Expectations of an Effective Teacher

1. **Classroom Administration**
   - Begin semester with written course outline and expectations
   - Start class on time and end on time
   - Meet all classes
   - Come prepared for class
   - Arrange seating conducive to learning
   - Return graded papers punctually and with appropriate comments

2. **Organization of Material**
   - Summarize previous class
   - Have specific objectives for each class
   - Present material in a logical order
   - Stay on track
   - Outline important points on the board
   - Use a variety of presentation methods, multimedia and energy shifts
   - Summarize at the end of class

3. **Personal Relationship with Students**
   - Demonstrate a positive attitude toward students
   - Call student by name
   - Encourage questions
   - Compliment good answers
   - Make arrangements for students with special needs
   - Allow for individual differences
   - Look to see if students are “with you”
   - Accept reasonable excuses
   - It’s O.K. to say “I don’t know, but I’ll find out”

4. **Student Participation**
   - Actively involve students in the learning process
   - Vary your presentation style
   - Encourage students to volunteer with questions and answers
   - Provide a positive atmosphere
   - Ask for feedback frequently
   - Organize your thoughts so students are able to take notes —“write this down”

5. **Evaluation of Student Performance**
   - Provide an adequate number of evaluations
   - Give tests that are reasonable in length
   - Announce and adhere to test dates
   - Make tests consistent with others in the department
   - Avoid using test banks
   - Keep students informed of grading policy (in writing)
   - Do not repeatedly use the same tests
   - Invite student responses to your evaluative comments

6. **Relax and Enjoy!**