

So Much to Do, So Little Time: Managing the Workload in a Student-Centered Course

GMU Lunch and Learn

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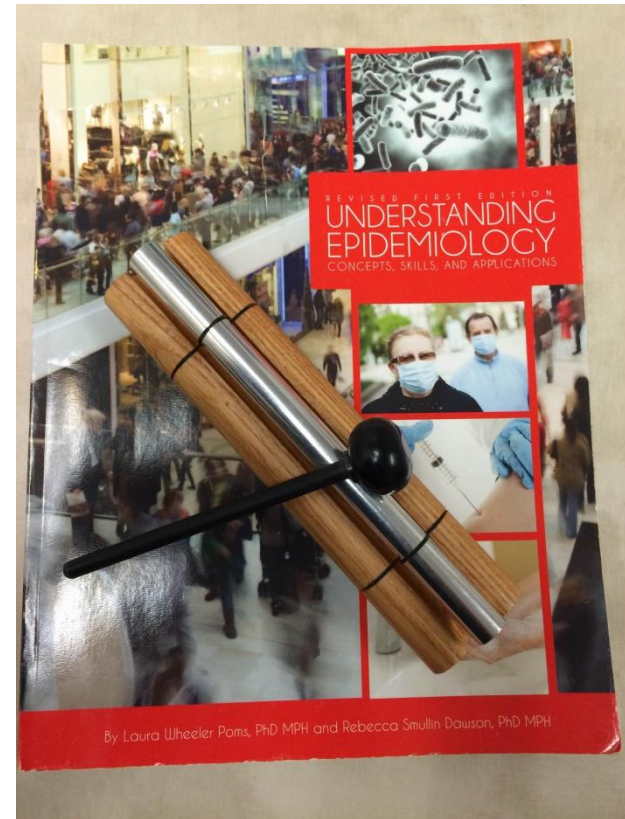
Where does the time go?

- A recent study suggests that faculty members work about 60 hours per week
 - 12% on class preparation
 - 12% on instruction
 - 11% on course administration (including grading)
 - 13% on email (including student class related emails)
- Magnified in a large class!

Source: <https://thebluereview.org/faculty-time-allocation/>

ALT Classroom

- 8 tables X 9 seats = 72 students
- Whiteboards
- 1 /flat screen per table, plus main screen
- Lots of excitement!



Class Policies



- Start restrictively
- Watch exceptions
- Pre-determine flexibility
- Prepare to defend

Make ups/Late Work/Extra Credit

- Don't accept late work!
 - Exploding appendix rule
- Don't offer extra credit!
- Create enough assignments so one or two can be dropped (or the extra can be extra)
- Use Blackboard
 - multiple submissions

Grading



- Not every assignment needs to be graded
- But all assignments should have value

Formative Assignments

- Preparation assignments (credit/no credit)
 - ▣ Increases engagement with material
 - Comprehension quizzes (graded by BB)
 - Problem sets
 - Reflections
 - Create your own problems
- Go over homework in class
 - ▣ Less grading, more time for questions

Graded Assignments

- Resist the urge to assign too much
- Stagger assignments
 - ▣ 5 per week vs. 45 at once
- Provide written instructions and study guides
- Use rubrics
- Submit to BlackBoard always!

Group Work



- Reduces grading load
- Works well for in-class activities that count for participation points
- Emulates “real world” experiences
- Remember to include peer evaluation

Group Work

GCH 412
Epi Report Team Member Evaluation
Submit on BlackBoard by Report Due Date

Evaluated by: _____

Group Members:

Member Name #1: (you) _____ Member Name #2: _____

Member Name #3: _____ Member Name #4: _____

Member Name #5 _____

Please rate **yourself** and your group members using this scale. Make sure the number corresponds to how you entered the names above. Failure to turn this form in by the due date will result in a **30 point deduction** in YOUR grade. No exceptions. Note that the higher the number, the more you agree with the statement:

[1=disagree; 2=neutral; 3=agree]

	#1 (you)	#2	#3	#4	#5
1. The group member attended and actively participated in the group meetings.					
2. The group member completed his or her portion of the work in a timely manner.					
3. The group member provided high quality work that met the standards set by the group.					
4. The group member exhibited stronger interpersonal and communication skills (i.e. replied to emails in a timely manner, contacted other group members regarding attendance or other issues, etc.)					
5. I would volunteer to be in a group with this person again.					
Total – Please be sure to total each column					

Please explain your neutral or negative ratings of other group members:

Please discuss in several well constructed sentences what you contributed to this project. Be specific.

Feedback

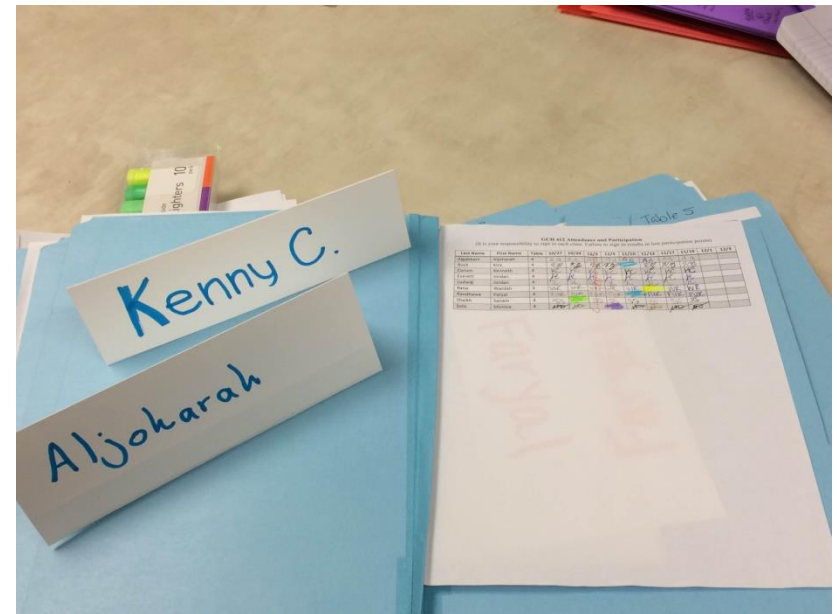
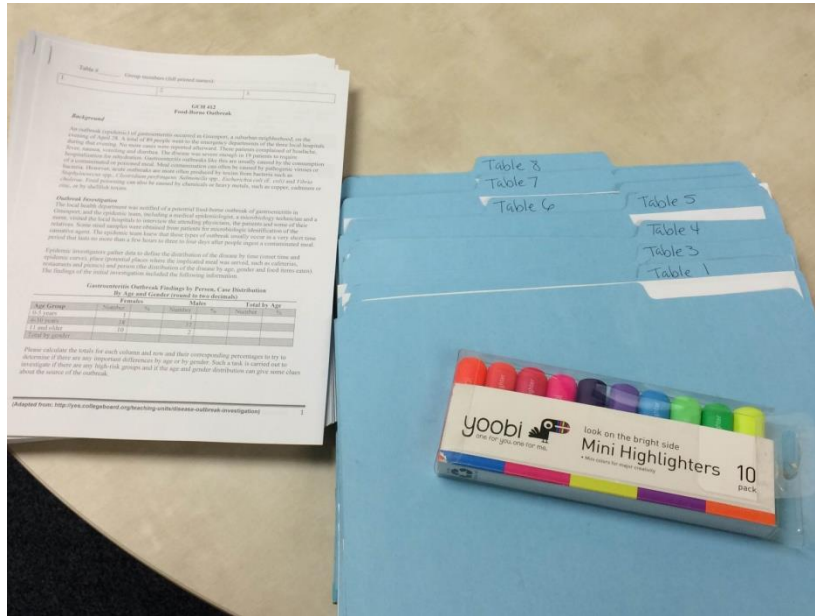


- Use guided peer review
 - Pair/share on student created problems
- General notes to class on common errors
- Wander with a purpose
- Rubrics, rubrics, rubrics!

Student Communication

- Official GMU email only
- Set parameters
 - Response times
 - Deadlines for questions
 - Office hours by appointment

Organization is Key!



In conclusion

- Set expectations early
- Don't grade everything
- Use groups
- Stay organized
- Enjoy!



Any Questions?