



HCC FACULTY MENTOR FIRST YEAR TRANSITION

February 2014

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HCC Mentor Mission:

Encourage, Coach, Guide & Advise



Working with a Diverse Student Population...

Johana Melendez, Plant City Campus Mentor

Tired of excuses?

Can't tell or don't want to guess if a student was really sick, or if he/she is lying?

Here are some tips to ensure you can maintain high standards, equality and motivate students to do their best while being flexible to those who really need it. And the best part... You don't need to know the excuse!

1. Offer multiple assignments and eliminate the lowest grade. I personally have 1 assignment per chapter covered. However, since situations can happen like the computer did not work last minute, the student forgot, the mother was sick, etc.... I set it on my syllabus that their lowest 3 assignments will be eliminated regardless of the reason.

2. Offer a final comprehensive test as an option to eliminate the lowest test grade: This is a great way to keep students motivated to do well on their partial tests while still being flexible to those who need the extra help. Sure, students won't prefer to take the final because it is comprehensive, and more difficult, but if they have been sick or had a bad day that affected one of their test grades, at least they have one more option to improve their grade without feeling helpless.

Promote Active Learning...

1. Learning Pairs
2. Team Learning
3. Peer Tutoring

["Lecturing and Active Learning"](#) Duke University

["Facilitating Group Discussion"](#) CITT

Collaborative Learning...

1. Online Collaboration
2. Case Studies
3. Learning Communities

["20 Collaborative Learning Tips and Strategies for Teachers"](#) Teach Thought

["Collaborative Learning"](#) Collaborative for Teaching Excellence

Time Management

Janet Wilman, SouthShore Campus Mentor



We have all heard the expression, “Work smarter, not harder.” When it comes to the courses I teach, I have found two things to help me apply this concept to my life.

- 1. Use a different color folder for each class that you teach.** In that folder, keep a copy of the syllabus and a copy of your assignment calendar. Also, in that folder, place accommodation letters received for students. When you collect work from students, store them in that folder until graded and turned back to the student. This keeps all the paperwork together for a particular class. This keeps you organized and keeps you from wasting time looking for items for particular students.
- 2. Only open email when you have time to read AND respond.** If you open an email that requires a response, respond immediately. Do not wait to respond later. Emails just build up and things are forgotten.

[Effective Time Management Strategies](#)

[Time Management Reminders that Boost Efficiency, Peace of Mind](#)

[Time Management Strategies for Online Instructors](#)

[CITT's New Faculty
Webpage](#)



[Teaching & Learning
Strategies](#)