

# Contents

Preface	vii
<b>1 The Professional Development Program</b>	<b>1</b>
1.1 Overview	1
1.2 Pre-Semester Training	2
1.3 Weekly Development Meetings	3
1.4 Class Visits and Feedback	4
1.5 Educational Issues Seminar	5
1.6 Using Portfolios	5
1.7 Ongoing Professional Development	6
<b>2 How to Use this Book</b>	<b>7</b>
2.1 The Orientation Session	7
2.2 The Meeting Chapters	7
2.3 Classroom Visits	12
<b>3 An Orientation Session for the Beginning of the Semester</b>	<b>15</b>
3.1 Introduction	15
3.2 Agenda for the Orientation Session	18
3.3 Block A: An Introduction to Your Mathematics Course	18
3.4 Block B: An Introduction to Student-Centered Instruction	22
3.5 Goals for Meeting Block B	22
3.6 Preparation for Meeting Block B	23
3.7 Outline for Running Meeting Block B	23
3.8 Block C: Practice Teaching	26
3.9 Evaluating the Orientation Session	29
3.10 Meeting Materials	29
3.11 Suggested Reading	40
<b>4 Making In-class Groups Work</b>	<b>43</b>
4.1 Description and Purpose of the Meeting	44
4.2 Goals for the Meeting	44
4.3 Preparation for the Meeting	44
4.4 Agenda for the Meeting	44
4.5 Outline for Running the Meeting	45
4.6 Meeting Materials	46
4.7 Suggested Reading	53
<b>5 Getting Students to Read the Textbook</b>	<b>55</b>
5.1 Description and Purpose of the Meeting	56
5.2 Goals for the Meeting	56
5.3 Preparation for the Meeting	56
5.4 Agenda for the Meeting	56

5.5	Outline for Running the Meeting . . . . .	56
5.6	Meeting Materials . . . . .	60
5.7	Suggested Reading . . . . .	63
<b>6</b>	<b>Assessing and Evaluating Students' Work</b>	<b>65</b>
6.1	Description and Purpose of the Meeting . . . . .	65
6.2	Goals for the Meeting . . . . .	66
6.3	Preparation for the Meeting . . . . .	66
6.4	Agenda for the Meeting . . . . .	66
6.5	Outline for Running the Meeting . . . . .	67
6.6	Meeting Materials . . . . .	67
6.7	Suggested Reading . . . . .	88
<b>7</b>	<b>Managing Homework Teams</b>	<b>89</b>
7.1	Description and Purpose of the Meeting . . . . .	89
7.2	Goals for the Meeting . . . . .	90
7.3	Preparation for the Meeting . . . . .	90
7.4	Agenda for the Meeting . . . . .	91
7.5	Outline for Running the Meeting . . . . .	91
7.6	Meeting Materials. . . . .	93
7.7	Suggested Reading . . . . .	102
<b>8</b>	<b>Teaching During Office Hours</b>	<b>105</b>
8.1	Description and Purpose of the Meeting . . . . .	105
8.2	Goals for the Meeting . . . . .	106
8.3	Preparation for the Meeting . . . . .	106
8.4	Agenda for the Meeting . . . . .	106
8.5	Outline for Running the Meeting . . . . .	106
8.6	Meeting Materials . . . . .	108
8.7	Suggested Reading . . . . .	114
<b>9</b>	<b>Establishing and Maintaining Control in Your Classroom</b>	<b>115</b>
9.1	Description and Purpose of the Meeting . . . . .	117
9.2	Goals for the Meeting . . . . .	117
9.3	Preparation for the Meeting . . . . .	117
9.4	Agenda for the Meeting . . . . .	118
9.5	Outline for Running the Meeting . . . . .	119
9.6	Idea for Expediting the Meeting . . . . .	120
9.7	Meeting Materials . . . . .	120
9.8	Suggested Reading . . . . .	125
<b>10</b>	<b>Proctoring Tests and Examinations</b>	<b>127</b>
10.1	Description and Purpose of the Meeting . . . . .	127
10.2	Goals for the Meeting . . . . .	127
10.3	Preparation for the Meeting . . . . .	128
10.4	Agenda for the Meeting . . . . .	128
10.5	Outline for Running the Meeting . . . . .	128
10.6	Meeting Materials . . . . .	128
10.7	Suggested Reading . . . . .	132

<b>11 Teaching with Calculators and Computers</b>	<b>133</b>
11.1 Description and Purpose of the Meeting . . . . .	134
11.2 Goals for the Meeting . . . . .	134
11.3 Preparation for the Meeting . . . . .	134
11.4 Agenda for the Meeting . . . . .	135
11.5 Outline for Running the Meeting . . . . .	135
11.6 Meeting Materials . . . . .	137
11.7 Suggested Reading . . . . .	145
<b>12 Making Lesson Plans</b>	<b>149</b>
12.1 Description and Purpose of the Meeting . . . . .	150
12.2 Goals for the Meeting . . . . .	150
12.3 Preparation for the Meeting . . . . .	150
12.4 Agenda for the Meeting . . . . .	151
12.5 Outline for Running the Meeting . . . . .	151
12.6 Meeting Materials . . . . .	151
12.7 Suggested Reading . . . . .	158
<b>13 Strategies for Motivating Students</b>	<b>159</b>
13.1 Description and Purpose of the Meeting . . . . .	159
13.2 Goals for the Meeting . . . . .	160
13.3 Preparation for the Meeting . . . . .	160
13.4 Agenda for the Meeting . . . . .	161
13.5 Outline for Running the Meeting . . . . .	161
13.6 Meeting Materials . . . . .	162
13.7 Suggested Reading . . . . .	167
<b>14 Dealing With Difficult Instructor-Student Situations</b>	<b>169</b>
14.1 Description and Purpose of the Meeting . . . . .	171
14.2 Goals for the Meeting . . . . .	171
14.3 Preparation for the Meeting . . . . .	171
14.4 Agenda for the Meeting . . . . .	171
14.5 Outline for Running the Meeting . . . . .	172
14.6 Idea for Expediting the Meeting . . . . .	175
14.7 Meeting Materials . . . . .	175
14.8 Suggested Reading . . . . .	182
<b>15 End-of-Semester Administration</b>	<b>183</b>
15.1 Description and Purpose of the Meeting . . . . .	183
15.2 Goals for the Meeting . . . . .	183
15.3 Preparation for the Meeting . . . . .	184
15.4 Agenda for the Meeting . . . . .	184
15.5 Outline for Running the Meeting . . . . .	185
15.6 Meeting Materials . . . . .	186
15.7 Suggested Reading . . . . .	195
<b>16 Adapting Materials and Designing Your Own Meetings</b>	<b>197</b>
16.1 Introduction . . . . .	197
16.2 A Process for Designing Your Own Meetings . . . . .	197
16.3 Example: A Workshop on Writing in Mathematics . . . . .	199
16.4 Some Practical Tips for Planning Meetings . . . . .	203
16.5 Suggested Reading . . . . .	204

<b>17 Classroom Visits</b>	<b>205</b>
17.1 Class Visits and Professional Development . . . . .	205
17.2 Observational Visits . . . . .	212
17.3 Student Feedback Visits . . . . .	218
17.4 Collecting Student Feedback Without a Visit . . . . .	227
17.5 Peer Visits . . . . .	229
17.6 Potential Problems with Implementing Class Visits . . . . .	230
17.7 Conclusion . . . . .	232
17.8 Suggested Reading . . . . .	233
<b>A Tips for Running Meetings</b>	<b>237</b>
A.1 To Meet or Not To Meet . . . . .	237
A.2 What Makes Meetings Work? . . . . .	238
A.3 Addressing Complaints With Meetings . . . . .	239
A.4 Stimulating Discussion . . . . .	241
A.5 Roles for Meetings . . . . .	242
A.6 Dealing With Difficult Situations and People in Meetings . . . . .	245
A.7 Improving Meetings . . . . .	250
A.8 An Alternative to Large Meetings: Focus Groups . . . . .	251
A.9 Meeting Evaluation Questionnaire . . . . .	253
<b>B The Michigan Introductory Program</b>	<b>255</b>
B.1 Course Goals . . . . .	255
B.2 Teaching Methods . . . . .	256
B.3 Typical Classes . . . . .	256
B.4 Sample Lesson Plans . . . . .	256
B.5 Instructor Responsibilities . . . . .	262
B.6 Typical Professional Development Program . . . . .	263