PREPARING TO TEACH
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I. Preparing for the First Class
A. Meet with your supervising professor before your first class
B. Prepare the syllabus (if assigned an independent teaching experience)
C. Visit the classroom before your first session with the students
D. Prepare substantively and procedurally
E. Think about the type of teacher that you wish to be
   1. Do you have role models?
   2. Consider the many roles and identities a teacher can fulfill (see VII below)
F. Key items that you should have with you each time that you teach

II. Beginning Your First Class
A. Arrive early
B. Meet the Teacher – Introduce yourself and go beyond name, rank, and serial number. Share something personal. Question: Why should you do this?
C. Meet the Students – Don’t just take attendance. Have the students introduce themselves. Question: Why should you do this?
D. Some tips for learning students’ names
E. Introduce the course and the purpose of your course, discussion section, lab, or other weekly session(s). Question: Why should you do this?
F. Do some actual work – Teach something and assign something

III. Overcoming First Day Jitters
A. Why it’s okay to be nervous
B. Some tips for controlling your nerves

IV. The Importance of the First Day

V. Structuring and Delivering a Class Session
A. Act I: Outline – Provide a verbal and visual roadmap of where you are going
   Warm up – Remind and review where you have been
A. Act II:
   The Lesson – Present New Material
   (Several tips for presenting material in an effective manner)
B. Act III:
   Wrap up – Highlight key points; tell students where you have been
   Preview – Highlight what is to come in the next session

VI. Things to Do Your First Day and Every Class Thereafter
A. Come prepared
B. Speak slowly, write clearly
C. Be enthusiastic
D. Build several small pauses or breaks into your class session – Why? How?
E. Treat students well and fairly – look for the best in everyone
F. Be a person and have some fun
VII. The Teacher: A Multidimensional Role
Teachers have many identities and roles to consider and fulfill. It is important to be aware of each role and to ask yourself how you will respond to each one on the first day of class and throughout the semester.

A. Teacher as Expert
B. Teacher as Formal Authority
C. Teacher as Socializing Agent
D. Teacher as Facilitator
E. Teacher as Person
F. One Role to Avoid: Teacher as Indoctrinator

VIII. Conclusion

Words of Wisdom:
“In teaching others, we teach ourselves.” ~ Latin Proverb

“The true aim of everyone who aspires to be a teacher should be, not to impart his own opinions, but to kindle minds.” ~ Frederick W. Robertson

“The secret in education lies in respecting the student.” ~ Ralph Waldo Emerson

“Setting an example is not the main means of influencing another; it is the only means.”
~ Albert Einstein

“A teacher affects eternity; he can never tell where his influence ends.” ~ Henry Brook Adams

“Good teaching must be slow enough so that it is not confusing and fast enough that it is not boring.” ~ Sidney J. Harris

Something to Aspire to Over Time: