

**MA300 TEACHING WORKSHOP**  
**FALL 2008**

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**Schedule:** To be determined, contingent on your schedules. We will meet weekly for the first half of the semester, and then we will taper off to every other week during the second half. Meetings will be approximately two hours. Sometimes we will have pizza.

**Description and Objectives:** This class is mandatory for all first time GSI's. The meetings will consist largely of group discussion, with different focus topics chosen so as to enhance your teaching proficiency. You will also be videotaped twice this semester, and you will have a follow up interview for each video session with our very own Tony Varilly. Finally, there will also be classroom visits arranged, both with each other and with experienced GSI's.

Our goal, first and foremost, is to familiarize you with the logistics of teaching at Berkeley. This means being aware of policy, knowing where to go when you have a problem, understanding how to use the copier, etc. A more lofty goal is to familiarize you with a variety of teaching techniques and educational strategies. You must learn to engage and motivate students, to communicate mathematics both orally and in written form (to nonmathematicians!), to manage a classroom, to manage your own time, and so on. Hopefully, by the end of this semester, you will have settled into your own personal style and be ready for future semesters.

**Assignments:** At least 24 hours prior to each meeting, you should write me an email regarding your teaching experience over the previous week. You can include any dilemmas that you have faced (or have resolved), any new techniques that you have tried (successfully or unsuccessfully), any questions that you have, etc. The email does not have to long, but it should bring up at least one point worth discussing in class.

For the first week, you have a few additional assignments: set up a website (or set up bSpace), set up spreadsheets for recording grades, contact your professor, sign up to get paid with Mike Kim, check out the relevant textbook from Marsha Snow, register for MA300, and practice your first day for an audience.

**Grading:** This class must be taken pass/not pass. You will have to be a complete degenerate to not pass this class. In other words, if you show up on time for almost all of the meetings, complete almost all of the assignments near the appropriate due dates, and participate in the videotaping and class visits, you will pass.

### **Our First Meeting**

...will be mostly department specific logistics, followed by short “rehearsals” of first day lectures.

REMINDER:  $\exists$  campus wide GSI orientation and online ethics course.

- Course info, syllabus, sign up sheet, etc.
  
- Who are you, who are you teaching for, and what are you teaching?
  
- Meet Tony Varilly!
  
- Field trip to the copiers, Barbara Peavy, Mike Kim, Marsha Snow
  
- Dealing with expected events (or, “go see the head GSI”)
  
- Dealing with unexpected events (or, “how to fix a flat tire with a cell phone”)
  
- Setting up a website/bSpace
  
- The #1 rule for the first day, along with rules 2, ...,  $n$
  
- Groupwork: planning the first day, office hours, etc.
  
- Five minute rehearsals, followed by feedback