

UCI Extension Instructor Orientation

Guidelines for Effective Teaching and Learning

“Inspiring Adult Learners”

by Peggy Hall

1. Get to know your students
2. Create an effective learning environment
3. Design meaningful, relevant lessons
4. Incorporate a variety of approaches and activities
5. Inspire student participation and interaction
6. Evaluate fairly
7. Give and ask for feedback
8. Plan for future success

*“Teaching is not the filling of a pail, but the lighting of a fire.”*

~ William Butler Yeats

## **1. Get to know your students**

- Allow for some sort of introduction / ice breaker / mixer
- Collect information
- Determine prior knowledge and experience
- Assess needs, wants and goals
- Identify different learning and communication styles

## **2. Create an effective learning environment**

- Remove any physical obstacles or distractions
- Arrange student seating to your liking
- Check all equipment and materials in advance
- Always have a “Plan B”

### **3. Design meaningful, relevant lessons**

- First, create and communicate clear, achievable, measurable objectives
  
- Then, use the 5-step lesson plan:
  1. warm-up / review / set expectations
  
  2. present new information
  
  3. guided practice
  
  4. application
  
  5. evaluation

#### **4. Include a variety of approaches and activities**

- Incorporate different teaching and learning styles (verbal, visual, kinesthetic)
- Change activities every 20-30 minutes
- Allow for student reflection / interaction / follow-up after each main concept

## 5. Inspire student participation and interaction

- Allow for different forms of participation (not everyone is comfortable speaking in a group)
- Pair and group students for certain activities (ungraded!)
- Use the “think / write / pair / share” technique
- Deal with difficult students *tactfully*
- Keep discussion on track
- Follow up with students after class or via email

## 6. Evaluate fairly

- Use a variety of methods
- Allow for student input and choice
- Incorporate non-traditional methods
- Give students an opportunity to “SHINE” and DEMONSTRATE their mastery

## **7. Give and ask for feedback**

- Provide meaningful comments
- Return assignments promptly
- Seek feedback throughout the course

## **8. Plan for future success**

- Videotape and analyze your teaching
- Review your course evaluations
- Observe other instructors
- Attend professional development courses