

Top Things to Do for Teaching and Service

10. Service – must check the box for university, professional societies, and community. Choose things that are most visible and will ultimately gain international recognition. For societies commit to service on technical committees and chair conference sessions.
9. Document – your teaching. Don't just do what you need for ABET, but document because it gives you opportunities to think about what you do and why.
8. Share – your research with your students. Originally research was introduced at universities to make the faculty more relevant...that is still a good idea. When appropriate, share your research activities with your students in the classroom.
7. Find a mentor – connect with a good teacher on your faculty. . Ask for help. Find someone that seems to have a teaching philosophy and personality similar to yours.
6. Use methods/technologies with which you are comfortable – don't adapt methods simply because they are the hot topic. Listen to students likes and dislikes.
5. Homework assignments – select these so that they contribute to your teaching goals...the purpose of an assignment should be clear and obvious to you and your students.
4. Grades – be fair and consistent. Look at how others grade and in particular look at the record of grade distributions in the courses you teach.
3. Time management – in the classroom and out. Inside the classroom, realize when you are covering too much. Outside the classroom, wisely budget how much time you spend on preparing and grading.
2. Clue students in why you are doing what you are doing...if they understand your motives, they'll be more receptive to your methods.
1. Do everything possible to eliminate us vs. them mentality...make it clear that you're both on the team trying to achieve the same thing.

And keep in mind that you are to mentor graduate students, secure lots of research funding, and get lots of journal publications.