



How to Write Teaching Notes

Teaching Notes accompany a case study to provide instructors with strategies for using the case study in their courses. The Teaching Notes:

- Allows instructors to decide whether the case study will be an effective tool for meeting the learning objectives of a course or class.
- Provides instructors with concreated ideas and strategies for effectively using the case study.
- In some cases, offering the author's interpretation of the case and/or optimal solutions for the case study.

More specifically, depending on the type, scope, and level of the cast study, effective Teaching Notes:

- Describe how the case study may be used in class session or sessions, if the case is to be discussed in more than one class session
- Pose questions to be used to open, prompt or conclude discussions
- Suggest how learning can be consolidated at the end of class
- Include guidance for time limits
- Offer ideas for group work
- Provide links to online resources including videos and audio resources
- Provide guidance for grading that reflects the learning objectives in the case study
- Discuss the author's experience with using the case (if relevant), including feedback and issues encountered
- Discuss the author's interpretation of the case study and optimal solutions, if appropriate.
- For case studies that require computations and/or calculations, include the correct answers and how the correct answers were calculated.
- Provide guidelines for written papers associated with the case study and a rubric for grading the written paper
- If applicable for field and public cases, include a description of "what really happened."