

Instructor's Resources

The purpose of Instructor's Resources (IRs) is to provide assistance to those teaching a class with an IVP textbook. The audience for IRs consists of instructors, adjuncts and TAs, professors teaching outside their field of expertise, professors on overload with new classes, instructors of MOOCs (Massive Open Online Classes), and professors using a text for the first time. Seasoned professors with time to develop their own lectures and supplemental materials are not the target audience.

Key Components of an IR

Instructor's Guide—This is a summary of each chapter in the IVP textbook. We assume that the instructor has read and absorbed the chapter previously but could be helped by a review of the chapter that could be read in 5-10 minutes (so about 500-700 words.) The summary is intended to be a refresher to the instructor of the content and key ideas of the chapter.

Also included should be tips and ideas that support what the instructor does in the classroom, where to find a good web-based map or piece of artwork, background info of various sorts, or how to use the textbook and resources in a “flipped” classroom.

Quizzes— Ten to twenty True/False and/or Multiple Choice questions. (While only five to ten questions will be in any given quiz, we need extra questions so IVP can vary the quizzes offered from year to year so students can't pass that information on to their peers who are yet to take the course.) One quiz per chapter, but possibly more or less depending on chapter length (to be determined in consultation with the IVP Project Editor). An answer key should also be supplied.

Essay Questions—Three to six open-ended (not yes/no) questions for each chapter.

Discussion Questions—Five or six open-ended (not yes/no) questions for each chapter (not needed if these are already in the text)

Other Components

Which, if any. Other Components are created will be determined in consultation with the IVP Project Editor.

PowerPoint outlines—At minimum slides should include subheads of each chapter, one per slide, and discussion questions, one per slide. If images are to be used, permissions will need to be cleared. (IVP has a standard template that can be used though author may have also created one.)

Flash Cards—key terms defined (not needed if already in the text)

Sample Syllabi—reading schedules for classes meeting 2 or 3 times a week over four, eight or twelve weeks.

Sample Video Lectures—these would be generated by the author in cooperation with IVP, consisting of a 10-15 minute lecture to be used when starting a major section of a book that could be used to generate discussion. Four to six per book. Discussion questions needed for each video.