SUGGESTED GUIDELINES TO CONDUCT THEME LECTURE IN THE GMCA PROGRAM

We all have been involved as faculty in the process of lecturing in our areas of expertise. Along the way at times we are called upon to introspect and understand that things are fine, especially when we are on the cusp of a new curriculum. We felt it appropriate to share some general guidelines and as the esteemed faculty you are welcome to contribute your suggestions to the same.

Theme Lectures in the UoG are planned by the Block as one of the contributory resources to the understanding of the stated learning objectives. We would like to consider approaching them under 3 broad headings.

Before the lecture:

1. Urge you to go through the objectives, relate to them as regards the sequence and the flow. This enables the student to sequentially understand the subject.
2. If needed kindly discuss the LO with your peers within and outside the department and also with the block coordinator.
3. Kindly ascertain the ease of understanding of the objectives from a student's perspective, when they read them from the prescribed textbooks.
4. You are also directed to provide the matching of the objectives in the prescribed textbooks to the student through your block coordinator.
5. Mention theme of the Week, Block NO., and Theme of the Lecture. Mention Learning questions/Objectives to be discussed during the lecture and where relevant, source and page numbers. Try not to cover too many objectives in a single lecture. It is NOT essential that each and every learning objective under your theme should be covered completely in the lectures. Stress on objectives which are really important or which are complex for the students to understand on their own. However ensure that the students are given a clear idea of how/where to study the objectives which have not been covered in detail in the lecture
6. Use as little text as possible and instead try to rely more on illustrations, figures, tables, graphs, videos and other animations

During the lecture:

1. At the outset brief the student about the relevance of your lecture in the context of the block, broad theme and the week theme.
2. Make the student aware of the objectives that need to be covered and the one's that will be covered in the lecture.

3. The objectives that you choose to cover in the lecture, kindly ensure that you are able to clarify them.
4. The objectives that are not being covered make sure you have been able to motivate them in the course of your lecture to do self directed learning.
5. Also make them aware that some learning objectives will be covered through other learning experiences (tutor session, workshop, and practicals).
6. Summarize your lecture in the end. It is advisable that you try to draw your own concept maps to connect the different LO and their relevance. Show them the way and then motivate them to draw their own concept maps.
7. During the course of the lecture make sure you are in synchrony with the students. If you encounter any restlessness, try and address them forthrightly. Be interactive with them and make them feel at ease throughout the lecture. Use interesting anecdotes/ case scenarios/ quizzes at various stages to stimulate and maintain interest in the lecture. You could also try small quizzes at the end to check if the students have understood the material

Post lecture

1. Kindly analyze yourself on the lines of what went well and what needs improvement.
2. Make a concerted effort to address them in your next lecture.
3. Student and peer evaluations are another measure to ensure and assure yourself that things are fine. Necessary course corrections be done where ever required. Do not feel threatened by them, as every effort is done to improve your contributions to the block and importantly to the improve the overall prevailing environment.

Some other points:

1. **Where time permits consider using techniques like buzz groups (http://www.learninginstitute.qmul.ac.uk/ideas/idea/buzz-groups-and-mid-lecture-breaks)**
2. **For more effective PowerPoint presentations there are some good tips available at many sites like the ones given below.**
   http://mason.gmu.edu/~montecin/powerpoint.html
   http://office.microsoft.com/en-in/powerpoint-help/tips-for-creating-and-delivering-an-effective-presentation-HA010207864.aspx
3. **A checklist for assessing lectures is attached to the document. We suggest doing a self- assessment and try to identify any areas where you feel you have a problem.**
4. **Please feel free to approach us and we could discuss the issue and try to solve it together.**