Chapter 1

Classroom Organization

In this Chapter, we will learn the following to World Class standards:

- **Know your Program**
- **The Class Assignment**
- **Create a Class Plan**
- **Order and Obtain Supplies**
- **Build an Electronic Grade book**
- **Have a First Day Plan**
- **Identify Classroom Learning System**
- **Develop Classroom Cycle**
- **Whiteboard Organization**
- **Review your Weekly Plan on Saturday or Sunday**
- **Review your Daily Plan on before the Class**
- **Tests and Quizzes**
- **Promote Professional Responsibility**
- **Award System that Works**
- **Plan for Absent or Missing Students**
- **Instructor Absent**
- **Last day Activities**

Classroom Organization

Teachers are really leaders in their field of expertise and they require superior classroom management and organization skills. When instructors utilize good administrative practices, our students can achieve more in the classroom and then carry this advantage to their businesses and into their careers, which will benefit them throughout their professional lives. The first of three tenets we can learn today is that a structured learning environment is more efficient and results in our student digesting more information in the same period of time than in the typically run classroom. Each student can achieve the highest level of skill which then he or she can employ for his or her future endeavor. With the first belief comes the second that we have the power to assess, plan, train, evaluate, and move any student through their training and we have anticipated most of the obstacles along the way. The third point is we use the team concept in accomplishing the first two doctrines, which integrates small groups, an instructor's network, learning centers, and professional alliances to achieve both the organization's and the student's goals. Finally, teachers are the catalyst towards learning and skill development. Not only is the information we project to our pupils critical, but how the early professional observe us in our daily duties will stay with those we mentor. Always remember that the graduate will eventually leave our protective classroom and will perform the task on the job to the level of ability we taught them and act as capably as we have shown them.

In this chapter, we will receive a series of checklists along with a short explanation that will help us effectively managing our class. Most if the work involves organization and planning, so get ready to work. At the bottom of each checklist, we have left blank lines for you to fill in your own ideas. So, let's get started.

Know your Program

Whatever we teach, the instructor needs to know their program. There are roadmaps to show the name of every core and general education class that is taught for your students. As teachers, we need to know what those courses are and whether our department head is planning to place us in the role of instructor relating these materials to a class. We can prepare ourselves by:

- ☑ Anticipating the classes you will teach
- ☑ Ordering and reading the books being taught in your department
- ☑ Sitting in on other instructor classes
- ☑ Ordering new books published

☑ Meeting with the publisher's representative each quarter

☑ Filling out a departmental self assessment form where you rate yourself on the classes

☑ _____

☑ _____

☑ _____

☑ _____

The Class Assignment

When we receive our class assignment that is akin to receiving the snap of the ball and as a quarterback we need to run our play. We all know what the freshman player looks like when they do not know the team's plan. Pow! And smash when the new quarterback goes the wrong way and now the crowd and the head coach are very unhappy with the results. More than that, you the quarterback are sore for weeks and you can hardly recover. We have all experienced a moment when we were not ready for a class or received a new textbook at the last minute. Therefore, we have to have a play. Here it is.

☑ Get the current syllabus for your class

☑ Reconnoiter your assigned classroom and make changes with the Director before the class starts

☑ Make changes to the syllabus

☑ Review with changes with the Department Chair

☑ Review changes with the Director of Education

☑ Meet with teachers that have taught the class and find out what went right and what went wrong the last time the class was taught. If this is the first time the class is taught at our college, then conduct your research at another college

☑ Meet with students who have taken the class and find out what went right and what went wrong the last time the class was taught

☑ Know what type of students are in your class and prepare class exercises, quizzes and tests that are discipline specific

☑ _____

☑ _____

☑ _____

Create a Class Plan

"Plans are nothing and planning is everything" is a famous and controversial quote by Dwight D. Eisenhower. On paper, the plan is just an outline and subject to ruin by bad weather, such as snow days or can be trashed when the student cannot do math like $(\frac{1}{2} + \frac{3}{4}) \div \frac{1}{4}$. However, planning will give the leader of the class (that's us) the ability to adapt and overcome most obstacles.

Who does not admire the championship chess player when they beat a computer or the figure skater that throws in a new twist during competition? The twist is not really new and the chess player did not grow a new frontal lobe. They know their game so well that they can run and make changes on the fly. Like the athlete and chess player, the teacher needs both the strategic and logistical plan ironed out ahead of time so they can reach their's and their student's objectives without much hassle.

Here is our checklist:

☑ Create an 8 week class outline
☑ Make a binder or electronic folder for every class
☑ _____
☑ _____
☑ _____

Order and Obtain Supplies

We have to have logistical support to do our job, and imagination goes a long way in providing us with the toys and stuff that make our classes interesting. Taped shut cardboard boxes can be the props for a surface area or volume exercise in math or can be the subject of the public speaking topic, "what's in the box?" We may never get all that we are asking for, but never stop asking for support and tell our managers why the students need the equipment and how they will get better jobs and pay with the improved training. Learn to wiggle around impediments and you and your department will grow.

Here is our checklist:

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☑ Projector for the classroom

☑ Multi colored dry erase markers and erasers

☑ Lab supplies such as rulers, measuring spoons, measuring cups, scales and pans

☑ Blank paper for quizzes

☑ Red pens for scoring quizzes

☑ Make a seating grid for a seating roster to help you learn names

☑ Put a calendar up in the classroom (website) with important dates

☑ Make sure the lab is functional and equipment works before the class begins

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☑ _____

☑ _____

☑ _____

Build an Electronic Grade book

Rather recently, the computer was developed and companies have learned to transfer data from one file to another. Computer programs are here to make your life easier. Well, at least that is what we tell our students. Get data from the administrative assistants or Registrar by email, and drag and drop (cut and paste for DOS users) the information into your electronic grade sheet. By the way, this will be the number of students that will be in our class, so we now we can run the appropriate number of syllabus for the first day.

Having the electronic spreadsheet done will allow us to efficiently log daily grades and give the student their accumulated score at any time. Look at this checklist.

☑ Cut and paste names into the Excel grade book

☑ Have class assignments section, quizzes, tests, professional points and attendance listed

☑ Let the spreadsheet calculate the grade

☑ Have a datasheet for the midterm grade report with Name, Percentage, Letter Grade and Attendance

☑ Have an expert help build your grade book

☑ Receive training in Excel

☑ _____

☑ _____

Classroom Organization

Have a First Day Plan

The first day is a kickoff for the class. We need to build excitement for the class by telling them why the course is important. Experienced adults in the class can share their knowledge and reinforce that the subject is essential to their careers.

Here's a checklist:

- ☑ Review the syllabus and class rules
- ☑ Share names and begin to learn about each other
- ☑ Discuss the objectives of the class which we will refer to when we obtain that goal
- ☑ Discuss previous class records and let the class set objectives for their own such as the class attendance goal and academic goal
- ☑ Tell the students what bullets this class will add to the resume
- ☑ _____
- ☑ _____
- ☑ _____

Identify Classroom Learning System

As we say in our classes, "they have not put bars on the library door", and we could give an extra point to a student that checks out and reads, "Heat", which is one hot culinary book. Or how about having a computer programming student email Vint Cerf, the real inventor of the Internet and ask him a few questions. He responds to many professional emails. The world is our classroom and we need to prove this to the class by our actions. Do not always give them the answer, but point them in the direction to get it efficiently.

Never send a class to the computer lab to conduct research and assume they know how to use a Search Engine. Do you know how to search by phrase, by domain suffix or remove a word from a keyword search? They probably don't either. As Woody Hayes would say to his coaches, "don't send people to do it, meet them there and help them do it". You may find that your first task is to create the shortcuts to all the cool Veterinary websites and then generate an exercise to build the technicians ability to get information from them.

Here is the learning systems checklist:

Classroom Organization

☑ The instructor (you)

☑ Identify other instructors that can help them with a question

☑ Senior mentors (red scarf in the Culinary program) that tutor

☑ The library and the librarian

☑ The computer labs and access to the Internet

☑ Use groups and learning buddies and group alliances

☑ Work with other organizations that need their skills and bring real problems into the classroom

☑ Get speakers to challenge the class

☑ Be aware of their other classes can help them in your class, too

☑ _____

☑ _____

☑ _____

Develop a Classroom Cycle

In the first week, we need to develop a class pattern. Learning is enhanced by patterns. Oh yeah, that is what learning is. Patterns. So generate a progression of events within your class and stick to it as best as you can.

As the series progresses, the student's proficiency should be increasing and therefore you can make labs more exciting and the challenges more difficult. If they can do 6 word problems in 50 minutes in week 2, they should be able to knock out 10 in the same amount of time by the midterm without any problem. We always show business leaders and other professionals our finals so they know what an A means at our college. We want to make sure our groups and individuals know their stuff. In addition, by the time the student takes the final, the family and friends should be shocked by their abilities.

Here is a sample sequence:

Week 1
Mon	Tues	Wed	Thurs	Fri
Learn as class	Small Group	Learn as class	Small Group	Lab day

Week 2
Mon	Tues	Wed	Thurs	Fri
Learn as class	Small Group	Learn as class	Major review	Major test

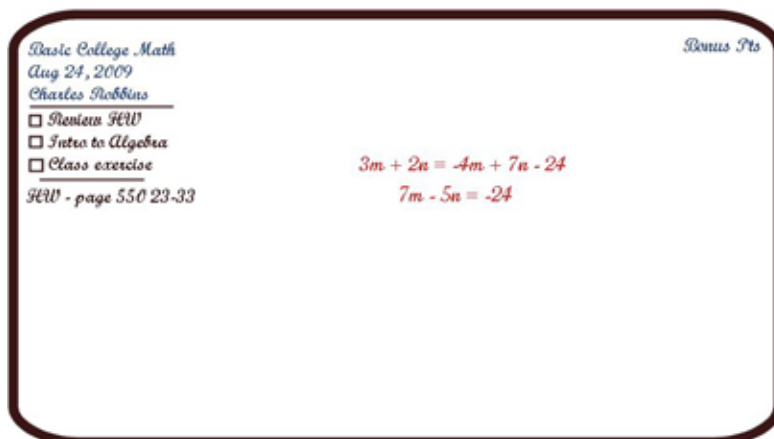Programs with eight weeks will have four cycles and ten week quarters will have five.

Whiteboard Organization

Many days, we visit a classroom that has been used all day and the whiteboard is empty. Yes, and there wasn't even a projector in the room. Call Spielberg, Lucas and Cosby, because all the visual learners have left town. We have bulletin boards in the hall and instructor accolades posted by their door, yet there are no dry erase marks to be found on many whiteboards. We have to ask the question, was the previous 50-minute oral discussion done without graphic support?

In the 21st century or in the computer age (computers again), presentations are made with sound and graphics. The City of Columbus requires by law color graphics for every commercial building to be constructed. Ford, Honda and GM require graphics and actual sample parts with each bid from subcontractors. Programmers prepare Pseudo code with samples of their dialogue boxes in their software proposals. The entire world is orientated towards a picture, and we all know the saying, you know something about a thousand words.

Here's the checklist and a graphic of the whiteboard.

- ☑ Name of class
- ☑ Date
- ☑ Name of the instructor
- ☑ The name of students that went to the board
- ☑ List of subjects being covered
- ☑ Homework assignments
- ☑ On Monday – show the week's schedule
- ☑ _____
  _____
- ☑ _____
  _____
- ☑ _____
  _____
- ☑ _____
  _____

Basic College Math
Aug 24, 2009
Charles Robbins
☐ Review HW
☐ Intro to Algebra
☐ Class exercise
HW - page 550 23-33

Bonus Pts

$$3m + 2n = 4m + 7n - 24$$
$$7m - 5n = -24$$

Review your Weekly Plan on Saturday or Sunday

On the weekend, update your plan for the week. Some instructors do not leave Friday without going over their plan and gathering their logistic support. At the minimum, do your assessment, plan, execution, and evaluation checklist on Sunday. However, refrain from telling yourself it is okay to come to class unprepared.

Whenever possible, list your plan on the board on Monday. Hopefully the homework on the weekend was a prelude to this weeks work. The students need to buy into our ideas. Moreover, maybe a couple of the groups will bring information to bear on the topic. This keeps the whole group from listening to one voice the entire week. Have some homework everyday on the schedule and inspect their ability to accomplish the work. If they can't do the work, we have to address that issue well before quizzes and tests are interjected into the process.

Add this to your list.

☑ Make a plan for the week
☑ Get tests, quizzes and handouts from the file
☑ Mark pages in your textbook
☑ Make copies
☑ Find current events to include in your lectures
☑ _____
☑ _____
☑ _____

Review your Daily Plan before the Class

If your notes look boring, maybe the class is too. Or ask yourself, would you be excited about going to your own class and listening to yourself talk for 50 minutes? That would be kind of a quantum question.

Teachers, like stage performers need to rehearse before beginning the show. Plan the performance and react to contributions made by the other adults in the room. Also, get your copies made that bring pertinent problems to the class and train your students to solve them in a timely manner. If we leave the classroom to make copies, the class plan should show the demonstration as "learn without the instructor". However, if we are part of the learning process,

carry on without the paper and the training is shown as, "use paper and pencil when the electricity goes out ".

Here are tasks that can help you with classroom organization.

- ☑ Rehearse the class during breakfast
- ☑ Make copies when the copier is not in use, The copier is practically unused in the morning and evening
- ☑ Bring relevant facts to the class from newspapers, television and the Internet
- ☑ Get the class involved by having students share their homework
- ☑ _____
- ☑ _____
- ☑ _____

Tests and Quizzes

Daily evaluations are a must in education. In the culinary classes, chefs give the apprentices a daily grade and can tell the student their overall grades status from the Excel spreadsheet. Your department might not have that capability yet, but the number one learning centers in the world, the National Training Centers, do constant evaluation. One form of appraisal is using a quiz. It is designed to tell us if there is a problem before the test, so we need to have a technique like this to give us feedback, so we can initiate tutoring or small group assistance.

To make evaluations go down easier for the instructor, we use red pens issued during the first week of class to expedite the scoring of simple quizzes. You know, we just want to know if they know, so the quiz can last five minutes, scored and tallied in five minutes and then we collect the total count. On some days, we can even allow their computer or math buddy to score each other's quizzes and they can learn error checking simultaneously in our class. We suggest that this technique is used for quizzes only and major tests can be scored by the instructor or by a computer program.

Quizzes can be given to help control classes with poor attendance. If attendance falls below 84.9%, additional pop quizzes are given. Many times, we see the class average move upward towards the 95 percent attendance level, because students want to maintain their grades. Even these quizzes will help increase lab and class performance.

Classroom Organization

Once tests are given, evaluate the test questions. Questions missed by almost everyone shows the information was not conveyed clearly. Adjust textbook quizzes and test accordingly to match the work done in class. Sometimes published exams do not match the material in the textbook. Also, we should have the students rework problems they have missed on a test and have them turned the corrections in five days after learning their results.

Add these items to your list.

- ☑ Learn to use the quizzes and tests that come with the textbook
- ☑ Store quizzes, tests and handouts in folders, binders or in computer files for future use
- ☑ Give quizzes all the time which indicates who needs extra work or tutoring
- ☑ Use bi weekly tests to measure the students ability of the subject to date
- ☑ Place test or quiz score at top of the paper and the student's current average at the bottom
- ☑ Have students rework all missed questions and check that the rework is done
- ☑ _____
- ☑ _____
- ☑ _____

Promote Professional Responsibility

We need to promote a professional attitude in the college student. Get everyone in the group involved. Combat leaders are taught to give a soldier a small job like holding a bandage on a wounded person when we find a person hiding on the field. With the leaders help, the person will start the journey towards integration and overcome their fears. Yes, there is fear in the classroom and on some days; you can cut it with a knife. Fear will hinder learning, but an instructor can trump fear with confidence.

A real George Polya moment is to train a troubled person to do one thing right and then have them do the task for another professional, like a visiting doctor. You can privately explain to the doctor ahead of time that this person had a barrier to achieving a skill and that it was overcome in class and have the technician show off their new talent. Polya says that in order to increase the level of competency, trainers need to assist the learner in initial undertakings of the training cycle.

We can use all types of feedback systems to promote confidence, but it usually involves the

person demonstrating their ability in front of at least one individual. Here is a short list of self-confidence builders.

- ☑ Students email textbook errors to the author and publisher with a copy of the email to the instructor
- ☑ Students that are doing work correctly work with others
- ☑ Have an <u>only people not getting it</u> – answer day
- ☑ Have <u>error checking day</u>s where students check work full of errors and check each other's work
- ☑ Have your class make a presentation at the State Fair
- ☑ Have the senior student speak to a High School class
- ☑ Have students take a practice or real certification test for free such as the Serv Safe online practice exam, Siemens Online Electronics Online Certifications and World Class CAD certifications for HTML and Web programming awards (earned by programmers and graphic designers this year)
- ☑ _____
- ☑ _____
- ☑ _____

Award System that Works

Give awards and rewards, since positive reinforcement of high-quality effort is effective. Directors of Education give the Gold Apple award and companies have the Employee of the Month. Many years ago, and engineering instructor taught us that a person enjoy seeing their name on the board, so we invented the 10-bonus points system for going to the board. The point is to place the contributors name on the board. The bonus points for almost negligible in the daily greeting point system, but students are inspired to do more in the class.

- ☑ Vet Tech program using positive professional points
- ☑ Math classes award points for putting problems on the board
- ☑ Larger awards
    - o Culinary Competition Club
    - o Culinary Math Award (Gold, silver and bronze)
    - o Fireman's dinner
    - o Office Typing Award

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☑ _____

Plan for Absent or Missing Students

Some students will not keep pace; however, the best colleges in the United States do not lose their students. No, they graduate 99 out of 100 starts. No one wants to be the Captain that tells the general that little Tommy cannot learn. We have seen this happen and the Captain is reassigned to the Aleutians. Professional instructors should have the tricks to solve most education problems and when they do not, most times it is because they are not using the team approach to problem solving. You can do a little exploring and you will find an educator that has made major inroads into education. Seek their guidance and you will have a new as an educator. If you are very successful in solving a major learning problem in your career, Hollywood will be making a movie about you.

To help a student who falls behind is one of the hardest tasks for all instructors, but this will separate the novice trainer from the seasoned professional. The best guidance we can offer you is to never stop trying to reach the undergraduate. Yes, they might never become a legal assistant, but your dedication can inspire them in ways you will never imagine. Older instructors constantly get the mail from individuals that they have had in class years ago who are achieving their Bachelors, Masters or Surgical Nurse degree and we had a hard time in their freshman year with $-10 - 25 = $ ___. Each graphics class we hold, we ask if someone was told by a teacher in their past that they did not have any artistic talent. 10 percent of the class will raise their hands, but we can tell you they are wonderful graphic artists. <u>Beware</u> of giving up on a person.

Use this checklist:

☑ Call or email students on second day
☑ Have a few extra handouts made for returning students and plan on having the packet ready when student enters the classroom
☑ Always give class buddy copies
☑ Class buddies share phone numbers and emails so use classroom buddies to pass along assignments
☑ Email students their assignment after they email or call the school

☑ Post real office hours and talk to students about meeting you regularly for 15 minutes

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☑ _____

Instructor Absent

When an instructor cannot attend class, just give the daily or weekly class plan to the substitute teacher and pull the quiz or exercise from the file. All your hard work and planning is paying off. Go ahead and review the assignment with the substitute. Remember, being from the class clan can change the student's cycle, so we should update our plan to account for our obstacle.

Last day Activities

How many seminars have we attended where on the last day two scribes stood at the front of the room, one on the left and one on the right and we listed what went right and what went wrong. Before the adults leave our class, let them conduct the exercise and we can watch and learn. Remember, for any wrongs; get the group to expound on a solution before they leave the room.

Take a digital picture of the whiteboard or write this on a piece of paper, so we can apply their comments to our next attempt at the class. Share their comments with the department staff.

Here is some more checklists:

☑ Do a classroom assessment and write what went right and what went wrong
   o Have two scribes make a list in each category
   o Only rule is a wrong has to have a solution written next to it
☑ Read and Sign Student Evaluations in Director's office
☑ Make changes to syllabus or plan or put notes in your syllabus folder for next time
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☑ _____
☑ _____
☑ _____
☑ _____

Reset

We start all over again.

Instructors get crazy list

I included this list for the fanatical professional instructor types, which there are many.

1. Make videos of your lessons on Microsoft Encoder, a free video capturing software, to use in the future and the technique will perfect your skill. This is like a class rehearsal.
2. Have someone video tape your rehearsal and then watch your own presentation. Every other professional organization is filming and analyzing their work.
3. Do a live rehearsal in front of another group of experienced students.
4. Make an Internet or Intranet webpage for your class and place everything of value on it for the student. Learning is contagious and your students will do more, not less.
5. Learn how to type tests and quizzes using Microsoft Speech.
6. Learn how to use a computer exam software package. The tests are graded by the computer in nanoseconds.
7. Stay organized with a copy of your files in multiple places.
8. Senior students type a formal proposal for a new class. Chef had his students write class proposals.
9. Write a book.