

# EE 301 – Teaching Techniques

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## Organization

In EE301 we discuss and practice organization and teaching techniques for discussions, lectures, and labs. The course is most appropriate for students actively and currently engaged in teaching. The class meets during the first half of the semester (consult the course web for the schedule). Class sessions are organized as follows:

5:10 – 5:20pm	Check-in <ul style="list-style-type: none"><li>• Sign attendance sheet (by 5:15pm)</li><li>• Discuss timely classroom issues</li></ul>
5:20 – 6:00pm	Student led discussion (see course web )
6:00 – 6:10pm	Break
6:10 – 6:25pm	Practice session
6:25 – 6:40pm	Practice session
6:40 – 6:55pm	Practice session

## Check-In

During the first few minutes we talk about issues that came up during teaching during the previous week. It is an opportunity to get advice from others and to inform about successful teaching styles for others to consider. You will also sign the attendance sheet (be on time!).

## Discussion

During each meeting we will discuss an aspect of teaching. Come prepared by studying the assigned reading or video before class. Three students lead the discussion, applying teaching techniques such as active learning covered in the course. Refrain from lecture-style one-way presentations.

The student presenters are responsible for scheduling an organizational meeting with the course instructor one week before the class.

## Practice Sessions

A student leads an interactive discussion session (e.g. on a subject covered in the course s/he is teaching), with the course participants playing the “student role”. Allocate 10 minutes for the discussion, followed by 5 minutes allocated to feedback.

## Course Requirements

The requirements for passing the course are

1. Co-lead a discussion or present a practice session (sign-up during first class).
2. Active participation in all discussions.
3. Attendance. Attend all sessions (one absence is forgiven) and be on time. Not personally signing the attendance sheet or showing up late counts as an absence.
4. Assignments. You need to hand in all of them by the due date to pass the course.

EE301 is a one unit course, corresponding to approximately  $3 \times 15 = 45$  hours of work according to university guidelines. The class requires this amount of time commitment. For practical reasons, the class meets only during the first half of the semester.