CITL - Center for Innovative Teaching and Learning has several new learning events for Associate Instructors. Use the CITL Events link to register for classes that will help you answer these questions and more:

- How do I prepare for the first day of class?
- Where can I learn tips for leading classroom discussion?
- How do I effectively manage class time?
- How do I design lessons that will engage students?

FALL SEMESTER SOIC AI TRAINING REQUIREMENTS

All new AIs must participate in three seminars this semester, one required and two you can choose from a list of several options. The required workshop is called Creating Inclusive SOIC Classroom and Lab Environments. Returning AIs who were new in the spring 2015 also have to complete three workshops.

AI RESPONSIBILITIES

Now that you’re an AI, you may be wondering what tasks you’ll be responsible for. They vary according to your faculty’s needs; however, tasks like grading, office hours, taking attendance and proctoring exams, are some of the tasks along with teaching labs/lecture/discussions. See more AI responsibilities and access the SOIC AI Handbook at this link from the SOIC Graduate webpage.

BE THE IMPACT: (This could be you!)

“Ryan, Kevin and Noah were all great instructors who would be considerate, helpful, and patient during every class. I feel that I did better than I expected because of how well they taught. I appreciate their helpfulness and how willing they were to answer any questions. The class became enjoyable and very educational, especially for someone who struggles with technology and software, thank you!” (Student quote Fall 2015 – Unknown)
TIPS FROM RETURNING AIs

I was a new international AI last year and my faculty member talked so fast at the beginning of the year that I did not understand what I was supposed to be doing for at least two weeks. This was very stressful. My advice is to ask for clarification from another AI if there is more than you first see if you can better understand the directions. If not, please go to the professor now, explain that you did not understand, and ask that the directions be explained more slowly. You can frame it so that you say you want to do the best job you can for this professor and the students, so you want to make sure you completely understand. Our faculty seem to be very open to clarifying and communicating.

Do not be overly concerned about whether your students ‘like’ you; be more concerned that they respect you, although of course it is important to show that you have a sense of humor, and it is important to show your enthusiasm for the subject and for the class. Let them know that you enjoy being there, that you regard the labs as a valuable way for them to learn the material and to get to know one another. Aim to be a professional. (Editor’s note: It is great to show that you have a sense of humor, but do be sensitive, and avoid sexist, cultural or racial jokes; perhaps it is best to tell jokes on yourself.)

It is a good idea to attend many of the prof’s lectures, at least toward the beginning of the semester, to become familiar with what level the professor expects, to observe where students have hang–ups, etc. Your perspective (listening to the professor lecture) as a fellow teacher will be very different from the one you had as a student taking a similar course.

DAY 1 is IMPORTANT! TELL YOUR STUDENTS A LITTLE ABOUT YOURSELF

This gives you an opportunity to focus on students as unique and diverse individuals. The way you manage this can lead into a productive and welcoming classroom environment. You could break them into pairs or small groups of four to introduce themselves to each other – pick something they can share that relates to the class theme. You can also ask them to write on a card what experience they have had thus far in computing and their biggest unanswered question as this lab/class begins.

ALLOW YOUR STUDENTS TO INTRODUCE THEMSELVES

This gives you an opportunity to focus on students as unique and diverse individuals. The way you manage this can lead into a productive and welcoming classroom environment. You could break them into pairs or small groups of four to introduce themselves to each other – pick something they can share that relates to the class theme. You can also ask them to write on a card what experience they have had thus far in computing and their biggest unanswered question as this lab/class begins. Include their name and you can follow up with individuals as needed.

ADVICE FOR AIs from SOIC Students

Make the class enjoyable for the students by showing them you truly care with listening ears, eye contact and giving them your full attention.

You don’t have to know all the answers. If you are unsure or don’t know ask them to email you the question and get back to them. Consult with the professor or a fellow AI for the answer.

One style of teaching doesn’t work for all. Each person learns differently. As an AI explore options to help them gain understanding. SoC has several resources available to help. Such as Peer Led Team Leaders (PLTL).

An AI’s attitude sets the tone for everyone in the classroom. Make sure your attitude is friendly and you are approachable. If you’re having a bad day, leave it outside the classroom or at least let the classroom know this isn’t your best day. If you own it they will likely be understanding.

ENTER GRADES AS SOON AS POSSIBLE.

Students gauge how they are doing by seeing their grade. It will help the students determine whether they need extra help.

*** If you have questions or comments, please send us a note: mailto:soicait@indiana.edu, Subject: AIM Comment (or Question).