



MI.30.

**Teaching
at the
University
of Virginia**

Teaching at the University of Virginia

A Handbook for Faculty and Teaching Assistants

Edited by

Marva A. Barnett
Professor and Director, Teaching Resource Center
Department of French

Marjorie S. Lindner
former Graduate Student Associate, TRC
PhD Psychology '93

Sigrid Anderson
Graduate Student Assistant, TRC
Department of English

A publication of the
Teaching Resource Center, University of Virginia
P.O. Box 400136
Charlottesville, VA 22904-4136
<http://www.virginia.edu/~trc>

© 1991, by the Board of Visitors of the University of Virginia.
All rights reserved.

© Second edition, 2001.

Designed and printed by University of Virginia Printing Services, Charlottesville, Virginia.

Photos by John Baughman, Roanoke, Virginia, unless otherwise noted.

Cover photos by John Baughman, Bill Sublette, Bill Dennison, Tom Cogill.

Cover design by Eric Cross, using a design by Palladio, *Quattro libri*.

Colonnades design, back cover, by Lori Tucker, CLAS '91.

Printed on recycled paper.

TABLE OF CONTENTS

<p>Foreword, by President John T. Casteen III vii</p> <p>Introduction, by Vice Provost Barbara Nolan ix</p> <p>Acknowledgments x</p> <p>Preface xi</p> <p style="padding-left: 20px;">Why a Handbook? xi</p> <p style="padding-left: 20px;">Why Care About Teaching Well? xi</p> <p style="padding-left: 20px;">What Do You Teach Students? xii</p> <p style="padding-left: 20px;">Using This Handbook xii</p> <p>I. Preparing a Course 1</p> <p style="padding-left: 20px;">Planning for Instruction 1</p> <p style="padding-left: 20px;">Preparing a Syllabus 2</p> <p style="padding-left: 20px;">Sharing Teaching 4</p> <p style="padding-left: 40px;">Working with TAs 4</p> <p style="padding-left: 40px;">Working with Graders 5</p> <p style="padding-left: 40px;">Teaching as a Team 5</p> <p style="padding-left: 20px;">Administration 6</p> <p style="padding-left: 40px;">Scheduling a Course 6</p> <p style="padding-left: 40px;">Ordering Textbooks & Supplies 5</p> <p style="padding-left: 40px;">Creating Packets 7</p> <p style="padding-left: 40px;">Placing Materials on Reserve 7</p> <p style="padding-left: 40px;">Reserving Equipment 8</p> <p style="padding-left: 20px;">The First Day of Class 8</p> <p style="padding-left: 40px;">Plan the First Day 8</p> <p style="padding-left: 40px;">Teach the First Day 9</p> <p style="padding-left: 40px;">Six Ways to Handle Nervousness 10</p> <p>II. Interacting with Students 11</p> <p style="padding-left: 20px;">Teaching the Whole Student 11</p> <p style="padding-left: 40px;">Learning Styles 12</p> <p style="padding-left: 40px;">Hostile or Harassing Students 14</p> <p style="padding-left: 20px;">Professionalism 14</p> <p style="padding-left: 40px;">Discretion 14</p> <p style="padding-left: 40px;">Confidentiality 14</p> <p style="padding-left: 40px;">Defining Your Role as a Teacher 14</p> <p style="padding-left: 20px;">Teaching a Diverse Student Body 15</p> <p style="padding-left: 20px;">Students with Difficulties 16</p> <p style="padding-left: 40px;">Academic Difficulties 17</p> <p style="padding-left: 40px;">Personal Difficulties 18</p> <p style="padding-left: 40px;">Sexual Harassment or Assault 19</p> <p style="padding-left: 40px;">Substance Abuse Problems 19</p> <p style="padding-left: 40px;">Discussing Alcohol with Students 20</p> <p style="padding-left: 20px;">Teaching Students with Disabilities 20</p> <p style="padding-left: 40px;">Constraints 20</p> <p style="padding-left: 40px;">Accommodations 21</p> <p style="padding-left: 20px;">Academic / Social Calendar 22</p> <p style="padding-left: 40px;">Academic Schedule 22</p> <p style="padding-left: 60px;">Add/drop 22</p> <p style="padding-left: 60px;">Deadlines 22</p>	<p style="padding-left: 20px;">Advising and Pre-registration 22</p> <p style="padding-left: 20px;">Orientation 22</p> <p style="padding-left: 20px;">Final Exams and Grades 23</p> <p style="padding-left: 20px;">Slumps 23</p> <p style="padding-left: 20px;">Social Events 23</p> <p style="padding-left: 40px;">Fraternities and Sororities 23</p> <p style="padding-left: 40px;">Foxfield 23</p> <p style="padding-left: 20px;">Writing Letters of Recommendation 24</p> <p>III. Typical Teaching Situations 26</p> <p style="padding-left: 20px;">Promoting Students' Intellectual Growth 26</p> <p style="padding-left: 40px;">Understanding Students' Perspectives 26</p> <p style="padding-left: 40px;">Teaching Students to Think Critically 28</p> <p style="padding-left: 20px;">Lecturing 29</p> <p style="padding-left: 40px;">Organizing Your Course 29</p> <p style="padding-left: 40px;">Knowing Your Audience 29</p> <p style="padding-left: 40px;">Clarifying Expectations 30</p> <p style="padding-left: 40px;">Preparing Individual Lectures 31</p> <p style="padding-left: 40px;">Delivering Your Lectures 32</p> <p style="padding-left: 20px;">Discussions and Discussion Sections 32</p> <p style="padding-left: 40px;">Setting the Stage for Interaction 33</p> <p style="padding-left: 40px;">Knowing Where You Are Going 33</p> <p style="padding-left: 40px;">Asking Questions and Listening 34</p> <p style="padding-left: 40px;">Increasing Participation 35</p> <p style="padding-left: 40px;">When Nothing Seems to Work 35</p> <p style="padding-left: 20px;">Laboratory Teaching 36</p> <p style="padding-left: 40px;">Preparing Labs 36</p> <p style="padding-left: 40px;">In the Lab 37</p> <p style="padding-left: 40px;">Visual Aids 38</p> <p style="padding-left: 20px;">Case Method 38</p> <p style="padding-left: 40px;">How Do You Select Cases? 38</p> <p style="padding-left: 40px;">How Can You Help Students Prepare for Good Discussions? 39</p> <p style="padding-left: 40px;">How Can You Get Them to Talk? 40</p> <p style="padding-left: 40px;">What Should You Be Doing? 40</p> <p style="padding-left: 40px;">What Should Happen at the End of Class? .. 41</p> <p style="padding-left: 40px;">Some Final Advice 41</p> <p style="padding-left: 20px;">Modern Foreign Language Courses 41</p> <p style="padding-left: 40px;">Class Activities 42</p> <p style="padding-left: 40px;">General Tips 42</p> <p>IV. Evaluating Students' Work 44</p> <p style="padding-left: 20px;">Academic Honesty and the Honor System 44</p> <p style="padding-left: 20px;">Testing 45</p> <p style="padding-left: 40px;">Exams as Learning 45</p> <p style="padding-left: 40px;">Writing and Scoring Essay Items 46</p> <p style="padding-left: 40px;">Writing and Scoring Objective Items 47</p> <p style="padding-left: 40px;">Constructing Exams 48</p>
---	--

Frequency of Testing	48	VI. Analyzing and Improving Your Teaching	60
Preparing Students for Exams	48	Attending Workshops	60
Administering Exams	49	Consultations to Analyze Teaching	60
Scoring Services	49	Consulting with a Colleague	61
After the Test	49	Consulting with TRC Staff	61
Papers and Class Projects	49	Students' Help	61
Conceptualizing and Assigning		Assessing Students' Learning	62
Papers and Projects	49	The One-Minute Paper, or the Muddiest	
Grading Papers and Projects	50	Point	62
Class Participation	51	Background Knowledge Probe	62
Determining Final Grades	52	Pro and Con Grid	62
V. Specific TA Concerns	53	Seeking Students' Comments	62
Expectations—On Both Sides	53	Comments Forms	62
Teaching	53	Teaching Analysis Poll (TAP)	63
Making Connections in Your Department ...	53	Final Evaluations	63
Mentoring	54	Teaching Portfolios	64
You and the Undergraduate	54	Analyzing Teaching and Your Career	64
Your Multiple Roles	54	Appendices	67
Your Role as Advisor	55	I. Teaching Awards	67
Balancing Your Teacher/Student Roles	55	II. University Resources for Instructors and	
Communicating Your Discipline	55	Students	69
Teaching American Students		A. Across Grounds	69
(for International TAs)	56	B. Where Can I Find. . . ?	73
What Do U.Va. Students Already Know?	56	III. Time Management	76
How Should You Interact with Students?	57	IV. College Students' Questions—With the	
How Can You Improve Your		Right Answers	77
Communication Skills?	58	Further Reading and Videotapes	78
How Can You Expand Students'		Works Cited	83
Cultural Awareness?	59		
Conclusion	59		