

620:701:01 Teacher Training

Fall Session 2016

Room No. 518

Class Meeting Times: M 10:00 – 11:20

Prof. Charles J. Soos, J.D.**Office:** Room 4134, 100 Rockafeller Rd.**Phone:** 848.445.4300**Email:** cjssoos@business.rutgers.edu**Office Hours:** By Appointment Only

Teacher Training Seminar Description:

This seminar program will run each Spring Semester, and students will be required to attend the seminar just before or during their first teaching assignment. The program consists of a series of lectures that address various teaching skills and provide general information for new instructors. The seminars are followed by several weeks of presentation sessions where students will give mini lectures to the class in their area of study. These lectures will be evaluated by faculty from the student's department, and will be recorded. The video recordings will be made available to the students at the end of the term to provide them with additional feedback and to enable them to further hone their skills.

ADD/Drop Information: For details about add/drop periods and timing see the following link:
<http://nblogistrar.rutgers.edu/undergrad/enrol-nb.htm#drop4a>

COURSE OBJECTIVES:

1. A working knowledge of common skills for classroom management and discipline, and the handling of unacceptable behaviors such as harassment.
2. An understanding of how the academic integrity system operates.
3. An understanding of diversity issues in the classroom.
4. An understanding and appreciation of the need for objectivity, restraint and fairness as an instructor.
5. An understanding of the principles and concepts critical to success in case teaching methods, mega classes, and teaching portfolio preparation.
6. An appreciation of the importance administrative resources.

Course Philosophy and Approach:

You are enrolled in a business school in anticipation of a successful career in the academic or business world. In an effort to help prepare you for that career, to the extent possible, this course will mirror the realities of those environments. Accomplishment in teaching and/or business requires a significant expenditure of time, energy and effort. The same is true for this class.

Furthermore, in business, you are responsible for your actions, and the harsh reality is that failure to live up to expectations has very real and immediate consequences. Your success (or failure) in this course is in your hands.

The requirements for this course are specific. They are set out in detail in this syllabus and on Blackboard. You will be expected to know them and abide by them, just as you would in a business or workplace environment. You will be objectively evaluated on your teaching presentations, as specifically set forth below.

Session 1: Monday, January 25, 2016

Topic: How To Teach and Manage Mega-Classes

This presentation will address the many challenges facing faculty who teach mega-sized classes. Topics discussed will include attendance issues, class management, student/teacher communication, examination conduct and control, and available classroom technologies.

Format: Lecture/Discussion

Presenter: Prof. Hussein Issa

Session 2: Monday, February 1, 2016

Topic 1: Managing the Classroom

This presentation will encompass such issues as instructor demeanor and appearance, attendance policy enforcement, syllabus preparation and other factors essential to fostering and maintaining a positive, disciplined learning environment.

Format: Lecture/Discussion

Presenter: Prof. Neha P. Shah

Topic 2: Case Teaching Methods

Coverage will include an overview of case teaching methods, with an assessment of best practices for this method of teaching.

Format: Lecture/discussion

Presenter: Prof. Neha P. Shah

Session 3: Monday, February 8, 2016

Topic: Understanding Diversity in the Classroom

This session will explore the many positive effects and benefits of a diverse student population, and will look at the means by which an instructor can enhance the educational experience of all students by leveraging this diversity to broaden the perspectives of the students. The need for the instructor to be sensitive to the diverse nature of the audience in order to maintain a positive learning environment will also be considered.

Format: Lecture/discussion

Presenter: Prof. Jerome Williams

Session 4: Monday, February 15, 2016

Topic: Understanding and Dealing with Harassment

This will be an overview of policies and procedures for dealing with various disruptions, including class disruptions, sexual harassment, threats, assaults, or other dangerous behaviors. The presentation will include information on how to recognize potentially dangerous behavior and propensities, and a discussion of the official University policy for dealing with potentially dangerous situations or students.

Format: Lecture/Discussion

Presenters: Dean Clayton Walton, Dr. Anice Thomas, and RUPD

Session 5: Monday, February 22, 2016

Topic 1: Preparing Your Teaching Portfolio

This session is designed to assist the Ph.D. student in compiling a comprehensive, organized teaching portfolio. This will be a detailed presentation on the subject, with an overview of all facets of the process.

Format: Lecture/Discussion

Presenter: Dean Goncalo T. Filipe

Session 6: Monday, February 29, 2016

Topic: What Do the Undergraduate Offices Do?

The presentation will consist of an overview and a summary of the functions of the undergraduate offices, along with information on the numerous resources available to instructors through these offices.

Format: Lecture/Discussion

Presenter: Dean Martin Markowitz

Session 7: Monday, March 7, 2016

Topic: Managing Student Conduct and Academic Integrity Issues

This session will consist of a brief overview of issues related to cheating, plagiarism, and the student conduct and academic integrity provisions of University policy. It will include information about the procedure for reporting suspected academic integrity violations to the Office of Student Conduct and the adjudication process for those complaints.

Format: Lecture and discussion.

Presenters: Office of Student Conduct Staff

Session 8: Monday, March 21, 2016

Developing Presentation Skills - Introduction

This session will focus on the development of the skills necessary to present material in an interesting and understandable manner to insure effective communication of subject matter and ideas.

Topic: Developing Presentation Skills - Part 1

This session will also allow students to practice and demonstrate the skills necessary to present material in an interesting and understandable manner to insure effective communication of subject matter and ideas. During this session, students will present a mini-lecture to the class, either on a topic assigned by the instructors, or a chapter from the textbook from which the student will ultimately be expected to teach, or both. This presentation will be taped and critiqued by TEC staff and department chairs.

Format: Lecture, taping and discussion. **Evaluator:** TBA

Session 9: Monday, March 28, 2016

Topic: Developing Presentation Skills - Part 2

This session will allow students to practice and demonstrate the skills necessary to present material in an interesting and understandable manner to insure effective communication of subject matter and ideas. During this session, students will present a mini-lecture to the class, either on a topic assigned by the instructors, or a chapter from the textbook from which the student will ultimately be expected to teach, or both. This presentation will be taped and critiqued by TEC staff and department chairs.

Format: Lecture, taping and discussion. **Evaluators:** TBA

Session 10: Monday, April 4, 2016

Topic: Developing Presentation Skills - Part 3 (If required)

This session will allow students to practice and demonstrate the skills necessary to present material in an interesting and understandable manner to insure effective communication of subject matter and ideas. During this session, students will present a mini-lecture to the class, either on a topic assigned by the instructors, or a chapter from the textbook from which the student will ultimately be expected to teach, or both. This presentation will be taped and critiqued by TEC staff and department chairs.

Format: Lecture, taping and discussion. **Evaluator:** TBA

Session 11: Monday, April 11, 2016

Topic: Developing Presentation Skills - Part 4 (If required)

This session will allow students to practice and demonstrate the skills necessary to present material in an interesting and understandable manner to insure effective communication of subject matter and ideas. During this session, students will present a mini-lecture to the class, either on a topic assigned by the instructors, or a chapter from the textbook from which the student will ultimately be expected to teach, or both. This presentation will be taped and critiqued by TEC staff and department chairs.

Format: Lecture, taping and discussion. **Evaluators:** TBA

Session 12: Monday, April 18, 2016

Topic: Developing Presentation Skills - Part 5 (If required)

This session will allow students to practice and demonstrate the skills necessary to present material in an interesting and understandable manner to insure effective communication of subject matter and ideas. During this session, students will present a mini-lecture to the class, either on a topic assigned by the instructors, or a chapter from the textbook from which the student will ultimately be expected to teach, or both. This presentation will be taped and critiqued by TEC staff and department chairs.

Format: Lecture, taping and discussion. **Evaluator:** TBA

(NOTE: Additional sessions may be scheduled as needed to accommodate student presentations.)

Please take special note of the fact that I take academic integrity violations very seriously.

The following constitute violations of the University Academic Integrity Policy:

- **Having a substitute sign an attendance roster on your behalf.**

The penalty for violations is a failing grade for the course and a minimum one semester suspension from the University.

Grading:

Grades will be in a Pass/Fail basis.

You will receive the grade that you earn.

UP TO DATE, DETAILED INFORMATION ABOUT CLASS POLICIES AND REQUIREMENTS AND CHANGES IN THE SYLLABUS WILL BE POSTED ON BLACKBOARD FROM TIME TO TIME AS MAY BE APPROPRIATE.

Attendance Policy:

1. Attendance is mandatory.

Rutgers University Official Attendance Policy:

In accordance with Rutgers University regulations, attendance is expected at all regularly scheduled meetings of a course and individual courses may set policies for maximum absences.

<http://sasundergrad.rutgers.edu/academics/registration/registration-and-course-policies/attendance-and-cancellation-of-class>

Attendance will be taken during each class by way of a sign-in sheet. Students are cautioned that signing in for a fellow student shall be deemed academic dishonesty, and shall be dealt with as would any other type of cheating.

NOTE:

VIDEO OR AUDIO RECORDING OF LECTURES IS ABSOLUTELY PROHIBITED!

Students may **NOT** use any audio or video devices to record classroom lectures or discussions.

Students with special needs who wish to use recording devices must present a signed Letter of Accommodation from the Office of Disability Services. Nonetheless, permission to use any recording device will remain at the sole and final discretion of the Instructor.

If permitted, such recordings are to be used solely for the purposes of individual study by students enrolled in this class. They may not be reproduced, shared with those not in the class, or uploaded to publicly accessible web environments.

See: [How Do I Request Accommodations?](http://disabilityservices.rutgers.edu/request.html)
<http://disabilityservices.rutgers.edu/request.html>

Students found in violation of this policy will be subject to disciplinary action under the University's Code of Student Conduct. Read and understand the information found at the following link:

<http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers>

TEXTING DURING CLASS IS NOT PERMITTED.
NO ELECTRONIC DEVICES (phones) ARE PERMITTED ON DESKS DURING CLASS SESSIONS.

PLEASE TURN OFF OR MUTE ALL ELECTRONIC DEVICES

IMPORTANT: Emails sent to me that do not contain class information (including Section) in the subject line are automatically sent to the spam folder and are deleted without being read! Note further that I will not respond to emails seeking information about details of the course that are set forth clearly in the instructions in this syllabus, on the University website, or in other course materials. You are expected to READ AND UNDERSTAND this information in advance of the start of the course.

SUPPORT SERVICES

If you need accommodation for a *disability*, obtain a Letter of Accommodation from the Office of Disability Services. The Office of Disability Services at Rutgers, The State University of New Jersey, provides student-centered and student-inclusive programming in compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments of 2008, Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the New Jersey Law Against Discrimination. <https://ods.rutgers.edu>

If you are a military *veteran* or are on active military duty, you can obtain support through the Office of Veteran and Military Programs and Services. <http://veterans.rutgers.edu/>

If you are in need of *mental health* services, please use our readily available services.

Rutgers University-Newark Counseling Center: <http://counseling.newark.rutgers.edu/>
Rutgers Counseling and Psychological Services – New Brunswick: <http://rhscaps.rutgers.edu/>

If you are in need of *physical health* services, please use our readily available services.
Rutgers Health Services – Newark: <http://health.newark.rutgers.edu/>
Rutgers Health Services – New Brunswick: <http://health.rutgers.edu/>

If you are in need of *legal* services, please use our readily available services:
<http://rusls.rutgers.edu/>

If you are in need of additional *academic assistance*, please use our readily available services.

Rutgers University-Newark Learning Center: <http://www.ncas.rutgers.edu/rlc>
Rutgers University-Newark Writing Center: <http://www.ncas.rutgers.edu/writingcenter>
Rutgers University-New Brunswick Learning Center: <https://rlc.rutgers.edu/>