

Excerpts from C.I. Davidson & S.A.
Ambrose “*The New Professor’s
Handbook*” (Anker Publ. Co., Bolton, 1994)
+ Personal Thoughts

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(Revised 2015)

Catatan: **Professor** = Dosen, mulai dari Asisten Ahli

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What do university professors do?

1. Knowing Characteristics of Student Learning

- *Understanding expertise*: developing expertise takes considerable time and effort
- *Knowing your students*: students' background, interests, and ways of learning vary greatly
- *Understanding the learning process*: teachers need to offer various learning activities
- *Considering educational goals*: knowledge, comprehension, application, analysis, synthesis, evaluation (as suggested by Bloom)

2. Planning a Course

- Helping students learn (8 principles of under-graduate education) :
 - Encourage active learning,
 - design effective learning experiences for students,
 - provide prompt feedback,
 - emphasize the importance of time and effort spent learning,
 - encourage student-faculty contact,
 - encourage cooperation among students,
 - communicate high expectations,
 - respect diverse talents and ways of learning
- Analogy between planning a research project and planning a course
- Steps in planning a course

3. Lecturing

- Preparing the lecture
- Making an effective delivery
- Evaluating the lecture

4a. Conducting Discussions

- Preparing for a discussion
- Providing effective leadership during the discussion
- Evaluating the success of the discussion

4b. Conducting Laboratory and Field Works

- Preparation of laboratory and field works
- Working in the lab
- Being on the field
- Report writing

5. Preparing Activities for Students: Exams and Assignments

- Objectives of exams and assignments
- Designing appropriate problems
- Administering exams and assignments
- Interpreting the results of exams and assignments

6. Working with Teaching Assistants

- Attitudes: the professor-teaching assistant relationship
- Responsibilities of teaching assistants
- Ways of helping your teaching assistants to meet their responsibilities
- Special considerations for international teaching assistants

7. Supervising Graduate Research

- The graduate school environment
- Conducting graduate research and completing the thesis
- Graduate student dropouts: the “all but dissertation” phenomenon

8. Getting Funding for Research Projects

- Types of research funding
- Groundwork: choosing a research topic and identifying potential funding sources
- Preparing to write a proposal
- Writing the proposal
- After the proposal is funded

9. Writing Research Papers

- Types of research papers
- Collecting background material and organizing the paper
- Writing the paper
- After the paper is submitted: dealing with rejection or with acceptance

10. Reviewing Research Proposals and Papers

- Reviewing research proposals for funding agencies
- Reviewing research papers

11. Presenting Talks on Research Results

- The research conference environment
- Preparing for the presentation
- Delivering the talk
- Evaluating your presentation

12. Conducting Graduate Seminar Programs

- Objective of graduate seminars
- Organizing and conducting seminars
- **Becoming an editor of a conference proceedings**

Addition (Personal Thoughts): Being a Full Professor & Managing the University

13. Towards a Full Professor

- What are you good at? Take a look back at all your publications and talks
- Time to write a book on the field of your expertise
- Go out and build your network

14. Being a Full Professor

- Excellence in teaching and supervision
- Excellence in research and publications
- Recognition by peers and society
- Leadership role (institution building)
- Networking

15. For Those Who Have Managerial Talent

- Managing a Department
- Managing a School/Faculty
- Managing the University

Thank You!