INSTRUCTIONS FOR YOUR GTA WORKSHOP PRESENTATION

Each participant will give a short presentation to an audience of fellow GTAs. Experienced GTAs at the University will facilitate these sessions and will provide an opportunity for you to receive positive, expert feedback about your teaching performance. The presentations will be video recorded and played back, so that you may view your own work and see it from a student’s perspective. This format has proven to be highly effective in providing positive, supportive feedback to instructors of all experience levels.

Below are some instructions to help you plan your presentation.

**Topic** - The topic is left up to you. Many new GTAs speak about something in their academic field, but you may feel free to talk about other things such as a favorite hobby, sport, summer job, etc. The only thing we ask is that you make sure there is a focus to your topic and that you have more than one major point you wish to teach.

**Format/Organization** - When organizing your presentation you may find it helpful to follow this simple adage: Tell them what you’re going to tell them. Tell them. Tell them what you told them. Simply put, we suggest that you begin the presentation with a brief introduction (15-30 seconds) in which you define the topic and the areas you wish to discuss. Following this, present the heart of the material in a clear and coherent fashion. When you have finished, spend a brief period (30 seconds) reviewing what you just said and highlighting key points for the audience. This tried and true method should give you some structure on which to organize your presentation and will be useful in classroom or laboratory teaching situations, as well as in preparing to give presentations at meetings in your discipline.

**Length** - There will be about 20-25 other new GTAs presenting in your group, so the length of your presentation should be limited to about three (3) minutes. The time will move very fast but will be enough to cover your topic. It is good practice at going straight to the heart of an issue. As a rule of thumb, you should not need to use more than one page of notes.

**Visual Aids** - Each meeting room will have a podium and dry-erase board but not computer/PowerPoint. You are not required to use the board or other visual aids during your presentation.

**Feedback** - As each person makes his or her presentation, the other new GTAs in the group will complete a feedback form regarding the performance. This form asks each audience member to focus on the organization and clarity of the presentation, the use of helpful examples, the pacing of the presentation, the speaker’s voice, and the apparent preparation of the speaker. The audience members also will write any other helpful comments at the bottom of the form. At the end of the session, you will be given all of the feedback forms on your performance to use in making modifications.