

How To Be Prepared and Feel Prepared  
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### I. Pre-Course Planning Tips

- Don't strive for perfection, especially with a first-time class.
- Write suggestions for next time on your lesson plans after class.
- Establish focused goals and aims for the class before it starts.
- Plan for the students you actually have in the class.

### II. Avoid Overpreparing Lesson Plans

- This is important for both time and pedagogy.
- Strive for covering two to three concepts per class.
- Break each class day into 15- to 20-minute segments.
- Remember that teaching is an interactive process, not a one-person show.
- Incorporate discussion exercises to reduce prep time and benefit pedagogy:
  - Incorporate discussion from the start
  - Reward student participation and engagement
  - Model a question-based approach
  - Post questions for students in advance or ask them to bring in materials
  - Have students mark passages in readings in advance
  - In-class free writes
  - Reading reports
  - End class with questions or summaries
- Feeling comfortable with flexibility is key

### III. Dealing With Feeling or Being Underprepared

- Remember you are the only one in the room who knows what you planned to do.
- Develop confidence and faith in your abilities and in your students' abilities.
- Have go-to activities you can rely on at any time:
  - Free writes
  - Have students generate exam or discussion questions
  - Stop for questions or summaries
- Have extra materials ready

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