

Lesson plan CELT Getting to 5 on “Well Organized” on your Course Evaluations

**Most Important Concepts:** use 4 part plan to organize a class session, use a file structure that makes things easy to find, organize class time to let students know what is important, use Bb to communicate with students

**10:30 – 10:35 am Connect:** Write down as many organizational strategies as you can think of (that you use to prepare for class or in class)

**10:35 – 10:40 am Connect:** Susan: Introductions, why did you sign up, why this topic, introduce visual outline

**10:40 – 11:05 am Teach:** Mike: 10 minute chunks, teach to partner 1 minute.

- 4 part structure, lesson plan
- Schedule
- Computer file structure
- Letting students know what is important
- Bb for communication

**11:05 – 11:15 am Practice:**

- Apply 4 part structure to upcoming class session
- Share

**11:15 – 11:20 am Conclusion:** Plickers

*5 Minute Break*

**Most Important Concepts:** Communicate expectations→convey organization, implement organization tools

**11:25 – 11:45 am Teach:** Susan: Tips/tricks

**11:45 – 11:55 am Practice:** Take your to-do list to the next level

**11:55 – 12:00 am Conclusion:** Q&A, sharing your tips, or write down and share one thing you think you can try this coming semester

**PROPS:**

Notebooks for participants

Handouts

PPT, PPT clicker