University Teaching and Learning Course

Course Intended Learning Outcomes

By the end of this course, participants should be able to:

- articulate their teaching perspectives;
- explain the different ways people learn;
- design courses that engage students;
- select appropriate pedagogies and assessments to promote student learning;
- develop their reflective and self-regulated learning capacities with respect to teaching.

Course Structure

This course will be delivered before Fall or Spring semester with **a flexible online schedule** and **4 face-to-face meetings** with early career faculty colleagues. Each cohort will also be part of a **professional learning community** for all Assistant Professors for building and sharing expertise and professional support. When teaching during the semesters, it is expected that faculty will arrange with the course facilitators and/or departmental mentors to meet and discuss their teaching and arrange a classroom visit if requested. The work required during the course, as well as from the teaching during the semesters, will help you work towards building an ongoing teaching portfolio for substantiation and promotion.

There will also be a short orientation for all new faculty in mid-Aug, which is repeated in mid-Jan. You are very strongly encouraged to attend this so as to meet your peers in person before collaborating online, as well as to learn additional key information about HKUST's teaching and learning context.

The Learning Process

Since people learn best when they are actively engaged, participants will be given many opportunities to discuss with their peers and instructors both in person and online, and to reflect on their learning throughout the course. There will be no course book but the online materials are highly interactive and engaging. Learning activities are presented in manageable 'chunks' both to aid learning and allow flexibility for individual's schedules.

Course Assessment

Assessment serves two purposes: to help participants achieve the intended learning outcomes and to produce evidence of that learning. In order to successfully complete the course, participants will complete online activities, attend face-to-face meetings and actively participate in group discussions as noted above. Furthermore, participants are required to submit:

- a course syllabus with a justification statement,
- a one-page teaching philosophy statement, and
- a teaching development plan.

Besides serving as evidence of their learning in the course, these three documents will be useful in participants' application for contract renewal, substantiation and promotion.

Course Program and Schedule

Please see the latest program schedule at:

http://celt.ust.hk/courses-workshops-seminars/ professional-development-faculty-instructors

Course Description and Duration:

Lecturing 1 helps new lecturers understand the purpose of lecturing and its role within the teaching process. (~2 hrs)

Lecturing 2 looks at a range of ways to deliver your lectures effectively and ensure that students are fully supported and engaged. (~3 hrs)

Resources to enhance student learning answers questions about how to find, select, and successfully make use of learning resources, taking a step-by-step approach to the process of identifying, wisely selecting or creating, and using resources – and then evaluating their effectiveness. (~4 hrs)

Making the most of discussion offers the tips and strategies you need to prepare for, initiate, facilitate, evaluate and improve discussion experiences, whatever the size and nature of the course you are delivering. (~4 hrs)

Supervising projects and dissertations focuses on how supervisors can structure and organize the period of time available to maximize the likelihood that their students will produce a project report, dissertation or research thesis that meets the standards required. (~2.5 hrs)

Marking and giving feedback is designed to give practical advice on marking students' work consistently, reliably and efficiently, and giving them effective feedback. (~3.25 hrs)

Understanding the principles of course design deals with the principles of good course design and how to apply them in order to maximize the chance that students will have a positive learning experience. (~1.75 hrs)

Developing your teaching focuses on professional growth in teaching, based on the premise that teachers can stay vital by continuously reflecting on their practice and, through this process, developing new teaching skills and approaches. (~4.5 hrs)

If you are in your first three years as an Assistant Professor at HKUST, then this professional development opportunity is for you!

University Teaching and Learning Course for Early Career Faculty

As part of a program for early career success, HKUST offers all new Assistant Professors a 30-hour course on university teaching and learning in a blended-learning format: a mix of face-to-face and online delivery.

Scholars starting their academic careers often find that they have not been sufficiently prepared for their teaching responsibilities. Despite not having any formal training in education, they are expected to be competent and effective teachers. The purpose of this course is to help you start productively and positively on your way to becoming proficient educational practitioners. The course provides participants with knowledge of learning theories and teaching approaches, a set of teaching strategies that can be applied to course design and delivery and a framework for ongoing professional development in order to help them reach early success with the teaching component of their academic career.

International benchmarking has shown that research intensive institutions in these countries typically offer a certified course on teaching in higher education ranging from 30 - 40 hours. In the case of the UK and Australia, these courses are nationally mandated and must be taken within the first 3-years or less of employment and are required by all teaching staff with less than 3 years of university teaching experience.

Staffing

The CELT Director and the Head of Professional Development, CELT will be the principal facilitators of the course. In addition, there may be guest speakers including HKUST and School Teaching Award recipients to discuss teaching in the disciplines.

"The great thing about teaching is that there is always more to learn."

Prof Wilbert (Bill) McKeachie

A NEW PROFESSIONAL DEVELOPMENT OPPORTUNITY for Early Career Faculty

CELT CENTER FOR ENHANCED LEARNING AND TEACHING