

ACTION PLANS

2017-2018

For MPED undergraduate courses

Instructors

- **Explain concepts clearly and delivers information easily. A1**
- **Encourages discussion and holds a professional attitude. A2**
- **Is well prepared and focused on the subject. A3**
- **Is able to manage the class. A4**
- **Is punctual, starts and ends in time. A5**
- **Is available for consultation outside the class. A6**
- **Is able to connect the course to the practical aspects of the field. A7**

Teaching Assistants

- **Is helpful and provides needed assistance B1**
- **Speaks and writes clearly B2**
- **Available for consultation outside the class B3**

Course material and Textbook

- **Course material, text book, handouts, ppts are clear and available. C1**
- **Tests and assignments are sufficient and related to the course. C2**
- **Effective teaching techniques are used. C3**

Action Plan

Course: MEP 302-1

B2

Controlling the sound level professionally to keep all student's attention when needed.

B3

Make interaction with students using email or chatting using internet in case that the time is not enough or suitable for meeting all students asking for questions.

Action Plan

Course: MEP 303B

B2

Writing with clear size on the board or using PowerPoint presentation partially.

Action Plan

Course: MEP 304A-1

A2

Giving students more time to express their ideas and asking questions after each main part of the lecture.

A7

Discussing the practical applications related to the course in general at the first lecture of the course to make students aware of the possible applications. Then, when reaching a specific topic related to an application, their minds will be ready to discuss more details about this application.

B1

Making more cooperation with students outside the class and helping students through regular weekly office hours.

B2

Making more practice for how to use the proper size when writing.

Action Plan

Course: MEP 304A-2

B1

Making more cooperation with students outside the class and helping students through regular weekly office hours.

B2

Making more practice for how to use the proper size when writing.

Action Plan

Course: MEP 305

C1

Making an accurate review to the course materials and selecting the most suitable references according to the student's desirable level of understanding and in the mean time to be sure that the references are strongly connected to all course subjects.

C2

There will be a detailed review and check that tests and assignments will achieve the ILOs of the course clearly.

C3

Using PowerPoint presentations in parallel to simple writing on the board when needed.

Action Plan

Course: MEP 308

A1

Keeping words as simple and clear as possible, and using real-life examples and illustrations during lecture where possible.

A2

Encouraging students to participate by asking them challenging questions.

A3

Depending on more references and various sources when preparing the lecture.

A5

Coming early by enough time before the class to be sure about starting in time.

A6

Declaring a specific time as office hours to students in the first lecture of the course.

A7

Giving more examples about the practical side of science.

Action Plan

Course: MEP 324

A7

Communicating with engineers working in the industry and making updates with the most recent developments.

Action Plan

Course: MEP 401

A1

Rethinking about ways of illustrating the key points of the lecture in better and simpler ways at the mean time.

A3

Making more practice before the lecture start to be sure about strengthening the weak points if any.

A4

Taking proper actions in the situations when students start to speak more than to listen by attracting their attention again to the lecture.

A6

Making a weekly meeting with students at a time suitable for students and lecturer.

A7 Making sure about making balance between the theoretical back ground amount and the real practice.

Action Plan

Course: MEP 402-1

B1

Providing more help for students inside the class by answering all questions as possible and assist students at office hours.

B2

Giving students hardcopies of what is supposed to be written or explained.

Speaking with a clearer sound during explanations.

Action Plan

Course: MEP 403-1

A1

Adding summary at the end of the lecture or at the end of the presentation.

A2

Asking students about their feedback and if they are satisfied after main topics inside each lecture.

A3

Making sure to cover most of questions come to the students mind by experience and by good preparation to the subject in all ways including explaining the one thing by different ways and make thing simple to understand and to the point.

A4

Changing the sound level when needed in addition to eye contact to control the attention of students.

Action Plan - Course: MEP 403-1 (continued)

A6

Increasing communications with students outside the class with all means including emails, telephone communication, and regular weekly meetings.

A7

Reviewing the advanced courses at other universities which cover the practical applications and updating the current course explanations.

C1

Preparing softcopies and hardcopies of all course materials and making them available to students at the beginning of the course.

C2

Taking into consideration the covered parts in lectures and discussed with students making sure that questions in tests are strongly related to the main ideas.

C3

Presenting videos related to the lecture topics that will add another dimension of understanding level.

Action Plan

Course: MEP 403-2

A1

Adding brief and simple summary of main points.

A2

Encouraging students to make more interactions with each other and with the lecturer by asking students questions related to the key points in the lecture.

A3

Making practice and further review of the structure of the lecture and the way that key points are covered.

A4

Setting strict rules to be declared to students about possible actions if any student tried to corrupt the concentration of other students or when exceeding the known limits.

Action Plan - Course: MEP 403-2 (continued)

A6

Increasing communications with students outside the class with all means including emails, telephone communication, and regular weekly meetings.

A7

Making communications with experts in the industrial field and enriching the course with new practical information.

C2

Making sure about the assignments continuous update to be always related to what explained in the lecture.

C3

Enhancing eye contact with students during the lecture. This can really help students feel more immersed in the lecture subject.

Using various media while presenting the lecture (videos, animations).

Action Plan

Course: MEP 404-1

B1

Increasing discussions with students inside the class and helping them through office hours outside the class.

B2

Speaking in a proper voice to reach all students in the class and writing explanations with clear steps.

B3

Declaring weekly meeting with students according to a specific schedule.

C3

Using better body language. This is crucial to keep students more engaged and interested.

Asking students to make effective discussions and share their ideas during lectures.

Action Plan

Course: MEP 405-A1

B3

Arranging with students fixed weekly office hours at a suitable time for students.

Action Plan

Course: MEP 405-A2

A7

Being updated with what is new in the practical life through communications and visits to factories and industrial places.

C3

Making a better control of time and managing the time between explanations and discussions.

Explaining the subjects from various aspects to simplify ideas and attract students.

Action Plan

Course: MEP 416-2

C2

The number of requested assignments and quizzes will be reviewed to ensure that the maximum gain is achieved through knowing the students performance at different times during the semester.

C3

Explaining the subject in various interesting ways.

Making brainstorming by asking some challenging questions through lectures.