session plans/notes using the following file formats: using one of the following file types: .jpg, .jpeg, and .pdf.

Task: If you have taught previously at the university level and used session plans or notes for your teaching detailing what you planned to do and/or say during the session submit ONE of these plans/notes. It is up to you to choose the session plan you want to submit; however, we ask that you do not modify it in any ways for this submission. In addition to your name, the submission should include the title of the course and the title or topic of the actual class session. Handwritten session plans or plans in another language than English are acceptable.

If you have not taught at the university level, skip this exercise.