

MAE 495 – Fall 2010

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Tips for Teaching

- 1) Email
 - a. How to address students efficiently without being elaborate.
 - b. Do not spam the students with many emails, they will ignore it.
- 2) Office Hours
 - a. At least 2 hours
 - b. Have a chalkboard/whiteboard handy.
 - c. Be available outside of class
- 3) Feedback from students
 - a. Engage students to participate
 - b. Get a feel for all of student's understanding
 - c. Midquarter Evaluation
- 4) Additional Classes
 - a. Matlab tutorials, Midterm Reviews, Final Reviews
 - i. Contact Janice Bedig to setup a reservation for a classroom
 - ii. Do it at least 1 week before hand. (In case you need a computer lab).
 - iii. Computer lab – Request from SEASnet. (online form)
- 5) Speaking and Writing
 - a. Make use of the board. Write it down, or else they will forget.
 - b. Speak and write at the same time, but turn around every few minutes.
 - c. Pause occasionally to let them write and copy down the notes.
 - d. Writing things down can be very usefully if you/students are not native speakers. This will make life much easier for them.
- 6) Keep in contact with your Professor.
 - a. They will let you know what they will let you have done.
 - b. Get in contact early to know what your responsibilities are.
 - c. Grading, homework solutions, lesson plans, attendance at lectures, etc.
 - d. Don't overstep or undermine your professor.
- 7) Make use of Courseweb.
 - a. Emails, forums, assignments, homework solutions, references.
- 8) Assume students know nothing.
 - a. Do not assume that students will remember everything from previous classes.
 - b. Repetition is key. Repeat yourself over and over again, so that they remember in class.
- 9) Efficient Student Learning
 - a. Type up half of work and write rest on the board.
 - b. Forces students to participate