ANDRAGOGY 101 Readings

Note: These sources are only a sample of the available literature on each topic. They are for background information only and should not be construed to be official Amarillo College Policy or guidelines unless so stated. For additional information on any topic, contact Kaki Hoover, AC Library at 345-5582 or the Library Reference desk at 371-5468.

Guides and Books

Covering Multiple Topics on College Teaching

  Note: one copy is on reserve at AC Lynn Library and at AC West Campus Library Services in the NW Branch of Amarillo Public Library. Faculty may borrow for 7 days.
- Short Tips on College Teaching (click for access)
  Compiled and written by Edmund Hansen. Center for Teaching and Learning, Northeastern Illinois University.
- The Theory and Practice of Learning.
- Faculty Development Associates—free links to resources from this commercial site cover many aspects of college teaching.
- Gramsci, Freier and Adult Education: Possibilities for Transformative Action
- Learning and Sociocultural Contexts: Implications for Adults, Community and Workplace Education.
- The New Update on Adult Learning Theory.
- Democracy, Multiculturalism, and the Community College – A critical Perspective.
- Educating a New Majority: Transforming America’s Educational System for Diversity.
- A Struggle to Survive – Funding Higher Education in the Next Century.

NetLibrary eBooks
Note: Only one reader at a time per book. Come back later if an individual title is in use. Requires logging in with your WebAdvisor ID. Please remember to log out. For help using the electronic books, contact the AC Library reference desk at 371-5468

- **Learning to Teach in Higher Education.**

- **The American Community College.**

- **Practical Approaches to Using Learning Styles in Higher Education.**
  Rita Stafford Dunn; Shirley A. Griggs; Westport, Conn.: Bergin & Garvey, 2000.

- **Teaching Undergraduates.**

- **Teaching for Tenure and Beyond: Strategies for Maximizing Your Student Ratings.**

- **Web-based Education: Learning from Experience.**

- **Community Colleges – Policy in the Future Context.**

- **Leading with Soul – An Uncommon Journey of the Spirit.**

**Readings for individual modules**

Note: Some articles are from licensed databases that require proof of AC affiliation. These will have links for ON CAMPUS versus OFF CAMPUS access.

**Your First Day of Class**

- Kinder, Gentler Icebreakers.
  [On Campus](#) [Off Campus](#)

- The First Day of Class.

- Games to Train By.
  [On Campus](#) [Off Campus](#)

- **Constructing Your Class Persona.**

- How to Start Teaching a Tough Course: Dry Organization Versus Excitement on the First Day of Class.
  [On Campus](#) [Off Campus](#)
The Complete Syllabus – Amarillo College Style

• The Purposes of a Syllabus.
  Jay Parkes, Mary B. Harris. College Teaching, Spring 2002, Vo. 50 Issue 2, p1.
  On Campus      Off Campus

• Developing a Good Syllabus: Communicating Your Requirements, Expectations and Intentions to Students.
  Center for Teaching Excellence, Lansing Community College.

• Creating Significant Learning Experiences: An Integrated Approach to Designing College Courses.

Course Outline/Lesson Cycle

• Creating a Detailed Course Outline.
  Instructional Design and Development, Penn State World Campus

• The Gateway to Educational Materials (GEM).
  A consortium effort to provide educators with quick and easy access to thousands of educational resources found on various federal, state, university, non-profit, and commercial Internet sites. Select ‘Browse’, then ‘Browse by Level’ to limit search to higher education and community college sources and free content. Sponsored by the U.S. Department of Education

• Researching the Scholarship of Teaching and Learning: An Analysis of Current Curriculum Practices.
  On Campus      Off Campus

Legal Issues/Academic Honesty/Student Rights

• Amarillo College – Students Rights and Responsibilities

• Family Educational Rights and Privacy Act

• American Association of Community Colleges Clearinghouse for Copyright and Legal Issues
  Contains reports, presentations, and sample policies on intellectual capital and copyright for print and digital content.

• The Copyright Crash Course
  University of Texas tutorial is an excellent and thorough source
  The Copyright Crash Course © 2001 Georgia K. Harper
• Ethical Principles for College and University Teaching
  Harry Murray, Eileen Gillese, Madeline Lennon, Paul Mercer, and Marilyn Robinson.
• Anti-Plagiarism Strategies for Research Papers
  Robert Harris. Version Date: March 7, 2002.

Understanding Your Students/Classroom Management

• What Makes Great Teachers Great?
  On Campus Off Campus
• Minimizing Disruptive Behavior in the Classroom.
  On Campus Off Campus
• Strategies to Prevent and Reduce Conflict in College Classrooms.
  On Campus Off Campus
• Keep Students Coming by Keeping Them Interested: Motivators for Class Attendance.
  On Campus Off Campus
• Classroom Civility Is Another of Our Instructor Responsibilities.
  On Campus Off Campus

Learning and Teaching Strategies

• Teaching Non-traditional Students.
• Teaching Diverse College Students to Study within a Learning Styles Prescription
  On Campus Off Campus
• Male and Female College Students’ Learning Styles Differ: An Opportunity for Instructional Diversification.
  On Campus Off Campus
• Are Students Learning Styles Discipline Specific?
  On Campus Off Campus
  On Campus  Off Campus

Making a Lecture a Learning Experience

• What's So Bad About the Lecture?
  On Campus  Off Campus
• The Scholarly Lecture: How to Stand and Deliver.
  On Campus  Off Campus
• Improving Your Lecturing
  Instructional Development, Center for Teaching Excellence, University of Illinois at Urbana-Champaign.
• Should Students Get the Instructor's Lecture Notes?
  On Campus  Off Campus
• What I Learned about Teaching from Observing Stand-Up Comedians.
  On Campus  Off Campus

Leading Effective Discussions

• Why Won't They Talk?
  On Campus  Off Campus
• Active Waiting.
• Suggestions for Leading Small Group Discussions.
**Questioning Techniques for Discussion and Assessment**

- **Using Questions to Enhance Learning.**
  Center for Teaching Excellence, St. Edwards University.
- **Perk Up Lectures and Involve Students.**
  [On Campus Off Campus]
- **Answering and Asking Questions.**

**Student-Active/Student-Experiential Teaching Formats**

- **Active Learning: Reviewing the Research.**
  [On Campus Off Campus]
- **Demonstrating knowledge: The Use of Presentations in the College Classroom.**
  [On Campus Off Campus]
- **Training in Presentation Skills: an Innovative Method for College Instruction.**
  [On Campus Off Campus]
- **In Support of the Case Method of Reaching for Excellence and Training in the Public Sector.**
  [On Campus Off Campus]
- **American Association of Community Colleges Service Learning Clearinghouse.**
  Links to several full text documents on the topic of Service Learning.
- **Creative Powerful Learning Environments Beyond the Classroom.**
  [On Campus Off Campus]
- **Assessment of Cooperative Learning: A Goal-Criterion Approach.**
  [On Campus Off Campus]
- **Students Learning Together: Collaborative or Cooperative Learning**
  Center for Teaching Excellence, Illini Instructor Series, University of Illinois at Urbana-Champaign, June 2004.
• Using the Case Method to Facilitate Learning.
  On Campus  Off Campus
• Writing Across the Curriculum and Writing in the Disciplines.
  Resources collected by Purdue University Writing Lab.

**Instructional Aids and Technology**

• Engagement, Excitement, Anxiety, and Fear: Learners' Experiences of Starting an Online Course.
  On Campus  Off Campus
• Key Instructional Design Elements for Distance Education.
  On Campus  Off Campus
• Twelve Commandments for Powerpoint.
  On Campus  Off Campus

**Communication Strategies**

• Is Humor an Appreciated Teaching Tool?
  On Campus  Off Campus
• What You Don’t Know Can Hurt You: Students’ Perceptions of Professors’ Annoying Teaching Habits.
  On Campus  Off Campus
• Keeping Students Engaged Is Key to Keeping Them in Class.
  Kathleen Rinear. Distance Education Report, 9/1/2003, Vol. 7 Issue 17, p8.
  On Campus  Off Campus

**Communication and Listening Skills**

Lou Ann Seabourn’s suggested sites are linked below:

Prior to class complete the listening test
  http://www.pindling.org/Math/MathHelp/Listening/
Prior to class look at the communication styles listed in the charts on the following website and try to identify your style of communication.

http://www.cedanet.com/meta/communication_styles.htm

**Reference Materials/Resources:** The Websites listed below are for additional research. They do not have to be studied in advance of the Communication Strategies session.

**Listening Websites**
- Listening Skills - Info Please Homework Center
- Listening Skills  Self Evaluation
- Instructor’s Listening Skill Self Evaluation

**Nonverbal Communication Websites**
- Six Ways to Improve Your Non-verbal Communication
- A Communication Model
- Using Nonverbal Communication to Improve Teacher Effectiveness
- Pedagogic Communication
- Online Classrooms: Text-based Communication
- Managing Your Classroom Using Environmental Cues

**Assessing Students’ Learning**

- **Fast Feedback**
- **Using Classroom Assessment to Change Both Teaching and Learning.**
  Mimi Steadman. New Directions for Teaching & Learning, Fall 1998 Issue 75, p23.
  [On Campus][Off Campus]
- **Classroom Assessment Across the Disciplines.**
  Regina Eisenbach, Vicki Golich, Renee Curry. New Directions for Teaching & Learning, Fall 1998 Issue 75, p59.
  [On Campus][Off Campus]
- **Recommendations for Developing Classroom Performance Assessments and Scoring Rubrics.**
- **The Influence of Assessment Method on Students‘ Learning Approaches: Multiple Choice Question Examination Versus Assignment Essay.**
  [On Campus][Off Campus]
• Cooperative Learning in Higher Education: Undergraduate Students Reflections on Group Examinations for Group Grades.
  On Campus  Off Campus
• Test Construction.
  A Bibliography of full text electronic articles from Practical Assessment, Research & Evaluation, a peer-reviewed electronic journal.

**Preparing Students for Tests**

• Encouraging College Student Success: The Instructional Challenges, Response Strategies, and Study Skills of Contemporary Undergraduates.
  On Campus  Off Campus
• Classroom Strategies for Identifying and Helping College Students at Risk for Academic Failure.
  On Campus  Off Campus
• Grading Practices.

**Evaluating and Documenting Teaching Effectiveness**

• Student Evaluations of Faculty Grading Methods.
  On Campus  Off Campus
• Evaluating Teaching Performance.
  On Campus  Off Campus
• Reducing Ambiguity, Awkwardness in Evaluating Faculty.
  On Campus  Off Campus
**AC Professional Ethics**

- Ten Principles of Academic Integrity for Faculty.
  [On Campus][Off Campus]

- A Profile of an Ethical Professor
  [On Campus][Off Campus]

**Instructional Support Services and Resources**

  [On Campus][Off Campus]

- Confronting Limitations of Cyberspace College Courses: Part 2 – Developing Solutions.
  [On Campus][Off Campus]

- How Community Colleges Are Teaching Technology to Faculty Members.
  [On Campus][Off Campus]

- Research Skills and the New Undergraduate.
  [On Campus][Off Campus]