

## Course Information

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Office Hours:	by Appt.	by Appt.	by Appt.

Meeting day and time:	Tuesday, 4:45-5:35pm
Location:	Hayes-Healy 231
Web:	<a href="http://www.nd.edu/~mathed/">http://www.nd.edu/~mathed/</a>
Text:	various articles

## Course Goals

The Mathematics teaching seminar has two primary goals. The primary goal is to ***prepare graduate students for teaching***. Emphasis is placed on preparing graduate students to teach their first course, however much of the material will be relevant to TAs as well as more experienced graduate instructors. The ultimate aim is to start TAs on the path to be excellent mathematics teachers throughout their academic careers. Thus, the second goal of the teaching seminar is to ***help graduate students prepare for the academic job market***. This includes understanding the interview process and developing a teaching portfolio.

## Topics

The topics to be covered include (but are not limited to) the following: understanding students' perspectives, preparing lectures and other learning activities, creating assessments (exams, quizzes, homework, etc.), writing a syllabus; practical experience lecturing (a "mock lecture"); interviewing, preparing a teaching portfolio.

## Grading

The teaching seminar course is graded Pass/No Pass.

## Mock Lectures

The mock lecture is a central component of the teaching seminar. Prior to being assigned as an instructor for a Notre Dame course, graduate students must present a mock lecture. Details regarding its format are given at:

<http://ndmathed.blogspot.com/2007/03/mathed-teaching-seminar-mock-lectures.html>

Both students and faculty are expected to provide constructive criticism, keeping in mind that this is the first lecturing experience for many graduate students. For questions on courses offered at Mathematics department, assignments and other related matters, please contact Bei Hu at [b1hu@nd.edu](mailto:b1hu@nd.edu) or x1-5352.

## Certification

Together with the Kaneb Center for Teaching and Learning, the Notre Dame Mathematics Department is preparing a joint certification for graduate mathematics instructors called ***Striving for Excellence in Teaching Mathematics***. The requirements for this certification are successful completion of the Kaneb Center's certification program as described by

[http://kaneb.nd.edu/ta/workshops/striving\\_cert.html](http://kaneb.nd.edu/ta/workshops/striving_cert.html)

together with satisfactory completion of this course (Math 83990) including the mock lecture and a short written summary of how your mock lecture critiques will be incorporated into your teaching.

## Course Schedule

Note: Several (2-4) additional meetings may be scheduled at times other than the usual meeting time to accommodate guest speakers.

15 Jan 2008	Information Session <i>Goals of the teaching seminar/certification</i>
22 Jan 2008	Preparing for the job market <i>Job seekers' experience at joint meetings</i>
29 Jan 2008	Understanding the student perspective <i>Making course material interesting to a variety of students</i>
05 Feb 2008	Lecturing anecdotes <i>What doesn't work and why</i>
12 Feb 2008	Learning from our students <i>What students don't understand can tell us how to teach them</i>
19 Feb 2008	Learner-centered teaching <i>How to make your notes work for your students</i>
26 Feb 2008	Lecturing <i>Careful planning and student-friendly delivery</i>
5 Mar 2008	Spring Break
12 Mar 2008	Mock Lecture / Guidelines for Student Interaction
19 Mar 2008	Mock Lecture / Building Student Rapport
26 Mar 2008	Mock Lecture / Syllabus Writing
02 Apr 2008	Mock Lecture / Grading Rubrics
09 Apr 2008	Developing assessments <i>"How do I know if they've learned anything?"</i>
16 Apr 2008	Planning a course <i>Choosing content and techniques for your students</i>
23 Apr 2008	Student Feedback / Quiz Writing
30 Apr 2008	Closing Panel -or- Message from the Dean

## Kaneb Center Workshop Schedule

The Kaneb Center for Teaching and Learning offers a variety of workshops designed to help teachers who are interested in improving their skills. These workshops are a key component of the certification program. For details regarding the scheduling of these workshops, please refer to the Kaneb Center website at

<http://kaneb.nd.edu/events.html>