

Handling the administrative workload in larger courses

Streamline the little things that take up time

- Ask students to choose a row for the term and sit in that row when taking exams, turning in assignments, or collecting returned materials
- Use manila envelopes labeled with row numbers to collect and return materials
- Organize materials to be returned alphabetically
- Put policies and procedures for grading, attendance, late homework, missed tests, etc. in writing and hand them out on the first day (class syllabus). Ask students to complete a syllabus quiz/questionnaire for credit
- After teaching the class for several semesters, consider having lecture notes duplicated, bound, and sold as required course materials. Then teach the main points, and require students to read the lecture notes to fill in details and clarify main points
- Create FAQ sheets
- Encourage students to ask questions via email, and then respond to the whole class if appropriate

Familiarize yourself with campus resources so you can refer students to them

- Penn State Learning (peer tutors, study groups, team project work spaces, writing center, speaking center) <http://pennstatelearning.psu.edu/>
- Penn State Libraries <https://libraries.psu.edu/>
- Office of Disability Services <http://www.equity.psu.edu/ods/>
- Handbook for Faculty and Instructors Working with Students with Disabilities <http://equity.psu.edu/ods/faculty-handbook>
- Advising <http://www.psu.edu/advising/>
- Registrar (schedule of courses, registration, degree audits, academic actions, transcripts)
- <http://www.registrar.psu.edu/>
- Office of Student Aid (loan applications, applying for aid, scholarships) <http://www.psu.edu/studentaid/>
- CAPS: Counseling and Psychological Services (crisis intervention, self-help, etc.) <http://studentaffairs.psu.edu/counseling/>
- Student Care & Advocacy (e.g., family crisis, food insecurity, housing insecurity, academic distress) <http://studentaffairs.psu.edu/studentcare/>
- Student Health Services <http://studentaffairs.psu.edu/health/>
- Center for Women Students <http://studentaffairs.psu.edu/womenscenter/>
- LGBTQA Student Resource Center <http://studentaffairs.psu.edu/lgbtqa/>
- Residence Life <http://studentaffairs.psu.edu/reslife/>
- Student Legal Services <http://studentaffairs.psu.edu/legalservices/>