



# Teaching the Large College Class: A Guidebook for Instructors with Multitudes

By Heppner, Frank

Jossey-Bass, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: About the Author.Preface.Acknowledgments.1 Thinking Ahead.Why Your Class Could Belong to the Chamber of Commerce.2 Getting Ready for the First Day.The "Value" Course.The "Deluxe" Course.The "Standard" Course.Background Investigation of the Course.The Syllabus.The Course Manual.Selecting and Ordering Texts.Course Budgets and Ordering.Handouts.Checking Out the Physical Facilities.Reading Assignments and Lectures.Disabled Student Matters.Deciding on a Grading Plan.Assembling a Lecture.The First Day of Class.3 The Teacher as Actor.Character.Lines.Stagecraft43.Theater.Audience.4 Managing Assistants and Graders.Covering Yourself.Safety.Harassment.Grading Procedures.General Communications.Delegating Authority.Motivating the Staff.5 Using Media Effectively.The Blackboard.The Whiteboard.Optical Overhead Projector.Legibility.35mm Slides.Graphic Considerations for Projection.Typefaces.Computer Presentation and Projection.Scanning, Resolution, and Format.Electronic Overhead Projector.Live Television.The Internet and Web.Clickers.Images, Time, and Some Philosophizing About Media.Murphy's Law and Using Media.6 Auditorium Classroom Activities.Straight Lecture Equals Death.Breaks.The Mock Jury.Games.7 Assessment and Testing.Assessment.Testing and Grading.Levels of Learning.Complex Problem Solving.Types of Examination and Quiz Questions.Evaluations Other than

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