

**CJ 7301 Instructional Assistant Supervision**  
**Th 4:00 pm – 6:50 pm**  
**Hill House**  
**Fall, 2019**

**Instructor:** Dr. Mark Stafford  
**Office:** Hill House 107  
**Office hours:** By appointment  
**Phone:** 245-5410  
**Email:** stafford@txstate.edu

**Course Description:** This course prepares doctoral students employed as teaching assistants to teach effectively in diverse instructional settings. The course does not earn graduate degree credit.

**Course Objectives:** Students who complete this course will have the necessary knowledge and skills to prepare and teach their own courses.

**Course Requirements:** Class participation (100% of grade). I expect everyone to be in class every Thursday, to complete the assignments (see below), share the results of the assignments with classmates, and participate enthusiastically in class discussions.

**Required Reading:** *Instruction at FSU: A Guide to Teaching and Learning Practices* (Available on TRACS)

**Policies:** I will discuss appropriate accommodations that you may require as a student with a disability. Before accommodations will be made, you may be required to provide proper documentation.

**Schedule/Assignments:**

**August 29** – Introduction and Course Requirements

**September 5**

**Course Planning – Content**

Chapter 1 in *Instruction at FSU* – Designing an Effective Course

1. Discussion: Textbook Selection

Chapter 2 in *Instruction at FSU* – Determining Learning Objectives

1. Discussion: Making Theory, Methods, and Statistics Relevant
2. Assignment: With Bloom's taxonomy in mind, what are some of the important lower-level and higher-level learning objectives in Criminal Justice courses (to be shared in class)?

## September 12

Chapter 3 in *Instruction at FSU* – Creating a Syllabus

1. Discussion: Conveying Enthusiasm in the Classroom
2. Assignment: Answer this question in a short paragraph that could be included in your syllabus: What should students do to best benefit from your course (to be shared in class)?

## September 19

### ***Course Planning – Management***

Chapter 4 in *Instruction at FSU* – Knowing Your Students

1. Discussion: Widening/Closing Age and Gender Gaps between Instructors and Students
2. Assignment: Create a sketch of Texas State University students like the sketch of Florida State University students on p. 40 of *Instruction at FSU* (to be shared in class).

## September 26

Chapter 5 in *Instruction at FSU* – Managing Students and the Classroom Climate

1. Discussion: Managing Disruptive Students

Chapter 6 in *Instruction at FSU* – Especially for TAs

1. Discussion: Dressing for Success
2. Assignment: Gather information from experienced Doctoral Teaching Assistants about how they effectively divide their time between their coursework and teaching (to be shared in class).

## October 3

### ***Lesson Delivery***

Chapter 7 in *Instruction at FSU* – Lecturing Effectively

1. Discussion: Integrating Lectures and Class Discussions
2. Assignment: Give a five-minute undergraduate lecture in class on “random sampling.”

Chapter 8 in *Instruction at FSU* – Using Active Learning in the Classroom

1. Discussion: Active versus Passive Learning

## October 10

Chapter 9 in *Instruction at FSU* – Instructional Media: Chalkboards to Video

1. Discussion: Multiple Media as Instructional Tools

**October 17**

Chapter 10 in *Instruction at FSU* – Using Course Websites as Instructional Tools

1. Discussion: Online Learning

**October 24**

Chapter 11 in *Instruction at FSU* – Teaching Contexts

1. Discussion: Teaching in Large Versus Medium-Size Versus Small Classes
2. Assignment: Find or create several jokes or humorous stories that can be used in Criminal Justice courses (to be shared in class).

**October 31*****Student Assessment***

Chapter 12 in *Instruction at FSU* – Testing and Assessment Issues

1. Discussion: Test Construction and Learning Objectives
2. Assignment: Give a five-minute undergraduate lecture in class either on “what is plagiarism” or “why is plagiarism a serious violation of the Honor Code at Texas State University”?

**November 7**

Chapter 13 in *Instruction at FSU* – Grading

1. Discussion: Grading Writing Assignments
2. Assignment: Which grading philosophy identified in Chapter 13 of *Instruction at FSU* is closest to your personal grading philosophy (to be shared in class)?

**November 14 – ASC Week****November 21*****Course Evaluation and Revision***

Chapter 14 in *Instruction at FSU: Improving Your Teaching with Feedback*

1. Discussion: Improving Your Teaching Over Time
2. Assignment: Identify five criteria that you would use in a self-assessment of your teaching (to be shared in class).

**November 28 – Thanksgiving Week****December 5**

1. In-Class, 20-Minute Undergraduate Lecture and Peer Evaluations

**December 5**

1. Conclusions