

CENTER FOR TEACHING AND LEARNING

Associate Vice Provost for Undergraduate Education and Director: Michele Marinovich

Senior Associate Director (Science and Engineering): Robyn Wright Dunbar

Associate Director (Humanities): Mariatte Denman

Associate Director (Social Sciences and Technology): Marcelo Clerici-Arias

Associate Director for Academic Support: Adina Glickman

Tutoring and Academic Skills Specialist: Amy Chambers

Oral Communication Program Director and Senior Lecturer: Doree Allen

Oral Communication Specialist and Tutor Manager: Lindsey Paul

Lecturers: Thomas Freeland, Marianne Neuwirth, James Wagstaffe

Department Offices: Sweet Hall, 4th floor

Speaking Center: Meyer Library 123

Mail Code: 94305-3087

Center Phone: (650) 723-1326

Email: TeachingCenter@stanford.edu

Web Site: <http://ctl.stanford.edu>

The Center for Teaching and Learning is a University-wide resource on effective teaching and public speaking for faculty, lecturers, and teaching assistants and on effective learning and public speaking for undergraduates and graduate students. All courses listed with CTL promote acquisition of public speaking skills, enhanced learning skills, and/or teaching excellence. Courses offered by the Center for Teaching and Learning are listed under the subject code CTL on the *Stanford Bulletin's* ExploreCourses web site.

CTL SERVICES TO UNDERGRADUATES AND GRADUATE STUDENTS

CTL provides resources for students who want to enhance their study approaches and clarify their learning strategies. Through courses, individual counseling, and workshops, CTL helps students build skills that are the foundation for continuous improvement and lifelong learning. Students benefit from developing and applying individually-crafted strategies that build on their existing strengths. Time management, note-taking, reading comprehension and retention, and procrastination are common topics for discussion.

Free tutoring is available to undergraduates in many subjects; see <http://tutoring.stanford.edu> for details on where and when tutors can be found. Students qualified to do tutoring may apply to be tutors and, if accepted, are expected to take CTL's course on tutoring; the application process takes place in February.

CTL SERVICES TO FACULTY, LECTURERS, AND TEACHING ASSISTANTS

CTL provides the Stanford community with services and resources on effective teaching. Our goals are: to identify and involve successful faculty, lecturers, and TAs who are willing to share their talents with others; to provide those who are seeking to improve their teaching with the means to do so; to acquaint the Stanford community with important innovations and new technologies for teaching; to prepare new faculty and TAs for their responsibilities; to contribute to the professional development of teaching assistants; to expand awareness of the role of teaching at research universities; and to increase the rewards for superior teaching. CTL is also responsible for helping departments with designing effective TA training programs.

Resources available to faculty, lecturers, and TAs include: videotaping, microteaching, and consultation; small group and other forms of mid-quarter evaluation; workshops and lectures; a handbook on teaching and a library of teaching materials; quarterly teaching orientations; and work with individuals, groups, and departments on their specific needs. For further details, see CTL's teaching handbook or the CTL brochure, both available by calling (650) 723-1326, or see <http://ctl.stanford.edu>.

For questions or requests, email TeachingCenter@stanford.edu.

ORAL COMMUNICATION PROGRAM

The Oral Communication Program at CTL provides opportunities for undergraduates and graduate students to develop or improve their oral communication skills. Courses and workshops offer a comprehensive approach to speech communication, including training in the fundamental principles of public speaking and the effective delivery of oral presentations. The goal is to enhance students' general facility and confidence in oral expression. The program also provides innovative, discipline-based instruction to help students refine their personal speaking styles in small groups and classroom settings. Those interested in individualized instruction or independent study are invited to make an appointment to use the program's Speaking Center in Meyer Library, room 123, where trained student tutors, multimedia, and instructional resource materials are available on an ongoing basis. To schedule an appointment, see <http://speakinghelp.stanford.edu>. For further details, call (650) 725-4149 or 723-1326 or see <http://ctl.stanford.edu/Oralcomm>.

This non-official pdf was extracted from the Stanford Bulletin 2009-10 in August 2009 and is not updated to reflect corrections or changes made during the academic year.

The Bulletin in the form as it exists online at <http://bulletin.stanford.edu> is the governing document, and contains the then currently applicable policies and information. Latest information on courses of instruction and scheduled classes is available at <http://explorecourses.stanford.edu>. A non-official pdf of the Bulletin is available for download at the Bulletin web site; this pdf is produced once in August and is not updated to reflect corrections or changes made during the academic year.