Getting Ready for Your 1st Class @ Missouri S&T

Support by CERTI & EdTech
(#effective syllabus design)
Getting Ready for your First Class @ Missouri S&T

(#effective syllabus design)
Welcome to S&T!

The Center for Educational Research and Teaching Innovation (CERTI)
certi.mst.edu

Educational Technology Office
edtech.mst.edu
Specialty: Laboratory Course Redesign

- B.S. Biological Sciences, Missouri S&T
- M.Ed., Drury University
- MPH, University of IL, Springfield (16 hours)
- Online Educator Certification, Mizzou Online

Amy Skyles
Instructional Technologist
Adjunct: Biological Sciences
Institutional Policies and Services

**Information**
- Honor Code and Academic Integrity
- Academic Alert and S&Tconnect
- Egress Maps

**Services**
- DSS
- LEAD
- Student Success Center

Questions? - Contact UGS
573-341-7276
Imagine this...

What assignment?

Where do we put it?

I forgot, can I hand it in late?

But I was gone the last class!

And then...you flip your lid!
It’s in the syllabus, right?

Don’t assume people will remember specific information in what they read (Weinschenk, 2011).
Rules and Procedures

- Homework Assignment and Submission
- Make-Up and Late Work
- Attendance
- Classroom Behavior
- Electronic Devices in Class
- Communication Expectations
Specialty: Turning Point, Tegrity, Kaltura

- B.S. Middle School Education, Georgia State University
- Master of Education, Trident University International

Jeff Jennings
Instructional Technologist
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The organization of your course
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When organizing your course:

- Will the content be easy to update from one semester to the next?
  - Where will you organize your the content you use?
  - What do you do if you have multiple sections?
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  - Where will you organize your the content you use?
  - What do you do if you have multiple sections?
- **Keep the student in mind**
When organizing your course:

- **Keep the student in mind**
  - Is the content easy to find inside the Learning Management System (LMS)?
  - Is it organized in a logical manner – by week or by topic?
  - Is the content consistent throughout the course?
When organizing your course:

- **Keep the student in mind**
  - Is the content easy to find inside the Learning Management System (LMS)?
  - Is it organized in a logical manner – by week or by topic?
  - Is the content consistent throughout the course?

Where to start??
When organizing your course:

- Think about creating additional buttons on the left side of course shell to further clarify and organize.
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• Here is a link to our help tutorials: http://edtech.mst.edu/support.
Questions about Organizing your Course
Classroom Technology

• All the stuff to help make teaching a little bit easier!
Barbara Wilkins,

Instructional Designer & Math Geek

- Proud Miner Alumna (the whole family will be soon!)
- Teaching since 1999
- B. A. History, Minor Math, Missouri S&T
- M.S. Mathematics, Missouri S&T
- Adjunct: Missouri S&T Mathematics
- Previously taught for: Drury University, East Central College, Kaplan Virtual Education, MoVIP (Online)
Every classroom has:
File Storage AKA the S: Drive

- Safer than portable storage
- Safer than “Dropbox”
- Available everywhere on campus, plus from home with VPN
- Backed-up by S&T IT
- Plenty of space available for most users
Many classrooms have:
Student Response Devices (Clickers)

- Allow faculty to quickly gauge student comprehension
- Integrate with PowerPoint for in-class polling
- Self-paced polling allows for paper based exams and quizzes, with instant feedback, can take the place of scanned exam documents (bubble tests)
Lecture Capture

- Allows instructors to record and archive lectures in real-time
- Students can review lectures after class
- Assists in meeting ADA requirements for some students
- Athletes love it!
- Access is controlled through Blackboard

[tegrity logo]
Julie Phelps
Instructional Designer

Also known as:
• Appy Queen
• Undercover Videographer
• Professional Development Junkie
• Perfectionist
• Someone who knows someone everywhere.
Evaluation & Grading

Summative: Midterm & Final

This is **NOT** enough assessment!
CAT: Classroom Assessment Techniques

- One-Minute Paper
- Muddiest Point
- Pros/Cons Grid
- Concept Map
- Analogies
- Elevator Speech
  - One Sentence Summary
Technology Testing Tools

qualtrics

Blackboard

canvas

Respondus

Google
Raz Kerwin

Instructional Developer
Adjunct: Technical Writing

- A.A. Marine Engineering
- B.S. Technical Communication
- M.S. Technical Communication
But….how do you make them *READ* the syllabus?

**IT’S IN THE SYLLABUS**

This message brought to you by every instructor that ever lived.

WWW.PHDCOMICS.COM

http://certi.mst.edu   http://edtech.mst.edu/teach
Make it available

• Post it online for easy access
• Post the doc file and the full text

• DON’T make and distribute paper copies
Stick to it

- Consult it frequently in class
- If a date changes, update it
- The more you follow it, the more “valuable” it will become

- Students will follow your lead—set a good example.
Hold students accountable to it

- No accountability, no responsibility
- No control without measurement

- A syllabus-related activity on the first day or week can be a useful accountability exercise
RECAP:

- Make the syllabus available
- Stick to the syllabus
- Hold students accountable to the syllabus
Malcolm Hays
Instructional Developer

• B.S. English
  – Minor in Tech Com
• Math/Science enthusiast
• EDUMINE Spammer
• EdTech Website Maintenance Guru
• General Troubleshooter
• Documentation Specialist
NEED HELP?
VIA EMAIL...

edtech@mst.edu  
certi@mst.edu

http://certi.mst.edu  
http://edtech.mst.edu/teach
IN PERSON...

102 Centennial Hall

101 Centennial Hall

Thursdays 2 – 4 p.m.

EdTech U

'Appy Hour

EdTech U

Learn Something New

Share Something New

Curators’ Teaching Summits

Faculty Learning Communities

http://certi.mst.edu

http://edtech.mst.edu/teach
IN PERSON...

SAVE THE DATE

March 12 - 13

TLT Teaching & Learning Technology 2015

http://certi.mst.edu
http://edtech.mst.edu/teach
Coming

*Attractions*

*Freshman Faculty Forum* bi-monthly events

*Excellence in Teaching & Learning Series* – email invitations; lunchtime events on various teaching topics
Questions?