

CONTENTS

| | |
|--|-----|
| Preface | ix |
| Introduction | 3 |
| Chapter 1. Prepping: Planning to Teach a College Class | 9 |
| Chapter 2. Lecturing: Developing and Delivering Effective Classroom Presentations | 49 |
| Chapter 3. Guiding: Student-Centered Approaches to Teaching | 87 |
| Chapter 4. Testing: Strategies and Skills for Evaluating Learning | 127 |
| Chapter 5. Grading (and Aiding): Helping Students Reach Their Learning Goals | 171 |
| Chapter 6. Managing: Fostering Academic Integrity, Civility, and Tolerance | 201 |
| Chapter 7. Innovating: Using Technology Creatively in Teaching | 233 |
| Chapter 8. Evaluating: Assessing and Enhancing Teaching Quality | 261 |
| Chapter 9. Documenting: Developing a Teaching Portfolio | 283 |
| References | 305 |
| Index | 339 |
| About the Author | 353 |