

Competencies

Course Planning

- Defining course goals
- Defining instructional objectives and learning outcomes
- Developing lesson plans
- Developing assignments
- Designing class activities
- Designing group activities
- Selecting instructional materials
- Creating a syllabus
- Creating handouts
- Developing Web materials
- Designing quizzes
- Designing tests
- Designing rubrics for writing assignments
- Developing course policies

Classroom Management

- Creating a climate conducive to learning
- Creating a sense of community
- Engaging students in learning
- Organizing a lesson
- Taking attendance
- Pronouncing names
- Waiting for responses
- Addressing difficult situations
- Encouraging class participation
- Presenting / lecturing
- Managing class discussions
- Managing group activities
- Fostering student critical thinking
- Identifying and addressing misconceptions

Addressing Students' Needs

- Understanding differences among learning styles
- Understanding how to differentiate instruction
- Learning how to
 - help students use/read a textbook
 - get to know students
 - recognize differences in students' educational backgrounds
 - interact with students
 - create a learning environment

- deal with controversy
- treat students fairly
- help students enhance study skills
- help students think critically
- Understand and addressing diversity
 - International differences
 - religious holidays
 - learning disabilities
 - physical disabilities
 - single parents
 - non-traditional students
 - part-time workers
 - using examples in class that are relevant to the students' culture
 - American culture for international instructors
 - Gender issues
 - Adult learners (unique needs of)
- Understanding how to address the specialized language of a discipline
- Communicating effectively
 - useful phrases to make a point
 - transitions
 - interrupting
 - clarifying a concept

Addressing Students' Behavior

- Learning about common disruptive behaviors
- Learning how to deal with disruptive behavior

Developing Instructional Knowledge

- Active Learning
- Experiential learning
- How to handle the first day of class
- Enhancing learning in large classes
- Chalkboard technique
- Online teaching
- Problem-based learning
- Case-based learning
- Engaging women in math and science courses
- Formulating effective questions)
- Cooperative learning
- Peer reviews

Using Technology

- Understanding Web-based resources
- Learning to teach in online and blended courses
- Learning to assess students' technological knowledge

- Learning to use library catalogs, databases, interlibrary loan resources, course reserve systems
- Learning how to search the Web and use Web directories
- Learning to use student response systems (clickers)
- Learning to use classroom management systems (Blackboard, WebCT)
- Learning to use multimedia presentation tools (Powerpoint)

Teaching in Labs

- Planning and running labs
- Managing group work in labs
- Understanding the role of lab TAs
- Being inclusive in labs and on field trips
- Humane treatment for animals
- Understanding legal responsibilities

Teaching Outside of the Classroom

- Office hours
- Tutoring
- Advising and extracurricular activities

Assessing and Evaluating

- Evaluating your own teaching
- Developing a teaching philosophy
- Developing a teaching portfolio
- Developing strategies for formative assessment of student learning

Ethical Problems

- Cheating
- Plagiarism
- Code of ethics re: human subjects
- Copyright issues for course materials
- Instructor/student personal relationships
- Sexual harassment