

Contents

- 1 Introduction 1
THE COLLEGE CULTURE • RESEARCH IN TEACHING
- 2 Preparing for a Course 5
SHOULD YOU USE A TEXT? • CHOOSING A TEXT OR READING MATERIALS • DETERMINING ASSIGNMENTS • CHOOSING TEACHING METHODS
- 3 Meeting a Class for the First Time 11
THE COURSE OUTLINE • DISCUSSION OF COURSE OBJECTIVES • BREAKING THE ICE
- 4 Getting Students into Seats 18
- ✓ 5 Lecturing 22
LECTURE ORGANIZATION
- 6 Organizing Effective Discussion 37
THE INSTRUCTOR'S ROLE • DEVELOPMENTAL DISCUSSION • LEADERSHIP FUNCTIONS • RESEARCH ON DISCUSSION METHODS • REFERENCES
- 7 Laboratory Teaching 82
- 8 Project Methods and Independent Study 85
- 9 Reading, Programmed Learning, and Computer-Assisted Instruction 91
READING • PROGRAMMED INSTRUCTION
- 10 Audio-visual Techniques 99
TELEVISION • FILMS AND SLIDES • TELEPHONE AND RADIO • LANGUAGE LABORATORIES AND TAPE RECORDERS • PHOTOGRAPHS, TRANSPARENCIES, AND OTHER VISUAL AIDS • AUTOMATION: A SUMMARY
- 11 Role-Playing 115
REFERENCES
- 12 Term Papers, Student Reports, Visiting Experts, and Field Trips 120
TERM PAPERS • STUDENT REPORTS • INDIVIDUAL INSTRUCTION • VISITING EXPERTS • FIELD TRIPS

13	Examinations	124
	<i>CHOOSING THE TYPE OF QUESTION • INSTRUCTIONS TO THE STUDENTS • SCORING THE TEST • RETURNING THE TEST PAPERS</i>	
14	The ABC's of Assigning Grades	144
	<i>HOW TO LOSE FRIENDS AND ALIENATE STUDENTS • RELEVANT RESEARCH • GRADING ON THE CURVE • WHAT DO YOU DO WITH THE STUDENT WHO WANTS HIS GRADE CHANGED?</i>	
15	Morale, Discipline, and Order	151
	<i>ORDER IN THE CLASSROOM • PREPARING FOR A CLASS PERIOD • COUNSELING STUDENTS</i>	
16	Large Classes and Multiple Sections	160
	<i>CLASS SIZE AND TEACHING METHODS • LARGE CLASSES</i>	
17	Counseling and Individual Instruction	170
	<i>EDUCATIONAL COUNSELING</i>	
18	How to Win Friends and Influence Janitors	176
	<i>EXTRACURRICULAR ACTIVITIES</i>	
19	Ethical Standards in Teaching	179
✓ 20	Learning and Motivation in the College Classroom	182
	<i>MOTIVATION • ORGANIZATION • VARIABILITY AND VERBALIZATION • FEEDBACK, CONTIGUITY, AND ACTIVE LEARNING</i>	
21	Personalizing Education	192
	<i>STUDENT CHARACTERISTICS • INSTRUCTOR CHARACTERISTICS • EDUCATIONAL STRATEGY</i>	
22	Doing and Evaluating Research on Teaching	206
	<i>THE CRITERION PROBLEM</i>	
23	Student Ratings of Faculty	212
	<i>VALIDITY • FACTORS INFLUENCING STUDENT RATINGS OF INSTRUCTORS • CHOOSING AND ADMINISTERING A SCALE FOR STUDENT EVALUATION OF INSTRUCTION • USING THE SCALE</i>	
24	Improving Your Teaching	228
	<i>MORE SOURCES OF FEEDBACK • NEW WAYS IN TEACHING • HOW DO WE MAKE THE CHANGE?</i>	
25	Faculty Attitudes and Teaching Effectiveness	235
	APPENDIX A — OBJECTIVES OF THE GENERAL PSYCHOLOGY COURSE	241
	APPENDIX B — STUDENT OPINION OF TEACHING AND COURSE	247
	APPENDIX C — CHECKLIST OF TEACHING TECHNIQUES	253
	REFERENCES	255
	INDEX	266