

## MAT 598 Teaching Practicum Fall 2014

### Second week checklist.

- I come to class on time.
- I have gone over all the homework problems the students may ask about, and sketched out in my mind how they are to be solved.
- If appropriate, I have made a choice of representative problems to work.
- I speak directly to students and ask if they had problems with last week's material.
- I am trying to learn the names of all my students. Eventually I will be able to call on them by name in class.
- I remember to call on male and female students equally often.
- I make an effort to speak carefully and intelligibly. If I have a non-Long-Island accent, I take pains to check to make sure I'm getting across. If there's a problem, I may need to speak extra slowly, or to repeat ideas using different words.
- I make an effort to keep my blackboard work organized, so that a student who looks at his/her notes can pick up the ongoing work.
- I try to use blackboard space intelligently, writing down only what is necessary, using intelligible abbreviations, etc.
- I always answer questions carefully and sympathetically, making sure that I have addressed the question the student wanted to ask. I try to let the students know I am grateful for their asking questions.
- I plan work so I can finish on time. E.g. I don't start a long calculation 5 minutes before the end of class.