



## **Preface**

Before embarking on a career in teaching, there are at least two things we should think about. First, why do we want to teach? Do we have sufficient, compelling reasons? To help us think about why we want to teach, the exercise "Why teach?" is included below.

A second thing we need to think about is the value of our professional education program. Some would argue that all we need to know is our subject matter - what we will teach. However, nearly every practicing teacher disputes this and argues that knowledge of subject matter is necessary but not sufficient to being a good teacher. To see what one teacher-leader has to say about this consider the essay below "Why we must learn how to teach."

#### WHY TEACH?

Congratulations! You are in the process of becoming a VIP in the lives of children, their parents, and caregivers. At this point, it might be insightful to consider the reasons people chose to teach and which of them hold meaning for you. It might also be fun to share your reasons with one another. Finally, it might be beneficial to put your reasons in writing and put that essay in your teaching portfolio. Here are a dozen. Maybe you can think of others.

#### WHY I WANT TO TEACH

- I will teach because I want to make a contribution to society.
- I will teach because it is an honorable profession.
- I will teach because I want to help others succeed.
- I will teach because I enjoy working with children.
- I will teach because I enjoy being a student and learning.
- I will teach because I enjoy a subject(s) and want others to also.
- I will teach because it is challenging.
- I will teach because I have found the act of teaching pleasurable.



- I will teach because I can exercise individuality and creativity.
- I will teach to make use of my abilities.
- I will teach to be around people.
- I will teach because teaching provides a secure, satisfying lifestyle.

## WHY WE NEED TO KNOW MORE THAN THE SUBJECT MATTER WE WILL TEACH

In order to be a good teacher, we need to know our subject matter and a lot more. Below is a statement made by a teacher-leader that makes this clear.

#### WHY WE MUST LEARN HOW TO TEACH

Leila Christenbury, president of the National Council of Teachers of English, recounts why learning to teach is so important. When she entered teaching she had solid preparation in her subject field with both a bachelor's and master's degree in English but no professional preparation. She notes:

I knew all about literature and literary theory; ... I know literary history ... But that simply wasn't enough. What didn't I know? I knew nothing how people learn, especially people unlike myself, who were not motivated . I was not prepared to teach anyone who wasn't pretty much like me, I didn't how to run a class discussion or how to set up a small group. I had never created a test of any kind or considered how to grade and evaluate. Until I began teaching, I thought these things just happen in short, I didn't pedagogy. I was a good student who was expected to make automatic transfer to being an effective And that didn't happen for many years ... The study of pedagogy is indispensable to teacher Success ... The act of teaching, the consideration of teaching - and thus the consideration of learning is utterly at Center Stage ...



What we learn in pedagogy is that teaching is a complex enterprise requiring an instructor's knowledge, perception of student needs, and real willingness to adjust and adopt .... to the only thing that ultimately matters: student learning ...

Clearly the schoolchildren of America deserve knowledgeable teachers who are experts in their fields, who know what they are teaching. America's school-children also deserve knowledgeable teachers who know how to teach, how to reach each and every one of them, how to make learning effective, individual, and long lasting. (Christenbury. 2002).

Christeninuy, L. (2002, June 18). Op-ed piece distributed to newspapers around the country.



#### **Part 1**: The Backdrop of Teaching

**Chapter 1: Factors That Influence How We Teach** 

#### **Personal Characteristics**

- How Gender Influences Our Teaching
- How Age and Experience Influence Our Teaching
- How Personality Affects Our Teaching
- How Our Beliefs Affect Our Teaching

#### **Experience and Preparation in Education**

- How the Way We Were Taught Affects Our Teaching
- How the Way We Prefer To Learn Affects Our Teaching
- How the Way We Prefer To Teach Influences Our Teaching
- How Our Knowledge of Subject Matter Affects Our Teaching
- How Our Teaching Preparation Influences Our Teaching

#### **Context**

- How Student Differences Affect Our Teaching
- How Class and Classroom Size Affect Our Teaching
- How Availability of Material and Equipment Affect Our Teaching
- How Available Time Affects Our Teaching
- · How the Nature of Lesson Objectives Affects Our Teaching
- How National Imperatives Affect Our Teaching
- What Factors May Be Affecting Specific
- Teaching Practices
- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



#### Part 1: The Backdrop of Teaching

**Chapter 2: The Challenge of Teaching in a Changing Society** 

#### **America's Changing Population**

- · Minority Population Growth
- Minority Population Distribution
- Other Noteworthy Population Changes
- The Implications of Population Changes for Teachers

#### **The Changing Family**

- Family Trends
- Family Influence on Schooling
- Implications of Family Change and Family Influence

#### The Changing Nature of Childhood and Youth

- Economically Disadvantaged Children
- Children with Inadequate Supervision
- · Abused and Neglected Children
- At-Risk Children
- Resilient Children
- Hurried Children
- Disengaged Children
- The Changing School
- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



### Part 1: The Backdrop of Teaching

**Chapter 3: Teaching Diverse Students** 

Student Diversity
Socioeconomic Differences
Cultural Differences
Gender Differences
Sexual Preference Differences
Developmental Differences
Learning Style Differences
Learning Ability Differences
Implications for Teachers

- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



#### Part 1: The Backdrop of Teaching

**Chapter 4**: Three Schools of Thought about Learning and Teaching

#### The Cognitive School of Thought

- Information Processing
- Meaningful Learning
- Cognitive Approaches to Teaching and Learning

#### The Humanistic School of Thought

- Beliefs of the Humanistic School
- Humanistic Approaches to Teaching and Learning

#### The Behavioral School of Thought

- Contiguity
- Classical Conditioning
- Operant Conditioning
- Social Learning
- Behavioral Approaches to Teaching
- Is There a Single Best Approach to Student Learning?
- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



#### Part 1: The Backdrop of Teaching

**Chapter 5**: Getting to Know Your Students and Motivating Them to Learn

#### **How You Can Get to Know Your Students**

- Using Existing Records
- Using Cumulative Records

#### **Unearthing New Information about Students**

- Observing Students
- Interviewing Students
- Using Questionnaires
- Using Sociometry
- Using Autobiography
- Using Parents and Guardians as Sources
- Using Cases

#### **Evaluating and Using Information**

- Evaluating Information
- Using Information Properly
- Motivating Students to Learn
- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References
- Appendix: Cumulative Record Cards for Five Diverse Students



#### **Part 2**: The Art of Teaching

**Chapter 6: Planning Instruction** 

# Pros and Cons of Instructional Planning Planning is Especially Beneficial for Beginning Teachers Deciding What to Teach

- State Standards and How They Are Developed
- · What States Standards Look Like
- The Power of State Standards
- What Happens at the School District Level
- The Formal and Taught Curricula
- The Power of the Curriculum

#### **Instructional Objectives**

- What Instructional Objectives Look Like
- Instructional Objectives Differ in Two Ways Some Objectives Are General, Others Are Specific
- Objectives Inspire Three Kinds of Learning: Cognitive, Affective, Psychomotor
- Another Way of Classifying Learning Outcomes

#### **Writing Specific Objectives**

• When Are Objectives Good?

#### **Preparing Instructional Plans of Varying Duration**

- The "Long and Short" of Planning
- Preparing Long-Range Plans: Yearly and Semester Plans
- Preparing Unit Plans
- Preparing Lesson Plans
- Evaluating Lesson Plans
- Review of Plans of Varying Duration
- Resources Useful When Planning Cooperative or Team Planning
- Some Final Thoughts Chapter Summary
- Key Terms Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



#### Part 2: The Art of Teaching

<u>Chapter 7</u>: Four Instructional Alternatives: Presentation, Discussion, Independent Study, and Individualized Instruction

#### **Presentations: Teaching as Telling and Showing**

- What Is a Presentation?
- Purpose and Characteristics of Teacher Presentations
- Good Presenters
- Good Presentations
- Computer Presentations: Pros and Cons
- When Teacher Presentations Should Be Used
- Limitations of Presentations
- Summary on Presentation

#### **Discussion: Learning through Informative Interaction**

- What Is a Discussion?
- Purposes and Characteristics of Discussion
- Good Discussion Leaders
- Good Discussions
- When Discussions Should Be Used
- Limitations of Discussions
- Summary of Discussion

## Independent Study: Teaching as Giving and Guiding Seat Work and Homework Assignments

- What Is Independent Study?
- Purpose and Characteristics of Independent Study
- Good Independent Study Leaders
- Good Independent Study
- When Independent Study Should Be Used
- Limitations of Independent Study
- Making Good Homework Assignments
- Summary on Independent Study

**Individualized or Differentiated Instruction: Tailoring Teaching** 



#### **Part 2**: The Art of Teaching

<u>Chapter 7</u>: Four Instructional Alternatives: Presentation, Discussion, Independent Study, and Individualized Instruction

#### **Individualized or Differentiated Instruction: Tailoring Teaching**

- What Is Individualized Instruction?
- Purpose and Characteristics of Individualized Instruction
- Types of Individualized Instruction Programs
- Good Users of Individualized Instruction
- Good Individualized Education Programs
- When Individualized Instruction Should Be Used
- Limitations of Individualized Instruction
- Summary of Individualized Instruction

# The "Best" Instructional Alternatives Overview of Thirty-one Instructional Alternatives Using Technology in Teaching

- Selecting Quality Software and Websites
- Utilizing Digital Content
- Get Better Prepared for the Digital Age
- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



#### **Part 2**: The Art of Teaching

<u>Chapter 8</u>: Four More Instructional Alternatives: Cooperative Learning, Discovery Learning, Constructivism, and Direct Instruction

## **Cooperative Learning: Teaching Learners to Like and Care for One Another**

- What Is Cooperative Learning?
- Purpose and Characteristics of Cooperative Learning
- Some Variations on the Theme of Cooperative Learning
- Good Leaders of Cooperative Learning
- Good Cooperative Learning

#### When Cooperative Learning Should Be Used

- Limitations of Cooperative Learning
- Summary on Cooperative Learning

#### **Discovery Learning: Figuring Things Out for Yourself**

- What Is Discovery Learning?
- Purposes and Characteristics of Discovery Learning
- · Good Facilitators of Discovery Learning
- Good Discovery Learning
- Facilitating Discovery Learning Online
- When Discovery Learning Should Be Used Summary on Discovery Learning

## **Constructivist Teaching and Learning: Maximizing Learner Understanding**

- What Is Constructivism?
- Purposes and Characteristics of Constructivism
- Good Constructivist Teaching and Learning
- Good Facilitators of Constructivist Learning
- · When Constructivism Should Be Used
- Summary on Constructivism



#### **Part 2**: The Art of Teaching

<u>Chapter 8</u>: Four More Instructional Alternatives: Cooperative Learning, Discovery Learning, Constructivism, and Direct Instruction

#### **Direct Instruction: Teaching in the Most Efficient Way**

- What Is Research-Based Direct Instruction?
- Purpose and Characteristics of Research-Based Direct Instruction
- Variations of Research-Based Direct Instruction
- Good Direct Instructors
- Good Research-Based Direct Instruction
- When Research-Based Instruction Should Be Used
- Limitations of Research-Based Direct Instruction
- What Is Learning Theory-Based Direct Instruction?
- Purpose and Characteristics of Learning Theory-Based Direct Instruction
- Variations of Learning Theory-Based Direct Instruction
- · Good Learning Theory-Based Direct Instructors
- Good Learning Theory-Based Direct Instruction
- When Learning Theory-Based Instruction Should Be Used
- Limitations of Learning Theory-Based Direct Instruction
- Summary on Direct Instruction
- Is There a Single-Best Instructional Alternative?
- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



#### **Part 2**: The Art of Teaching

#### **Chapter 9: Evaluating Students' Learning**

## Defining Classroom Assessment, Measurement & Evaluation Factors Influencing Assessment Quality

- Sources of Information
- Accuracy of Information
- Types of Assessment: Formative Versus Summative

#### **Standardized Testing and Standard Scores**

- The Standardized Testing Process
- Interpreting Standardized Test Results
- Types of Scores from Standardized Tests
- Summary of Standardized Testing

#### **Teacher-Made Assessments**

- Pencil-and-Paper Tests
- Observational, Performance, and Authentic Assessment

#### **Grading and Assigning Grades**

- What Should You Consider When Assigning a Grade?
- What Standard Should You Use?
- How Will Assessment Information Be Synthesized?
- Technology in Assessment and Grading
- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



#### **Part 3: The Effective Teacher**

**Chapter 10:** Personal Attributes and Characteristics of Effective Teachers

#### **Research on Teaching**

- Defining Effective Teaching
- The Search for Effective Teachers
- Effective Teachers: Personal Attributes and Characteristics

#### **Motivating Personality**

- Enthusiasm
- Warmth and Humor
- Credibility

#### **Orientation Toward Success**

- High Expectations for Success
- Encouraging and Supportive

#### **Professional Demeanor**

#### **Businesslike**

- Goal-Oriented
- Serious
- Deliberate
- Organized

#### Adaptable/Flexible

#### Knowledgeable

- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



#### **Part 3: The Effective Teacher**

**Chapter 11: Professional Skills and Abilities of Effective Teachers** 

#### **Focusing and Engaging Students' Attention**

- · Establishing Set
- Using Variety

#### **Using Instructional Time Efficiently**

· Optimizing Time

#### **Conducting Interactive Instruction**

- Using Questions
- Providing Clear Instruction
- Monitoring Students' Progress
- Providing Feedback and Reinforcement
- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



#### **Part 3: The Effective Teacher**

**Chapter 12: Classroom Management Skills of Effective Teachers** 

## **What Is Classroom Management?**Preventing Management Problems

- · Establishing the Physical and Psychological Environment
- Establishing Classroom Rules and Routines
- Starting the School Year

#### **Monitoring Students' Behavior**

- Holding Students Accountable
- · Rewarding and Reinforcing Students

#### **Reacting to Misbehavior**

- Why Students Misbehave
- Deciding How to React to Misbehavior
- Types of Intervention
- Using Intervention in the Classroom
- Reestablishing the Learning Environment
- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



#### **Part 3: The Effective Teacher**

**Chapter 13: Problem Solving Skills of Effective Teachers** 

#### What Is a Problem?

Source of problems

#### What Are the Classroom-Related Problems Teachers Face?

- Affiliation
- Control
- · Parent Relationships and Home
- Conditions
- Student Success
- Time

#### **Preventing and Resolving Classroom Problems**

- Preventing Classroom Problems
- Resolving Classroom Problems
- Developing a Problem-Solving Attitude
- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



**Part 3: The Effective Teacher** 

**Chapter 14: Reflective Skills of Effective Teachers** 

A Tale of Two Student Teachers
Characteristics of Reflective Practitioners
Benefits of Reflecting on Teaching
Developing Reflective Abilities

- Dialogue Journals
- Discussions
- Portfolios
- Action Research
- On-Campus Laboratory Experiences
- Some Final Thoughts
- Chapter Summary
- Key Terms
- Issues and Problems for Discussion
- Theory into Action: Activities for Practice and Your Portfolio
- References



### A Practical Approach to Effective Teaching

What should a beginning teacher know and be able to do? What should an experienced teacher know and be able to do?

The decision about what content to include in The Act of Teaching was based on the answers to these questions. In developing this practical guide to effective teaching, the authors were guided by work done at the Educational Testing Service (ETS) to determine what a competent beginning teacher should know; and work done by the National Board for Professional Teaching Standards to determine what an experienced teacher should know.

In addition to discussing key topics such as diversity, planning for instruction, instructional methods and strategies, assessment, and reflection, the text covers:

- factors that influence why we teach as we do (Ch.1)
- schools of thought that illustrate how different types of learning occur (Ch.4)
- how teachers can find out more about their students and better motivate them to learn (Ch.5)
- the need to utilize instructional variation (Ch.7 & 8)
- multiple methods for evaluating students' learning and using assessment information (Ch.9)
- multiple definitions of good or quality teachers (Ch.10 & 11)
- personal qualities and skills that lead to effective teaching (Ch. 10 & 11)
- strategies to organize and manage today's complex classroom settings (Ch. 12)
- strategies for preventing discipline problems in today's diverse classrooms (Ch.12)
- challenges teachers face and how to resolve them (Ch. 13)



## THANK YOU FOR READING!

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