Delivering a Course of UG Lectures
A Workshop led by Dr Adrian Taylor
Thursday 17th October 2019, 2 pm – 5 pm
21 Banbury Road Conference Room ('BRCR'), Department of Materials

The purpose of this workshop is to help and encourage you to begin to reflect on, and improve, the effectiveness of your lecturing, and to provide some initial guidance for those about to give their first course of UG lectures. The aim is to achieve this primarily by catalysing discussion and reflection among the participants, both during the workshop and subsequently. Participants are encouraged to form a peer-support group, meeting from time-to-time to discuss the development of your lecturing skills and perhaps observing one or two of each other's lectures. The workshop will also introduce you to various sources of information that will both aid you in this reflective process and provide some practical tips on lecturing.

The workshop will not cover the design of a new lecture course – which is a topic in its own right.

Programme

2 pm	'What Lecturers would rather not know' slide
2.05 pm	Introduction to the Workshop and the resources provided. 30s introduction from each participant. Dept of Materials ground rules for lectures: timing, feedback questionnaires, synopses, handouts and lecture notes, SENDA, VLE (CANVAS/WebLearn), examinable material, support staff, a/v equipment & whiteboards, lecture-capture technology, permanent timetable, timetable changes (eg. if ill), exam questions (inc Y3 Options – Assessor), Y3 Classes & Y1/Y2 small-group tutorials.
2.15 pm	5 minute individual exercise – think back to one specific lecture course you have attended (or lecturer by whom you have been taught) ……..
2.20 pm	Brief discussion of your observations / recollections

The Slides (three complementary and, in part, mutually reinforcing presentations)

2.30 pm	Slides 1: Overview of delivering a course of lectures
2.50 pm	"The Challenges I will face" ……………..*working in pairs*
3.00 pm	Report back and brief discussion of challenges
3.05 pm	Slides 2: A Pedagogical Insight
3.25 pm	**Coffee**
3.35 pm	Slides 3: Practical Tips
3.55 pm	"Good and Bad Lecturing and Lectures" …………*group work*
4.15 pm	Discussion of group work
4.30 pm	Questions and General Discussion – to include, for example, some of the following topics if not addressed during earlier discussions:

> Active learning (also deep learning / surface learning)
> Student attention span
> The syllabus
> Expectations of student, department & college tutors
> Formative and summative assessment
> Relation of lectures to tutorials and examinations
> Letters of engagement, job descriptions & payment for 'casual' teaching
> Student feedback – general & how it works in Materials
> Discipline in the Lecture Theatre
> Lecturer's notes – distinct from slides and handouts
> Lecturing from notes, cards, slides, memory or from a script? Lecture Replay?
> 'Powerpoint'; 'chalk 'n talk' with a small number of slides; visualiser
> Reading lists – how many texts?
> Lecture vs problem-based group or individual work?
> Note-taking by the students?
> Lecture handouts – just the complex slides or comprehensive notes; in advance (with gaps?) or after lecture (perhaps via WebLearn/CANVAS)?
> Copyright & WebLearn/CANVAS
> SENDA and reasonable adjustments

4.55 pm	Conclusion and Evaluation	5.00 pm	Close of Session