

JOHN KERL'S PLAN OF PLANS

Prep

- (1) Read the instructor notes for the section.
- (2) Read the section of the text:
 - Make an outline
 - What do they need to learn how to do?
 - Select some examples from the text and/or workbook. Choose more than can be used in class, as a backup in case of further questions.
- (3) Select and work the homework problems, noting potential problem spots in the homework. Include some review problems from the text/workbook.
- (4) Make a rubric for the homework.
- (5) Write the lesson plan:
 - Before class starts: Sign-in sheet.
 - Before class starts: Homework out/in.
 - Before class starts: Goals/outline to state at the beginning of the hour
 - Before class starts: Vocabulary on board = lesson plan for all to see!

 - At start of class: Ask for incoming homeworks.
 - At start of class: Ask if anyone didn't get the sign-in sheet.
 - At start of class: They can pick up outgoing homeworks at the end of class.

 - Possible activities/involvement. True/false questions = concept test.
 - What they will already know, and what will be difficult for them. Use my homework solutions to make these guesses.
 - Chronological outline for class
 - Examples. Goal: skills needed to do the homework.
 - Items from notebook: issues from office hours, previous homework, questions not addressed at the time asked, concept test notes.
 - Ask for questions about previous homework.
 - Say what we'll do next time.

Main rule: Guide them through the thought process.

Grading

- Alphabetize the papers
- Select problems to be graded — not all odd!
- Mark papers per rubric. Include suggestions and praise.
- Mark “Nice!” etc. for high scores, improved scores, neat work, nice graphs, etc.
- Record numerical grades in the spreadsheet. Print immediately.
- Note frequent errors in the lesson plan for the next day.