

**Instructional Guide
for
University Faculty
and
Teaching Assistants**



**Northern Illinois
University**

*Faculty Development and
Instructional Design Center*

It is our privilege to provide you with this *Instructional Guide for University Faculty and Teaching Assistants*. This guide is one of the many tools you can use to develop and strengthen your teaching effectiveness at Northern Illinois University. The information presented in this guide is general in content and broad in scope, and the guide is a work in progress as we plan to update it frequently and add more information. This guide is meant to be a quick reference and not a comprehensive guide on all teaching-related topics. Use this guide as a framework to build your teaching excellence and as a supplement to the help and support you may receive from your colleagues, mentors, students, and the Faculty Development and Instructional Design Center.

This guide is a compilation of information from several sources, including instructional guidebooks from other institutions, journals, and contributions from master teachers and academic support units at NIU. I would like to express my sincere appreciation to Faculty Development and Instructional Design Center staff for compiling the information and editing this guide. Without their effort and dedication this guide would not have been possible. I would also like to express my gratitude to all the contributors for their willingness to share their expertise and help us develop this guide.

Teaching is an exciting, challenging, rewarding, multi-faceted profession. As a teacher you also take on the role of facilitator, mentor, tutor, and advisor to students at critical moments in their lives. Your role as a teacher is the essential element in the path to success of every student you meet, as you engage them in the learning process, provide the feedback and guidance they need to improve their academic performance, and motivate them to pursue life-long learning.

This guide provides ideas and resources to help you explore new approaches to teaching and assess old ones. We hope you will find the time, energy, creativity, commitment, and enthusiasm to use what is presented in the guide and find the additional information you may need to continue to improve your teaching.

The Faculty Development and Instructional Design Center is proud to support Northern Illinois University's commitment to excellence in teaching and we wish you the very best success and enjoyment in your teaching career.

*Murali Krishnamurthi, Director
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