

# **Mentored Teaching Guidelines**

## **Biomedical Informatics PhD Program**

The Biomedical Informatics PhD Program has a mentored teaching requirement as part of the curriculum for all PhD students consisting of two 4-unit blocks of teaching units. This document is meant to provide guidelines for both students and faculty members participating in this experience.

- PhD students may do mentored teaching after they have passed their qualifying exams.
- Students should work with faculty members to select two classes for their mentored teaching experience. In general, prior to doing mentored teaching for a particular class, the student will have taken the class and have served as a teaching assistant for the class (if a teaching assistant is used for that class).
- PhD students will be required to take 8 units of mentored teaching with 2 course experiences at 4 units each.
- Ideally, this will include 2 different courses with 2 different faculty mentors.
- Students must find a faculty member to serve as a mentor for a course.
- In general, each course will have the units allocated as follows:
  - 1 unit preparatory course the quarter before the teaching experience
    - Develop contract for teaching experience with mentor
    - Decide how many lectures, which ones, due dates, scope, and topics to be covered
    - Prepare lesson plans and course materials with mentor (syllabus, calendar, lectures)
    - Progress check-in with faculty mentor 1/wk
  - 3 units for the actual teaching
    - Student must teach at least 40% of the classes (can do all in some classes)
    - At least 2 lectures must be created or substantially reworked by the student
    - Some of the teaching experience may take place within the distance learning environment (lectures using Articulate; discussion board moderating, etc.).
  - There may be exceptions to this structure. For example, if a student teaches 100% of a substantial course, that experience may count for 8 units. Also, simply facilitating a seminar course may count for fewer than 4 units. These issues can be worked out in the contract for the teaching experience.
- The mentored teaching courses are graded (letter grades; as opposed to pass / no pass)
- There may be flexibility in the scope of teaching for various courses. Mentors need to be aware of the time commitment (on the order of 12 hours / week for the 3 unit class).
- Faculty mentors' responsibilities:
  - Faculty mentors must supervise (attend lectures & critique).

- Faculty mentors must provide students with feedback on performance in a timely manner throughout the course
- All mentored teaching classes are graded with letter grades and a written summary of the student's performance.

### Teaching Resources

In preparation for the mentored teaching experience, faculty mentors and students should work together to define a set a background readings to prepare for the course.

Recommended sources include:

Richard Prigent's book on *Charting your Course: How to Prepare to Teach More Effectively*, Magna Publications, Inc., Madison, WI, 1990. ISBN 2-553-00216-3

Marjorie fuxco and Susan Ketcham's book on *Distance Learning for Higher Education: An Annotated Bibliography*, Greenwood Publishing Group, Greenwood, CO, 2002. ISBN 1-56308-847-9

Also, *Faculty Development Associates* has a useful Web site and collection of Web-based resources at <http://www.developfaculty.com/online/index.html> . The following table lists their recommended Web sites.

Academic Integrity	<a href="http://www.academicintegrity.org">www.academicintegrity.org</a>
<i>Academic Leader</i> Newsletter	<a href="http://www.magnapubs.com/subscribe/magnapubs_al.html">http://www.magnapubs.com/subscribe/magnapubs_al.html</a>
Accountability	<a href="http://www.sheeo.org/account/acct-home.htm">http://www.sheeo.org/account/acct-home.htm</a>
Accreditation	<a href="http://www.chea.org">www.chea.org</a>
Active Learning	<a href="http://www.foundationcoalition.org/home/keycomponents/collaborative_learning.html">http://www.foundationcoalition.org/home/keycomponents/collaborative_learning.html</a>
AdjunctSuccess	<a href="http://www.adjunctsuccess.net">http://www.adjunctsuccess.net</a>
Adventure Education	<a href="http://www.pa.org">www.pa.org</a>
Assessment of Outcomes	<a href="http://www2.acs.ncsu.edu/UPA/assmt/resource.htm">http://www2.acs.ncsu.edu/UPA/assmt/resource.htm</a>
Blended Learning	<a href="http://www.e-learningcentre.co.uk/eclipse/Resources/blended.htm">http://www.e-learningcentre.co.uk/eclipse/Resources/blended.htm</a>
Blog Creation	<a href="http://www.blogger.com/start">http://www.blogger.com/start</a>
Bloom's Taxonomy	<a href="http://chiron.valdosta.edu/whuitt/col/cogsys/bloom.html">http://chiron.valdosta.edu/whuitt/col/cogsys/bloom.html</a>
Case Method	<a href="http://www.soc.ucsb.edu/projects/casemethod/intro.html">http://www.soc.ucsb.edu/projects/casemethod/intro.html</a>
<i>Change Magazine</i>	<a href="http://www.heldref.org/change.php">http://www.heldref.org/change.php</a>
<i>Chronicle of Higher Education</i>	<a href="http://www.chronicle.com">www.chronicle.com</a>
Civility in Class	<a href="http://www.csupomona.edu/~faculty_computing/core/civility.html">http://www.csupomona.edu/~faculty_computing/core/civility.html</a>
Class Attendance, Improving	<a href="http://www.psychologicalscience.org/observer/1101/tips.html">http://www.psychologicalscience.org/observer/1101/tips.html</a>
Classroom	<a href="http://www.siue.edu/~deder/assess/catmain.html">www.siue.edu/~deder/assess/catmain.html</a>

Assessment Techniques	
Classroom Management	<a href="http://www.4faculty.org/includes/108r2.jsp">http://www.4faculty.org/includes/108r2.jsp</a>
Collaborative Learning	<a href="http://www.wcer.wisc.edu/nise/cl1/CL/doingcl/DCL1.asp">www.wcer.wisc.edu/nise/cl1/CL/doingcl/DCL1.asp</a>
Concept Mapping	<a href="http://users.edte.utwente.nl/lanzing/cm_home.htm">http://users.edte.utwente.nl/lanzing/cm_home.htm</a>
Conferences, Teaching & Learning	<a href="http://www.iun.edu/~cetl/services/conferences.shtml">http://www.iun.edu/~cetl/services/conferences.shtml</a>
Constructivist Teaching	<a href="http://www.2learn.ca/Profgrowth/constructhow.html">http://www.2learn.ca/Profgrowth/constructhow.html</a>
Cooperative Learning	<a href="http://www.co-operation.org/">http://www.co-operation.org/</a>
Copyright Issues	<a href="http://www.library.yale.edu/~okerson/copyproj.html">http://www.library.yale.edu/~okerson/copyproj.html</a>
Corporate Universities	<a href="http://www.corpu.com">www.corpu.com</a>
Creativity in Teaching	<a href="http://www.uwsp.edu/education/lwilson/creativ/">http://www.uwsp.edu/education/lwilson/creativ/</a>
Critical Thinking	<a href="http://www.criticalthinking.org">www.criticalthinking.org</a>
Curriculum Renewal	<a href="http://www.mtrojal.ab.ca/cr/">http://www.mtrojal.ab.ca/cr/</a>
Department Chair Resources	<a href="http://www.acenet.edu/resources/chairs">www.acenet.edu/resources/chairs</a>
Digital (Web) Portfolios	<a href="http://www.albion.edu/digitalportfolio/">http://www.albion.edu/digitalportfolio/</a>
Discipline Specific Links	<a href="http://wiscinfo.doit.wisc.edu/teaching-academy/Resources/webresources.html">http://wiscinfo.doit.wisc.edu/teaching-academy/Resources/webresources.html</a>
Discussion Facilitation	<a href="http://www.iub.edu/~teaching/faqdisc.shtml">http://www.iub.edu/~teaching/faqdisc.shtml</a>
Diversity in Higher Education	<a href="http://www.diversityweb.org">www.diversityweb.org</a>
Emotional Intelligence	<a href="http://www.eiconsortium.org">www.eiconsortium.org</a>
ESL Students	<a href="http://www.eslcafe.com">http://www.eslcafe.com</a>
Experiential Education	<a href="http://www.aee.org/customer/pages.php?pageid=28">http://www.aee.org/customer/pages.php?pageid=28</a>
Faculty Development	<a href="http://www.facultydevelopment.ca">http://www.facultydevelopment.ca</a>
Ethics in Higher Education	<a href="http://www.uvsc.edu/ethics/curriculum/education">www.uvsc.edu/ethics/curriculum/education</a>
Faculty Stress	<a href="http://www.psychologicalscience.org/teaching/tips/tips_0102.cfm">http://www.psychologicalscience.org/teaching/tips/tips_0102.cfm</a>
Federal Ed. Rights & Privacy Act (FERPA)	<a href="http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html">http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a>
First Generation Students	<a href="http://www.insidehighered.com/news/2005/08/10/first">http://www.insidehighered.com/news/2005/08/10/first</a>
Games & Simulations	<a href="http://www.simulations.co.uk/sagset/">http://www.simulations.co.uk/sagset/</a>

Update for 5/22/06 Curriculum Committee Meeting

Grade Inflation	<a href="http://people.uleth.ca/~runte/inflation/index.html">http://people.uleth.ca/~runte/inflation/index.html</a>
Honors Programs	<a href="http://www.nchchonors.org">http://www.nchchonors.org</a>
How People Learn	<a href="http://www.nap.edu/html/howpeople1/index.html">http://www.nap.edu/html/howpeople1/index.html</a>
Humor in Teaching	<a href="http://www.lovedungeon.net/humor/college/collegehomemenu.html">http://www.lovedungeon.net/humor/college/collegehomemenu.html</a>
Icebreakers	<a href="http://adulted.about.com/cs/icebreakers/">http://adulted.about.com/cs/icebreakers/</a>
Information Literacy	<a href="http://bulldogs.tlu.edu/mdibble/doril/">http://bulldogs.tlu.edu/mdibble/doril/</a>
Instructional Design	<a href="http://www.outreach.psu.edu/users/atb/cdev.htm">http://www.outreach.psu.edu/users/atb/cdev.htm</a>
International Higher Education	<a href="http://www.higher-ed.org/international/">www.higher-ed.org/international/</a>
International Professor Resources	<a href="http://www.ibiblio.org/ucis/links.html">www.ibiblio.org/ucis/links.html</a>
International Student Resources	<a href="http://www.internationalstudent.com">www.internationalstudent.com</a>
Internet Usage	<a href="http://www.learnthenet.com">www.learnthenet.com</a>
Junior Faculty	<a href="http://www.jfdp.org">http://www.jfdp.org</a>
Large Classes	<a href="http://www.fctel.uncc.edu/pedagogy/focuslargeclasses/ASurvivalHandbook.html">http://www.fctel.uncc.edu/pedagogy/focuslargeclasses/ASurvivalHandbook.html</a>
Learning Communities	<a href="http://learningcommons.evergreen.edu">http://learningcommons.evergreen.edu</a>
Learning Objectives	<a href="http://epitome.ce.gatech.edu/iowa">http://epitome.ce.gatech.edu/iowa</a>
Learning Objects	<a href="http://online.bcit.ca/sidebars/02november/inside-out-1.htm">http://online.bcit.ca/sidebars/02november/inside-out-1.htm</a>
Learning Organizations	<a href="http://www.infed.org/thinkers/senge.htm">http://www.infed.org/thinkers/senge.htm</a>
Learning Students' Names	<a href="http://www.unl.edu/gradstudies/gsapd/instructional/names.shtml">http://www.unl.edu/gradstudies/gsapd/instructional/names.shtml</a>
Learning Styles Models:	
Dunn and Dunn	<a href="http://www.learningstyles.net">www.learningstyles.net</a>
Felder	<a href="http://www.ncsu.edu/effective_teaching/Learning_Styles.html">www.ncsu.edu/effective_teaching/Learning_Styles.html</a>
Gregorc	<a href="http://www.gregorc.com">www.gregorc.com</a>
Kolb	<a href="http://www.infed.org/biblio/b-explrn.htm#learning%20style">www.infed.org/biblio/b-explrn.htm#learning%20style</a>
VARK	<a href="http://www.vark-learn.com/english/index.asp">http://www.vark-learn.com/english/index.asp</a>
Lecturing Skills	<a href="http://www.indiana.edu/~teaching/lectskills.html">www.indiana.edu/~teaching/lectskills.html</a>
Learning through Technology	<a href="http://www.wcer.wisc.edu/archive/cl1/ilt/default.asp">http://www.wcer.wisc.edu/archive/cl1/ilt/default.asp</a>
Legal Issues	<a href="http://www.aaup.org/Legal/info%20outlines/outlineindex.htm">http://www.aaup.org/Legal/info%20outlines/outlineindex.htm</a>
Linking Teaching & Research	<a href="http://www.brookes.ac.uk/genericlink/">http://www.brookes.ac.uk/genericlink/</a>
Living-Learning Programs	<a href="http://www.livelearnstudy.net">http://www.livelearnstudy.net</a>
Mentoring of Faculty	<a href="http://www.trainingreference.co.uk/skills/coaching/coaching.htm">http://www.trainingreference.co.uk/skills/coaching/coaching.htm</a>

Mentoring: Women in Science	<a href="http://www.mentornet.net">http://www.mentornet.net</a>
Metacognition	<a href="http://members.iinet.net.au/~rstack1/world/rss/files/metacognition.htm">http://members.iinet.net.au/~rstack1/world/rss/files/metacognition.htm</a>
MIT OpenCourseWare	<a href="http://ocw.mit.edu/index.html">http://ocw.mit.edu/index.html</a>
Motivating Students	<a href="http://teaching.berkeley.edu/compendium/sectionlists/sect20.html">http://teaching.berkeley.edu/compendium/sectionlists/sect20.html</a>
Movies that Teach	<a href="http://www.aesthetics-online.org/teaching/films.html">http://www.aesthetics-online.org/teaching/films.html</a>
Multilingual Dictionary	<a href="http://www.yourdictionary.com/diction1.html#multi">http://www.yourdictionary.com/diction1.html#multi</a>
Multiple Intelligences	<a href="http://www.surfaquarium.com/MI/">http://www.surfaquarium.com/MI/</a>
Nat'l Council for Staff, Program & Organizational Development	<a href="http://www.ncspod.org">http://www.ncspod.org</a>
<i>Nat'l Teaching &amp; Learning Forum</i>	<a href="http://www.ntlf.com/">http://www.ntlf.com/</a>
Newsgroups	<a href="http://groups-beta.google.com">http://groups-beta.google.com</a>
Online Learning Readiness	<a href="http://www.cod.edu/dept/CIL/CIL_Surv.htm">http://www.cod.edu/dept/CIL/CIL_Surv.htm</a>
Online Teaching	<a href="http://www.utexas.edu/world/lecture">www.utexas.edu/world/lecture</a>
Peer Led Team Learning	<a href="http://www.pltl.org">www.pltl.org</a>
Plagiarism Detection	<a href="http://www.plagiarism.org">http://www.plagiarism.org</a>
Planning Teaching Spaces	<a href="http://www.dartmouth.edu/~collab/index.html">http://www.dartmouth.edu/~collab/index.html</a>
PowerPoint Usage	<a href="http://www.actden.com/pp/">http://www.actden.com/pp/</a>
Preparing Future Faculty	<a href="http://www.preparing-faculty.org/default.htm">http://www.preparing-faculty.org/default.htm</a>
Problem Based Learning	<a href="http://www.udel.edu/pbl/">http://www.udel.edu/pbl/</a>
Prof. Development	<a href="http://www.starlinktraining.org">http://www.starlinktraining.org</a>
Prof. & Organ. Develop. Network	<a href="http://www.podnetwork.org">http://www.podnetwork.org</a>
Quotations on College Teaching	<a href="http://www.wku.edu/Dept/Support/AcadAffairs/CTL/db/quotes/index.html">http://www.wku.edu/Dept/Support/AcadAffairs/CTL/db/quotes/index.html</a>
Resources for Troubled Students	<a href="http://www.campusblues.com">http://www.campusblues.com</a>
Retention of Students	<a href="http://www.cscsr.org">http://www.cscsr.org</a>
Rubric Creation	<a href="http://projects.edtech.sandi.net/staffdev/tpss99/rubrics/rubrics.html">http://projects.edtech.sandi.net/staffdev/tpss99/rubrics/rubrics.html</a>

Scholarship of Teaching & Learning	<a href="http://www.issotl.org">http://www.issotl.org</a>
Search Engines	<a href="http://www.infotoday.com/searcher/oct01/price.htm">http://www.infotoday.com/searcher/oct01/price.htm</a>
Service Learning	<a href="http://www.servicelearning.org">www.servicelearning.org</a>
Sessional Faculty	<a href="http://www.tedi.uq.edu.au/sessionalteaching">http://www.tedi.uq.edu.au/sessionalteaching</a>
Socratic Method	<a href="http://www.wvu.edu/~lawfac/jelkins/orientation/socratic.html">www.wvu.edu/~lawfac/jelkins/orientation/socratic.html</a>
Sounds that Impact	<a href="http://www.findsounds.com">http://www.findsounds.com</a>
Storytelling	<a href="http://www.creatingthe21stcentury.org/Intro7-Why-story-now.html">http://www.creatingthe21stcentury.org/Intro7-Why-story-now.html</a>
Student Journal Writing	<a href="http://www.indiana.edu/~reading/ieo/digests/d99.html">http://www.indiana.edu/~reading/ieo/digests/d99.html</a>
Student Portfolios	<a href="http://www.elon.edu/students/portfolio/">http://www.elon.edu/students/portfolio/</a>
Student Ratings	<a href="http://www.ratemyprofessors.com">http://www.ratemyprofessors.com</a>
Student Survival Skills	<a href="http://www.clemson.edu/collegeskills/">http://www.clemson.edu/collegeskills/</a>
Students with Disabilities	<a href="http://www.ed.gov/about/offices/list/ocr/transition.html">http://www.ed.gov/about/offices/list/ocr/transition.html</a>
Study Abroad	<a href="http://www.studyabroad.com">http://www.studyabroad.com</a>
Study Skills	<a href="http://www.uic.edu/depts/counselctr/ace/practic1.htm">www.uic.edu/depts/counselctr/ace/practic1.htm</a>
Syllabus Development	<a href="http://cte.udel.edu/syllabus.htm">http://cte.udel.edu/syllabus.htm</a>
Teaching & Learning Centers (Global)	<a href="http://www.ku.edu/~cte/resources/websites.html">http://www.ku.edu/~cte/resources/websites.html</a>
Teaching & Learning Centers (U.S.)	<a href="http://www.hofstra.edu/faculty/ctse/cte_links.cfm">http://www.hofstra.edu/faculty/ctse/cte_links.cfm</a>
Teaching Assistants	<a href="http://www.isd.uga.edu/teaching_assistant/ta-handbook.html">http://www.isd.uga.edu/teaching_assistant/ta-handbook.html</a>
Teaching for Inclusion	<a href="http://ctl.unc.edu/tfitoc.html">http://ctl.unc.edu/tfitoc.html</a>
Teaching Goals Inventory	<a href="http://www.uiowa.edu/~centeach/tgi">http://www.uiowa.edu/~centeach/tgi</a>
Teaching in a Time of Crisis	<a href="http://www.wku.edu/teaching/booklets/crisis.html">http://www.wku.edu/teaching/booklets/crisis.html</a>
Teaching Materials Exchange	<a href="http://www.merlot.org/Home.po">http://www.merlot.org/Home.po</a>
Teaching Portfolios	<a href="http://www.usask.ca/tlc/teaching_portfolios/index.html">http://www.usask.ca/tlc/teaching_portfolios/index.html</a>
Teaching Professor Newsletter	<a href="http://www.magnapubs.com/subscribe/magnapubs_tp.html">http://www.magnapubs.com/subscribe/magnapubs_tp.html</a>
Teaching Timelines	<a href="http://timeline.cer.jhu.edu/index.htm">http://timeline.cer.jhu.edu/index.htm</a>
Team Based Learning	<a href="http://www.teambasedlearning.org">www.teambasedlearning.org</a>

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Technology Integration	<a href="http://www.campus-technology.com/index.asp">http://www.campus-technology.com/index.asp</a>
Test Anxiety	<a href="http://www.couns.uiuc.edu/Brochures/testanx.htm">www.couns.uiuc.edu/Brochures/testanx.htm</a>
Test Construction	<a href="http://www.edu.uleth.ca/runte/tests/">http://www.edu.uleth.ca/runte/tests/</a>
Textbook Selection	<a href="http://www.facultyonline.com">http://www.facultyonline.com</a>
Time Management	<a href="http://www.time-management-guide.com">http://www.time-management-guide.com</a>
Tolerance	<a href="http://www.tolerance.org">http://www.tolerance.org</a>
<i>Tomorrow's Professor</i> Listserv	<a href="http://sll.stanford.edu/projects/tomprof">http://sll.stanford.edu/projects/tomprof</a>
Transactional Analysis	<a href="http://www.itya-net.org">www.itya-net.org</a>
<i>University Business</i> Magazine	<a href="http://www.universitybusiness.com">www.universitybusiness.com</a>
Using Technology in Teaching	<a href="http://www.unc.edu/cit/newchalk/">http://www.unc.edu/cit/newchalk/</a>
Values in Higher Education	<a href="http://www.svhe.org/">http://www.svhe.org/</a>
Web Searching	<a href="http://www.thelearningsite.net/cyberlibrarian/searching/ismain.html">http://www.thelearningsite.net/cyberlibrarian/searching/ismain.html</a>
Wikipedia	<a href="http://en.wikipedia.org/wiki/Main_Page">http://en.wikipedia.org/wiki/Main_Page</a>
Writing Across the Curriculum	<a href="http://mendota.english.wisc.edu/~WAC/">http://mendota.english.wisc.edu/~WAC/</a>
Writing Learning Objectives	<a href="http://epitome.ce.gatech.edu/iowa/">http://epitome.ce.gatech.edu/iowa/</a>