The Learning Centre

Certificate in University

Teaching

Course Outline for Cohort II

2017/2018

1. Course Details & Important Dates

Course type   Hybrid (Face-to-Face, Canvas and Zoom)
Day/Time for synchronous meetings: To be determined after first meeting
Location for f2f meetings: Agora Campus
Course Start: Week of May 7, 2018
Course End: Week of August 6, 2018

2. Facilitator Contact Information

Facilitator Name	Ext.	Email
Christopher Francique	21250	christopher.francique@utt.edu.tt
Javed Mohammed	29115	javed.mohammed@utt.edu.tt
Ulrich Rauch	21075	ulrich.rauch@utt.edu.tt
Office Hours: By appointment		

3. Course Description

The Certificate in University Teaching is a hybrid program offered to UTT faculty, part-time instructors and staff wishing to expand and improve their teaching skills. The program combines face-to-face and online (asynchronous and synchronous) modalities in order to provide flexibility and experience with a range of delivery formats. There are 14 topics spread over the fall and winter semesters. Each module takes approximately 3 hours to complete.

4. Learning Outcomes

On the successful completion of the course, you will be able to:

1. Engage in a community of practice through discussion and reflection to critically evaluate teaching practices and classroom strategies.

2. Use evidence-based teaching practices to design teaching and learning activities that foster student engagement (active learning, UDL, authentic assessment, etc.)

3. Discuss and apply principles of instructional design including constructive alignment, strategies to promote significant learning and relevant assessment (methods/activities/techniques).

4. Make informed choices regarding the use of various learning technologies in your teaching practice.

5. Articulate a personal teaching philosophy based on your investigations and analyses of teaching and learning.

5. Course Design

This hybrid course has been designed to provide you with an opportunity to devote time to reflecting on and developing your teaching practice.

To get the most out of this course, it will be important to be an active participant, in both the online and face-to-face settings. As part of the program, all participants will work with a group to lead one of the course modules.

In most of the modules, an online component will be made available by the end of the previous module end date. Expect to devote approximately 3 hours total to each module (this includes any face-to-face or Zoom meetings). Some modules will be completed completely asynchronously, meaning there will be no face-to-face or Zoom meeting.

6. **Outline of Topics in the Course**

1. Intro	May 7-11, 2018	F2F + Canvas
2. Good Teaching and Learning Practices	May 14-18, 2018	Canvas only
3. Universal Design for Learning	May 21-25, 2018	Canvas + Zoom
4. Instructional Design	May 28-June 1, 2018	Canvas only
5. Learning Theories *group facilitation	June 4-8, 2018	Canvas + Zoom
6. Learning Outcomes	June 11-15, 2018	Canvas only
7. Assessment *group facilitation	June 18-22, 2018	Canvas + Zoom
8. Intercultural Communication	June 25-29, 2018	Canvas only
9. Active Learning *group facilitation	July 2-6, 2018	Canvas + Zoom
10. Technology and Teaching *group facilitation	July 9-13, 2018	Canvas only
11. Signature Pedagogies	July 16-20, 2018	Canvas + Zoom
12. Effective Classroom Communication *group facilitation	July 23-27, 2018	Canvas only
13. Teaching Dossiers	July 30 - August 3, 2018	Canvas + Zoom
14. Teaching Philosophy Presentations	August 6- 10, 2018	F2F

7. Required Texts/Readings

Readings and resources will be posted in the Certificate in University Teaching Canvas course. We have also included additional resources you may find useful. If you do not see the course when you log in to Canvas please contact one of the instructors right away.

Additional readings may be assigned or recommended during the course.

8. Evaluation Method

Successful completion of the Certificate Program requires:

- Ongoing participation throughout the program – a minimum of 10 out of 14 modules (complete/incomplete)

- Co-facilitation of one learning module with peers (complete/incomplete)

- Presentation of teaching philosophy statement (complete/incomplete)

While there is no formal evaluation as part of this program (you will not receive a "grade" or professional designation), the activities provide evidence of your progress and learning over time. You will be able to use these activities as a resource and as evidence of your teaching development for your portfolio.

9. Assignments and Tests

During the program, you will participate in a variety of different learning activities, including:

- online discussion
- group work
- peer teaching
- reading articles
- watching videos
- brainstorming
- research

10. Professional Conduct (if applicable)

Confidentiality
- Part of the certificate program is to share our experiences and ideas with the group. As such, there may be confidential information disclosed. We would ask that all group members keep confidentiality in mind when participating in group discussions.

Diversity
- We are excited to welcome a very diverse group to the Certificate in University Teaching program - people with different roles at UTT, and different experiences and backgrounds. We hope that you can learn from each other! It will be important to keep this in mind when communicating. There will be differences in opinion, and it is important that everyone feels welcome to share their ideas.

Community
- We feel that the success of the Certificate in University Teaching program depends on an active and vibrant community, both online and in the face-to-face setting. To get the most out of the program, we encourage you to participate fully in both environments, make connections with your peers and share your learning experience with others.

11. Academic Integrity

Students and faculty at UTT share an important responsibility to maintain the integrity of the teaching and learning relationship. This relationship is characterized by honesty, fairness and mutual respect for the aim and principles of the pursuit of education. Academic misconduct impedes the activities of the university community and is punishable by appropriate disciplinary action.

Students are expected to be familiar with and abide by UTT's regulations on Academic Conduct which sets out the kinds of actions that constitute academic misconduct, including plagiarism, copying or allowing one's own work to copied, use of unauthorized aids in examinations and tests, submitting work prepared in collaboration with another student when such collaboration has not been authorized, among other academic offences. The regulations also describe the procedures for dealing with allegations, and the sanctions for any finding of academic misconduct, which can range from a resubmission of work to a failing grade to permanent expulsion from the university. A lack of familiarity with UTT's regulations on academic conduct does not constitute a defense against its application.

12. Turnitin (if applicable)

UTT and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments are subject to submission for textual similarity review by Turnitin.com. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents for five academic years. The instructor may require students to submit their assignments electronically to Turnitin.com or the instructor may submit questionable text on behalf of a student. The terms that apply to UTT's use of the Turnitin.com service are described on the Turnitin.com website.

13. Course Evaluations

To help us improve this course, we will regularly be seeking your feedback, through anonymous surveys and group discussion.