

# 21. Working With Your Team

## Carpentries Instructor Training

Christian Knüpfer

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FRIEDRICH-SCHILLER-  
UNIVERSITÄT  
JENA



# Overview

## Questions

- What are the challenges of managing a heterogeneous classroom?
- What should we do if there is a Code of Conduct violation?
- What does it mean to be a co-Instructor?
- How does an instructional team prepare for a workshop?

## Objectives

- Identify potential challenges of teaching learners with very different backgrounds and skill levels.
- Locate resources to direct your response if someone at your workshop violates the Code of Conduct.
- Identify workshop roles and responsibilities for your team.
- Use The Carpentries workshop website template instructions to start creating a website.

# Never Teach Alone

- at least two instructors in Carpentries workshops
- additional helpers for individual questions and problems
- more instructors lighten the load
- help each other in sticky situations

# The Instructional Team

## Roles in Carpentries Workshops

**Host** organizes the workshop logistics

**Instructors** plan and execute workshop instruction

**Helpers** support learners during the workshop

## Helpers

- help learners with setup and installation
- answer questions during exercises
- monitor the room to spot people who may need help
- monitor the shared notes

# Carpentries Classroom Practices

- starting with Code of Conduct
- participatory instruction & hands-off help
- sticky notes
  - task completed: yellow sticky note or ✓ (Zoom)
  - need help: blue sticky note or x (Zoom)
- formative assessment
- breaks (ideally with snacks)
- feedback: minute cards, Carpentries surveys

## Co-Teaching Models

- team teaching
- teach and assist

# Sticky Situations 1: Learners at Many Levels

## ► Exercise 21.1

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### Strategies

- communicate workshop level clearly
- “beginner” and “advanced” options for exercises
- encourage learners to help others
- Do not let advanced learners take over the conversation!
- helpers and non-teaching co-Instructors monitor for learners who are falling behind (sticky notes)

# Exercise 21.1

## What Are the Challenges?

What are some of the challenges you might expect when teaching learners with a broad range of expertise? Add your thoughts in the Etherpad.

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# Sticky Situations 2: Code of Conduct Violations

- our community does not tolerate or encourage the persistence of harmful behaviors
- incidents must be reported
- Code of Conduct Committee determine whether a Code of Conduct violation has occurred
- decide how and when to respond to a violation within a workshop
- discuss approaches to managing Code of Conduct violations with your instructional team in advance
- know your local laws and policies

# Exercise 21.2

## Know Your Resources

- 1 Take 5 minutes to read through the [Code of Conduct Incident Response Guidelines](#)
- 2 Discuss what you have read in small groups. As questions arise, you may wish to refer to our complete [Code of Conduct section](#) in The Carpentries Handbook or to the [Transparency Reports](#) released by The Carpentries Code of Conduct Committee.
  - What kinds of things could your instructional team agree upon in advance of your workshop?
  - What questions do you have about CoC enforcement?
- 3 Write some notes in the Etherpad.

# Planning Together

- teaching together: [▶ Exercise 21.3](#)

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## Workshop Website

- helps learners to know what to expect
- helps The Carpentries to keep track of workshops
- workshop template repository
- ▶ Exercise 21.4

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- Etherpad, e.g. <https://pad.carpentries.org/2022-02-22-data-skills>

## [Exercise 21.3]

### Teaching Together - Nuts and Bolts

With a partner, imagine that you are planning a workshop together. For this exercise, you may assume that your workshop has a separate, designated Host.

- How would you prepare to teach a workshop together?
- How would you coordinate with other members of your instructional team (e.g. Host, Helpers)?
- What kinds of things will you do to support each other during the workshop? What won't you do?

Record some notes, and share your thoughts with the group.

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# [Exercise 21.4]

## Practice With The Carpentries Infrastructure

Go to the [workshop template repository](#).

- If you have a GitHub account (or don't mind creating one) and are comfortable doing so, follow the directions to begin creating a workshop website using your local location and today's date.
- Alternatively, have a look at the video tutorial linked on the instructions page. With any time remaining, have a look at the websites for [upcoming Carpentries workshops](#).
- Add your questions and thoughts on this process to the Etherpad. If you created a workshop website, add the link there as well.

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## Key Points

- Team work takes work, but allows you to share the load and build connections.
- Working with a broad range of learners can be challenging, but there are many ways to keep a classroom happy and motivated.
- The instructional team decides how to respond to Code-of-Conduct incidents during a workshop; all violations should be reported to The Carpentries Code of Conduct committee for follow-up.