

# INSTRUCTORS AS EDUCATORS

Teaching involves the dual roles of learning facilitation and education. The first role is focused on ensuring that students attain a desired level of mastery of the material. The second, more illusive role is focused on helping students develop skills that will enable them to make productive and proper use of the material mastered. Moreover, such skills are essential within the course's structure to ensure that students are able to master the material. The following list includes some of the key skills students need to be educated in and sample teaching methods that can be used to do it:

## Time Management

- Paced assignments --- rather than 'write a 10 page paper on topic x', provide students with a structured outline of the steps needed to accomplish the task, along with a schedule. Pacing is appropriate for each step.
- Timing is valued --- credit for completion of tasks / assignments is tied to firm deadlines.

## Quality Management

- Structured assignments --- complex assignments such as research papers are broken down into logical structural steps. Feedback is provided for each step.
- Feedback reinforcement --- teacher's feedback - clear, concise and positively stated, is provided for all student work. Students are required to demonstrate that elements of the feedback have been integrated into the next step of the process or into subsequent assignments.
- Full circle --- for each session, unit, or activity the teacher provides an introduction 'we will.' to set the frameworks, and closure 'we started and looked at.' to recap what has been accomplished.
- Reflective writing --- students maintain a journal for specific projects or for the whole course, reflecting on the process they have followed as well as the material they have learned.

## Creative Thinking

- Brainstorming activities.
- Problem solving assignments.
- Case studies.

## Team Work

- Group assignments in class and outside.
- Pairing for problem solving. Ø
- Shared textbook (or other resources) reading.

## Communication

- Varied channels --- students have opportunities to participate and present both orally and in writing.
- Student-to-student --- pairing and small group activities, discussion groups (online).
- Student /teacher --- frequent feedback in writing (on assignments) and online (email).

## Intellectual Integrity

- Plagiarism discussed, standards explained and implemented.

