

Teaching Seminar - Week 1/2

First Day Agenda Items:

- Do you belong here? Are you in the right section?
- Contact information and introduction:
 1. Name
 2. Who I am, where I'm coming from/going to
 3. Email, office location, office phone number
 4. What is Discussion?
- Motivating examples
- Pre-requisite (Pre-calculus) review
- Why? – List of problems, personal reasons for being here
- Outline of course, syllabus, Blackboard
- Tutoring Room – how it works; which tutors (schedule)
- Math Help
- Tutor list in office
- ERC
- Office hours
- Attendance?
- Have students say their names (and/or pass around sign-in sheet)
- Textbook/Codes for online HW
- Absences
- Talk to professor:
 1. Faculty Link
 2. Blackboard
 3. Can I email class?
 4. Gradebook
 5. Format
 6. Please don't cancel the first discussion!

Lessons from Today:

- Set the tone and structure of the course/discussions early
- Take advantage of the first day to review pre-requisite material and get everyone on the same page
- Don't be afraid to remind students of some of these administrative details periodically, like the tutoring room and course details via the syllabus
- Begin familiarizing yourself with students (i.e. names) and developing a rapport with them
- Begin to establish mutual trust so that they can feel comfortable asking questions and being open about not understanding things