



A General Guide to UIP Classroom-Teaching

In order to provide our foreign teachers with efficient academic services in University Immersion Program (UIP) and standardize the teaching activities of English taught courses, the general guide to UIP classroom-teaching is as follows.

Pre-Class Preparation

1. Design a method to know your students, understand their level of listening and oral English, and their background knowledge related to your subject.
2. Inform students in advance if there are relevant reading materials or course-related contents.
3. Offer well-prepared classes, design in-class activities which service for improving students' learning outcomes.
4. Work out a complete and clear assessment scheme which includes grades standard and formation.

In-Class Activities

1. Apply suitable method to present teaching content, and make sure most of the students could follow you with interest. Considering the possible language difficulties in listening and speaking, please slow down a little bit and make your speech as clear as possible.
2. Design and create the “learner-centered” class and well engage your students. Try your best to interact with your students by pedagogies such as TBL, PBL, flipped classroom, role-play, team work, and think-peer-share etc. Considering many Chinese students might be shy in the very beginning, encourage them to be confident and give them a little bit more time and patience..

After-Class Tutorial

1. Considering the possible difficulties for you in setting office hours , please keep contact with your students through email or other online contact information of yours and your TA's.
2. Give feedback to your students on their process assignment.
3. Answer their questions related to learning and academic development.

Assessment

1. Keep records of process assessment of your course, and complete the online record with the help of your TA. Process assessment might include but not limited to attendance records, assignment, and final examination paper and so on. The topics, assessment points, scoring method and record form of each assignment and final papers should be recorded, reserved and handed to the Academic Affairs Office with the help of your TA.
2. Summarize and analyze the course with regard to overall evaluation, teaching objectives achievement, students' engagement and so on.
3. Use hundred-mark system or grading system to upload final results.

Thank you for your cooperation and enjoy your teaching.