



# arc21 Prepping to Teach for the 1<sup>st</sup> Time

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# Preparing to teach your first class

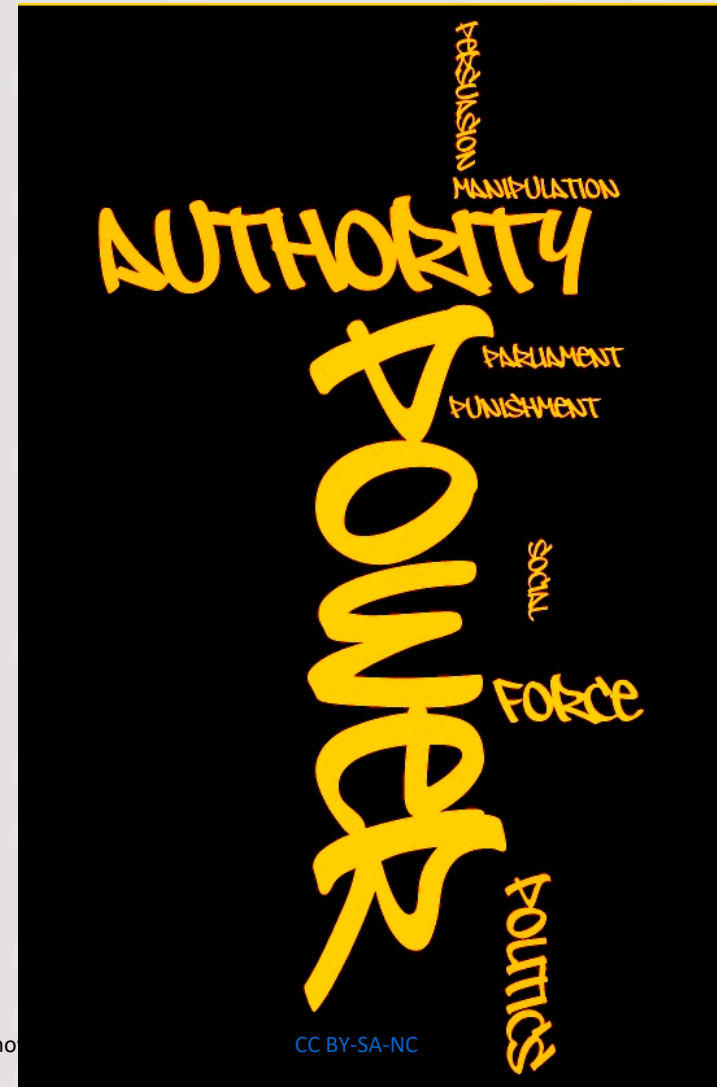
- Gather other people's syllabi and choose a text
- Use the most recent syllabus template offered by the university
- Set goals for yourself and for your students (what do you want them to actually learn?)
- Think ahead of time what your rules will be and communicate them
- Keep an eye on your schedule and the University's
- Scope out the space, plan your clothes
- Arrive early. Greet your students.



# Establishing authority

- Look like the authority in the room
- Know your students (learn their names!)
- Set high and clear expectations. It's better to lighten up over time rather than to try to get more strict over time
- Buy into the fact that you are the one in charge
- COME TO CLASS PREPARED
- Admit ignorance
- Consider your sources of power: rewards, coercion, relationships, your expertise, power that comes from your department

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# Imposter syndrome

- Sometimes you are going to feel like a fake.
- Everyone feels like a fake sometimes. It's okay.
- It can be useful!
- And the feeling fades over time as you master your craft
- But it's painful. Don't be afraid to talk about it, but not to your students.



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# Grading

- Know what you are looking for in each assignment and don't "over grade"
- Develop a shorthand for your comments
- Grade in pencil at first, unless the submission is in pencil
- Grade some representative items before you start awarding points on subjective submissions like essays and short answers
- Provide collective feedback for systematic errors
- Consider online submissions and online grading tools



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# Getting help



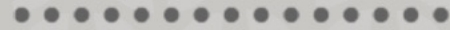
- Not sure? [OIR@Wichita.edu](mailto:OIR@Wichita.edu)
- Passwords: [helpdesk@Wichita.edu](mailto:helpdesk@Wichita.edu)
- Library: <https://libraries.Wichita.edu> chat function
- Software: [https://www.wichita.edu/services/its/Software Downloads.php](https://www.wichita.edu/services/its/SoftwareDownloads.php)
- LinkedIn Learning: <https://www.wichita.edu/services/linkedin-learning/>
- Blackboard technical: <https://Wichita.edu/BbSupport>

Thanks!

Questions?

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