



## Teaching Tips: For Faculty by Faculty "Student Folders"

I created a file folder for each of the students in the class that I taught this term. The purpose of the file folder is to keep one central location for all work submitted/completed by each student. During the first class, I had the students fill out a form with their demographic information – especially needed telephone number and email address. Their first in class assignment included answering two questions:

1. Tell me about the best experience you have had at your school.
2. Tell me the number one objective you need to obtain from this class.

The answers to the first question showed me tidbits such as how proud they are about their education and often how much they appreciated some of their teachers. I feel this information could be used to write success stories about their experiences at College.

The answer to the second question assisted me in engaging the student in the importance of developing a professional portfolio over the course of their career. Each week I would look at the student's objective and weave it into the overall course objectives.

The students pulled their own folders at the beginning of each class. They put in their assignments completed each week. I used the folder to personally communicate with each of the 31 students. For example, one student wants a career in healthcare, so I was able to get him a list of healthcare sites that were looking for IT staff.

These two techniques helped me develop a rapport with each student and helped me assure that I followed up on each individual student's request.