TEACHING AT GEORGIA STATE

GETTING STARTED
ASSESSMENT OF TEACHING EFFECTIVENESS: EVALUATION FACTORS

Teaching portfolio includes:

- Student evaluations from all courses + independent studies (numerical responses and written comments)
- Syllabi
- Exams
- Other materials
CRITERIA FOR EVALUATING TEACHING TECHNIQUES

Activities that:

- Stimulate students’ curiosity
- Promote creativity
- Contribute to critical acumen

Examples include:

- Incorporation of latest research relating to class topics
- Effective use of multimedia technology
- Varied class formats, including in-class group assignments, student presentations, guest lectures, and workshops
- Assignment of research projects
- Relating class lessons and material to students’ own experiences
- Integration of other disciplinary perspectives in covering class topics
KEEP CALM & BE PROACTIVE
CLASSROOM

Get classroom key ahead of time
- Key control office location in GSU Police Dept., 1st floor, One Park Place
- Satellite desks set up during 1st week of classes on main floors of classroom buildings

- Check out classroom early to familiarize yourself with room technology, if possible
- IS&T Help Center is able to troubleshoot classroom technology issues quickly & effectively
PHONE NUMBERS TO SAVE:

- CAMPUS POLICE
  (404) 413-3333

- IS&T HELP CENTER
  (404) 413-4357

- DEPT. MAIN NUMBER
  (404) 413-????
Course Syllabus

(1 of 2)

- Course title and number, name of professor, term, year
- A statement of the faculty member’s accessibility to students outside of class (e.g., office hours, telephone number)
- Prerequisites (if any) for the course
- Course objectives that specify measurable and/or observable student learning outcomes
- Course assignments (e.g., required readings and activities) and due dates
- Specific course requirements (e.g., written and oral tests and reports, research papers; performances) materials.
COURSE SYLLABUS

(2 of 2)

- Grading policy: how the final grade is to be determined
- Attendance policy: List of texts or other required course
- Make-up examination policy
- "The course syllabus provides a general plan for the course; deviations may be necessary"
- All syllabi should refer to the Policy on Academic Honesty
- Statement on student evaluations
- Statement on requesting disability accommodations
WEB FOR FACULTY

• GoSOLAR (Web for Faculty)
  • Course Rolls
  • Calendars
  • Grades
  • Brightspace
    • Online learning environment
    • Share files and lessons
    • Communicate with students
    • Facilitates student interaction, discussion boards, etc.
    • Allows access for mobile devices
    • Copyright Cautions
ACCESS TO STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)
STUDENT ATTENDANCE

• No university policy on maximum number of student absences allowed (general guideline is no more than 15% of course)
• Must be clearly stated in syllabus
• Excused absences:
  ° University-sponsored events
  ° Legal obligations
  ° Religious Observances
• Consideration given to:
  ° Death/major illness of immediate family or dependent
  ° Severe or highly contagious illness
REGISTRATION

COMMON REQUESTS FROM STUDENTS:

- Students dropped for non-payment
- "Overflow" add requests
- Wait lists
- Independent Study
- Auditing
EARLY ALERT

- Early intervention program that seeks to:
  - Provide notification to individual students who display signs of academic distress early in the semester
  - Increase retention and reduce progression risk
- Your participation is crucial!
EARLY ALERT

• Early Alert Notification emails:
  • You will receive email 3rd week
  • Response due 6th week
  • Click on link at bottom of email to see list of first-year students
  • Complete feedback for all students
  • Unmarked students identified as NOT at risk of failing

(2 of 4)
EARLY ALERT

- Early Alert Notification emails:
  - Complete feedback for all students
  - Unmarked students will be identified as NOT at risk of failing

(3 of 4)
WITHDRAWALS

FIRST WEEK OF CLASS
Drop/Add Period

SECOND WEEK OF CLASS
Administrative Drop/Add Period

UP TO MIDPOINT
Students can withdraw from a course and receive a grade of W. They will be assigned WF if in excess of max 6 voluntary withdrawals

AFTER MIDPOINT
Students cannot voluntarily withdraw
TEXTBOOKS

• Prerogative of the instructor, typically.

• Departments or colleges may select textbooks for multiple-section or required courses.

• Order placed through GSU Bookstore by dept. business manager, usually
FINAL EXAMS

• Exam schedule available online with other academic calendars
• In-class exams must be given at the designated time during the final exam schedule unless change is authorized prior to the exam time by the Dean’s office.
• A student shall not be required to take more than 2 exams within 24-hour period during published exam period.
• Check the final exam schedule and include it in your syllabus

Final exams will be given unless one of the following conditions apply:

• dept. policy governs final exams for course
• academic nature of the course does not warrant a final exam in the opinion of the instructor
• alternative form of examination is substituted
GRADING POLICIES

GRADING SYSTEM: The grading system at Georgia State University is governed by the Uniform Grading Policy of the University System of Georgia.

All instructors have the option to use a +/- scale. This applies to both undergraduate and graduate courses.

A  Excellent
B  Good
C  Average
D  Poor
F  Failure
W  Withdrawal
WF Withdrawal while Failing
WM Military Withdrawal
I  Incomplete
IP In Progress
S  Satisfactory
U  Unsatisfactory
V  Audit
K  Credit by examination
NR Not Reported
GP Grade Pending
REPORTING OF GRADES: All final grades must be reported through GoSOLAR by the grade submission deadline published on the semester academic calendar. Georgia State considers student grades to be private information and prohibits the posting of grades by name, ID (Panther number), or SSN on bulletin boards or classroom or office doors.
INCOMPLETE: An "I" (Incomplete) may be given to a student who for nonacademic reasons beyond his or her control is unable to meet the full requirements of a course. To qualify for an "I", a student must:

- have completed most of the major assignments of the course
- be passing the course in the judgment of the instructor
CHANGE OF GRADE: A course grade will be changed by the Registrar upon receipt of a properly executed Change of Grade request (only to be done electronically) that is approved by the instructor of the course, the departmental chair, and the associate dean of the college by which the course is staffed.
STUDENT EVALUATIONS

Prior to the end of each semester all students receive an email to their student email addresses from the Office of the Registrar explaining the online procedure for submitting a course evaluation.

Faculty can view numerical and written student evaluations on GoSolar Web for Faculty. Faculty can see the response rate before grades are due, and the actual evaluations are available after grades are due.
STUDENT EVALUATION QUESTIONS

1. Explained the goals of this course clearly.
2. Explained the grading system clearly.
3. Gave assignments related to the goals of this course.
4. Followed the syllabus.
5. Was well prepared.
6. Spoke in a way that communicated the subject in an understandable manner.
7. Responded constructively and thoughtfully to questions and comments.
8. Used class time effectively.
9. Has designated office hours and was available to students.
10. Assigned grades fairly.
11. Returned test results in a reasonable period of time (typically 7-10 days).
12. Met class according to the published schedule.
13. Stimulated my thinking.
14. Related well to students.
15. Motivated me to learn.
16. Assigned readings that contributed to what I learned.

17. Considering both the limitations and possibilities of the subject matter and course, how would you rate the overall teaching effectiveness of the instructor?
RESOURCES FOR FACULTY

- Brightspace
- Center for Instructional Effectiveness
- Center for Instructional Innovation
- Counseling & Testing Center
- Disability Services
- Enrollment Services
- Faculty Handbook
- GoSOLAR / Web for Faculty
- Intensive English Program
- Instructional Technology Center
- Recreational Services
- STEM Education Initiatives
- University Library
RESOURCES FOR STUDENTS

- Advisement
- Career Services
- Counseling & Testing Center
- Dean of Students
- Digital Aquarium
- Disability Services
- Intensive English Program
- Language Acquisition & Resource Center (LARC)
- Mathematics Interactive Learning Environment (MILE)
- Recreational Services
- STEM Education Initiatives
- Student Center
- Student Health Promotion
- Student Victim Assistance
- Writing Studio
QUESTIONS?