



# No Easy Job: Teaching Online

# Teaching, Colleges and Community, Hawaii

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# NO EASY JOB

- Challenges
- Strategies
- Work-life balance

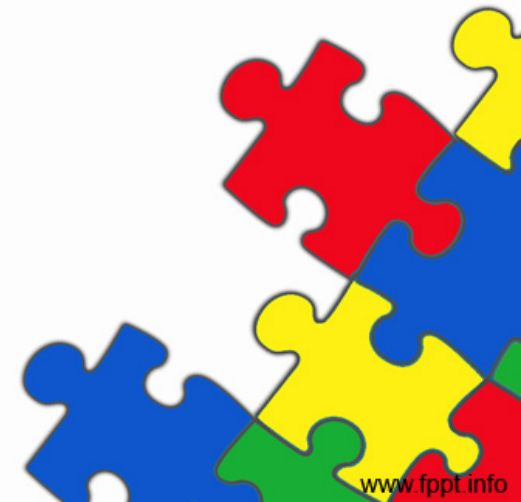


# CHALLENGE

- Disorganization

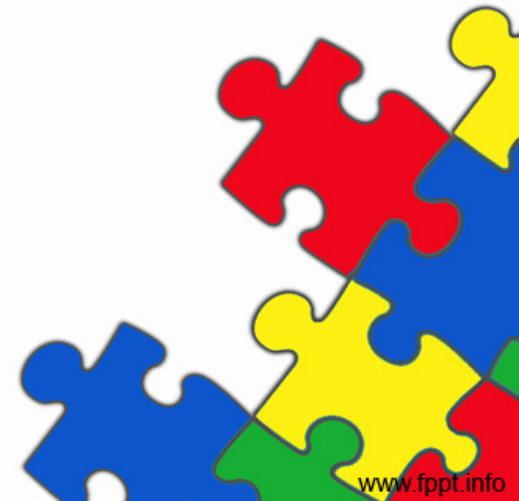
1 hour lost per day = 5 hours lost per week = 260 hours lost per year How much is your time worth?			
If your income is:	Which breaks down to:	Times 5 hours each week	Your TOTAL LOST Income Annually...
\$30,000/yr	\$14.42/hr	260	\$3,749
\$50,000/yr	\$24.04/hr	260	\$6,250
\$100,000/yr	\$48.08/hr	260	\$12,500

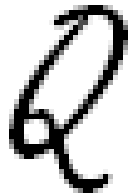
Figure 1. The cost of disorganization. (n.d.).



# STRATEGY

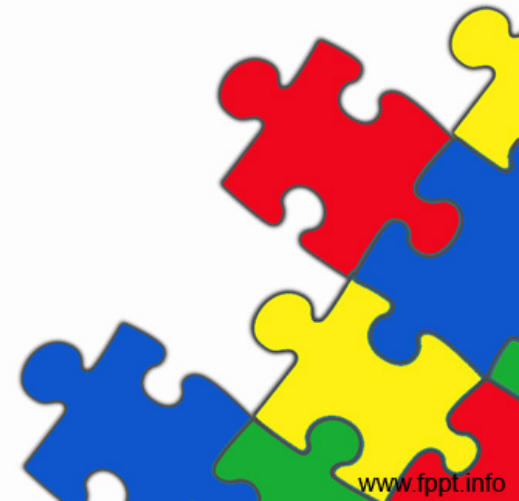
- Organization
  - Gold file
  - Connect with other faculty
  - Create a schedule
  - Stay on top of your work
  - Checklist to remember all responsibilities





Does your institution provide resources to help you connect with other faculty?

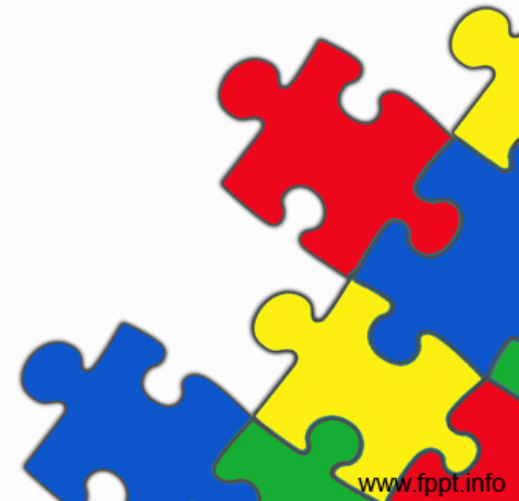
- Yes
- No



# What methods do you use to create and maintain organization?



- A. Gold file
- B. Connect with other faculty
- C. Create a schedule and stay on top of your work
- D. Checklist to remember all responsibilities
- E. More than one of the above

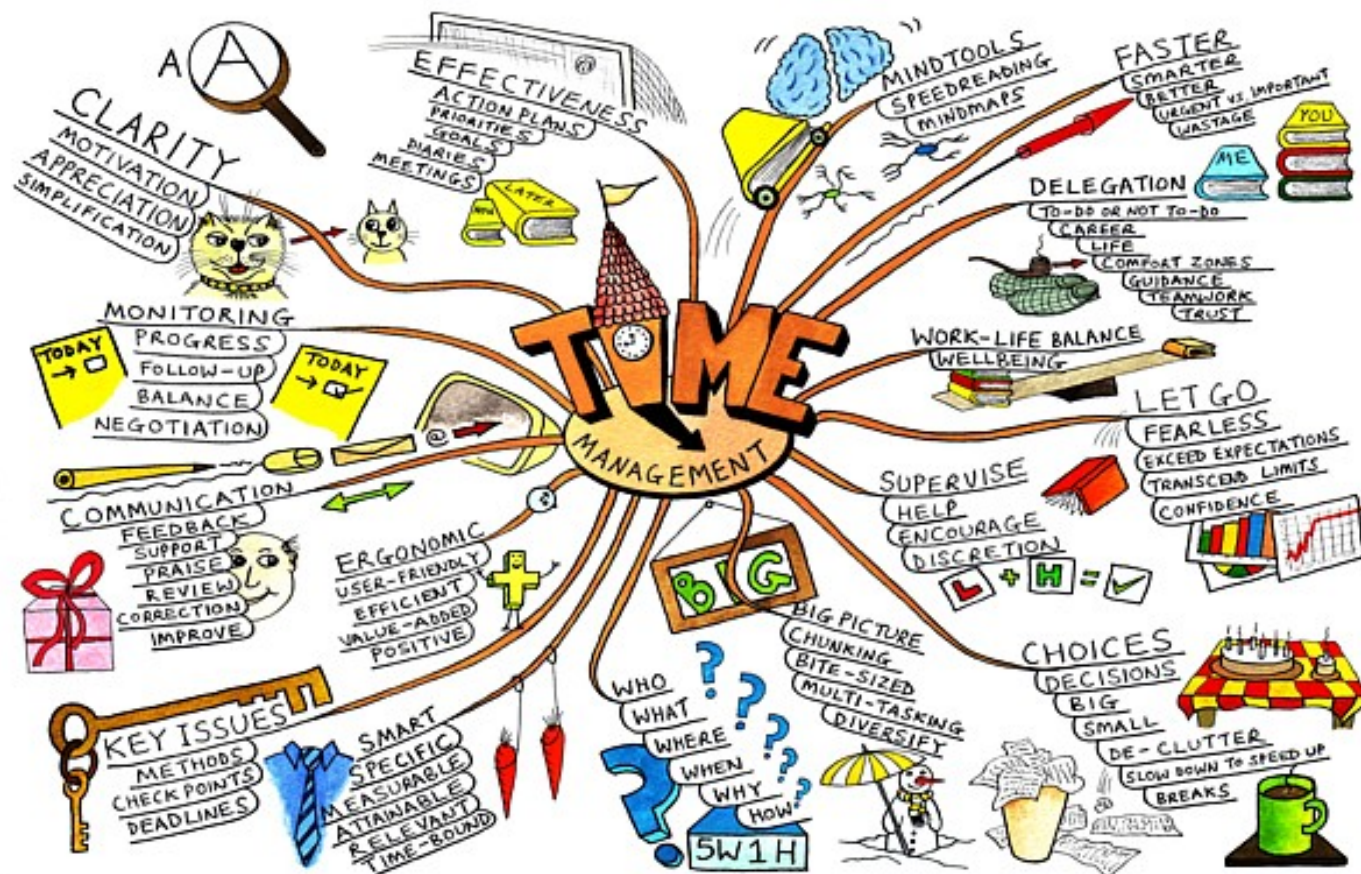


# CHALLENGE

- Juggling the demands of multiple jobs
  - Adjunct faculty may work at two or more institutions, each of which have unique demands on the instructor's time, or they may work a full time job and teach part time.
- How do you know when you have taken on too much?
  - <http://money.usnews.com/money/blogs/outside-voices-careers/2014/09/16/6-signs-you-have-too-much-on-your-plate>





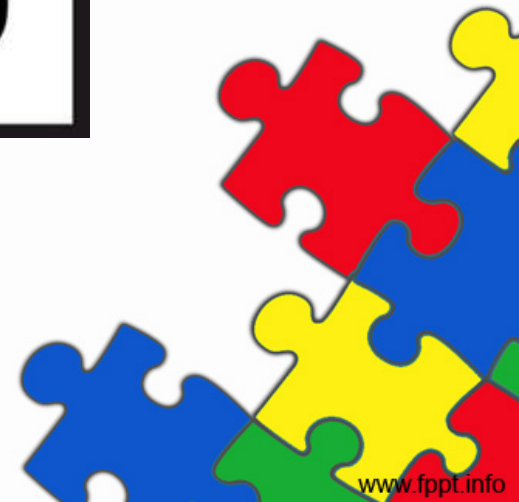
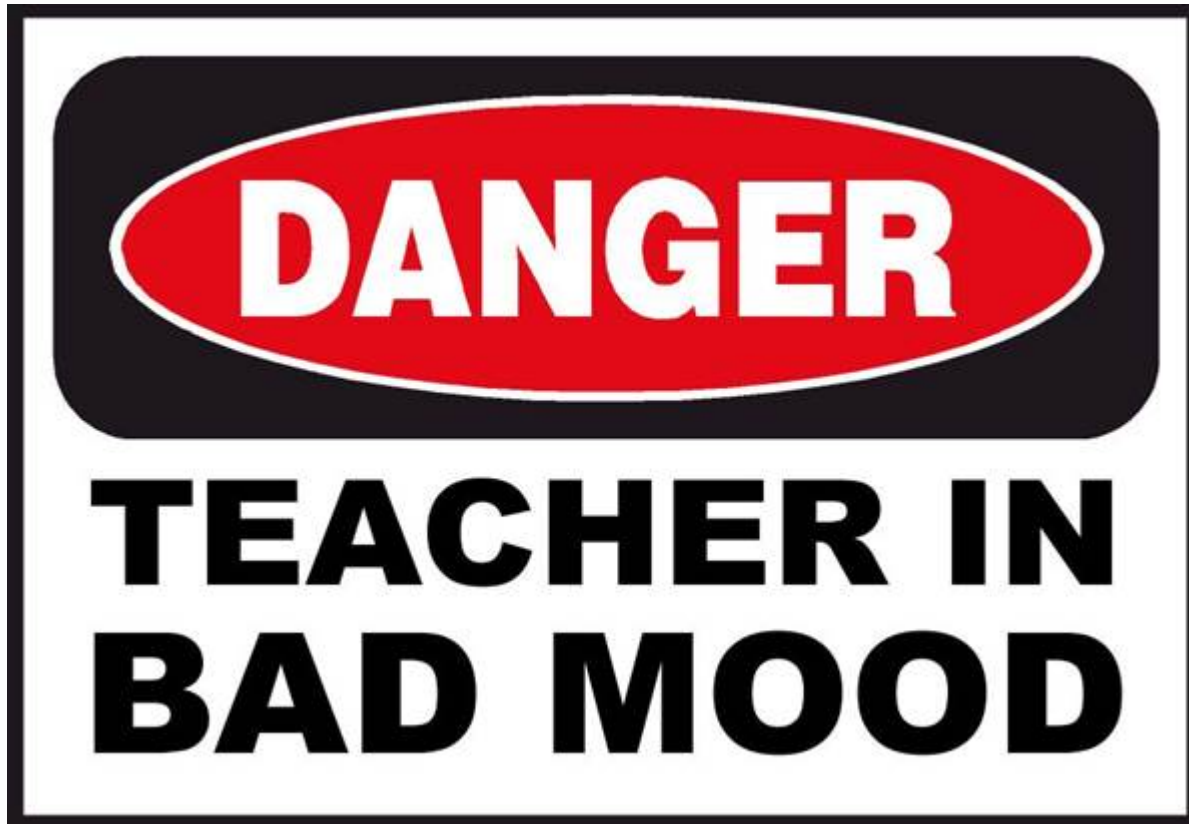


© <http://www.mindtools.com/>

# STRATEGY

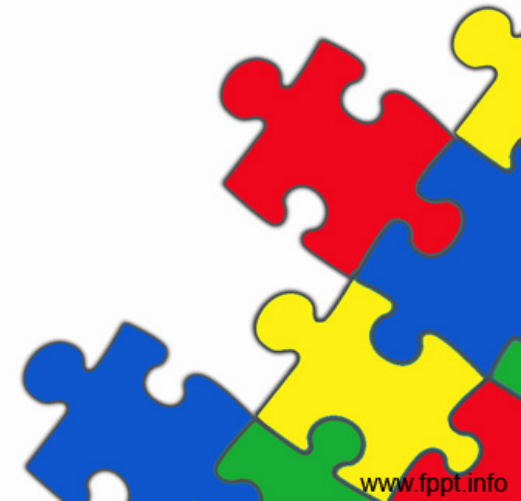
- Time management
    - Make a to-do list at the end of the day
    - Prioritize tasks
    - Add due dates to a calendar or planner and allot time to work on the project
    - Turn off the distractions
    - Prepare ahead of time
  - Saying no when you have too many projects to do
  - Take time for you
- (Reader's Digest Canada, 2014).





# CHALLENGE

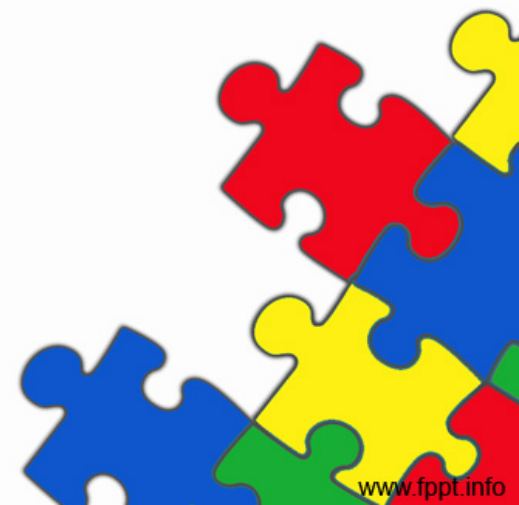
- Difficult students
- Changing personalities of each class
- Each group of students interact with each other and the instructor in a unique way.
  - Best methods of handling problems
  - Under-prepared for your class
  - Personal issues
  - Communication styles



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I encounter a challenging student

- A. Every class
- B. Often
- C. Rarely
- D. Never



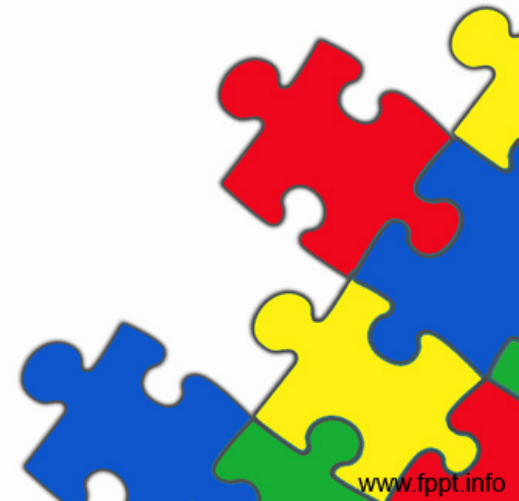
# STRATEGY

- Plan for effective teaching of the class
  - Connecting with your students
  - Clearly defined policies
  - Identify strategic points in the class where students typically need assistance
  - Determine what steps are needed to support poorly-performing students
    - Direct contact with the student using a compassionate tone
    - At-risk notification tool



# STRATEGY

- Grading practices
  - Use a rubric
  - Keep a record of feedback used repeatedly for assignments
  - Give positive feedback as well as identifying areas where improvements are needed



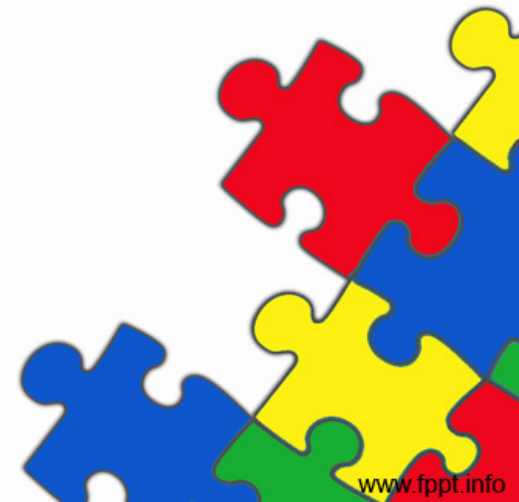






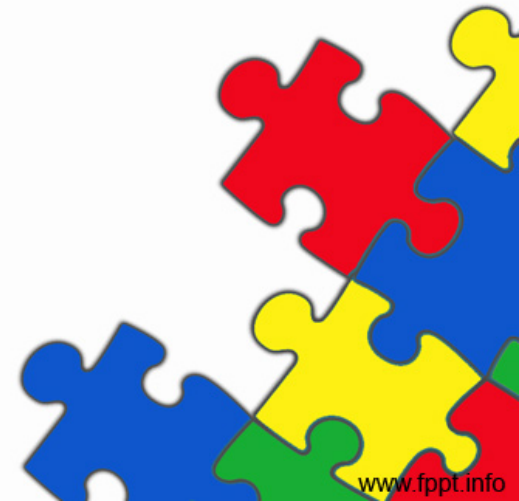
# CHALLENGE

- Avoiding burnout
- Potential causes
  - Perception of expectations
  - Support from the school
  - Classroom platform
  - Expectations not clearly identified
  - Poor training
  - Poor time management



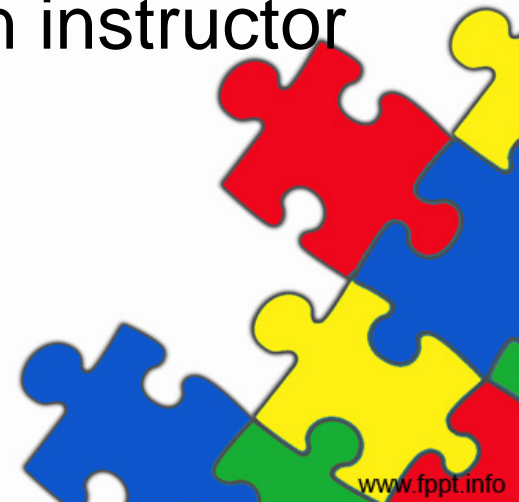
# STRATEGY

- Perception of expectations
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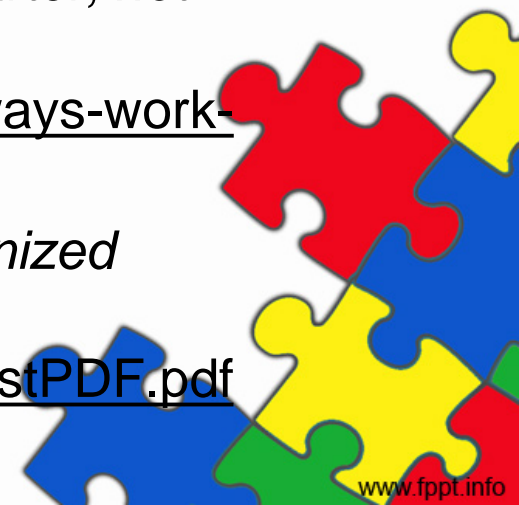
# STRATEGY

- Learning from your students
  - Students appreciate the opportunity to give input on assignments and class structure. If you can provide students with this opportunity, we highly recommend it. Students are often more demanding when they create an assignment than an instructor may be.

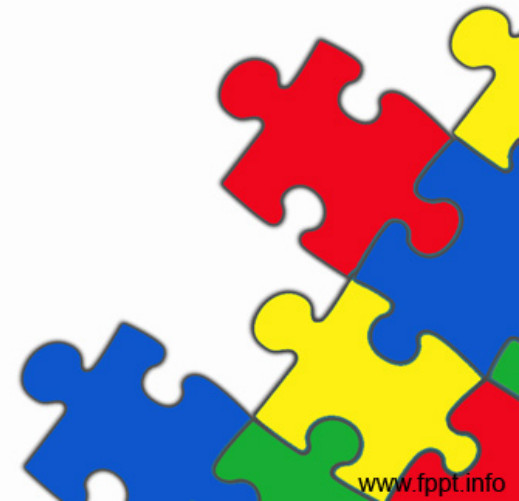


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# Questions and comments



**Thank you for joining us!**

