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OTL's 4-Month Calendar of Workshops & Events

FALL 2001, Volume 6, No.1 [INSERT]

The Office for Teaching and Learning Newsletter

Legend

workshop leader/presenter

DG = D. Green KF = K. Frade
DA = D. Armstrong ST = S. Tipton
LB = L. Bamard FL = faculty leader

location

Room/UGL = David Adamany Undergraduate Library

This schedule of workshops and events offered this fall at the Office for Teaching and Learning is included to assist you in planning your schedule this semester. It provides a complete list of workshops and events offered at OTL through December 2001.

Many workshops fill quickly, so to ensure your seat in the workshop we recommend you call early to register (walk-ins are not guaranteed a seat). This also helps ensure that a workshop will not be cancelled due to a low pre-registration.

September 2001

Wed	6	PowerPoint Basics for the College Classroom	1:00 pm - 3:00 pm	DA / 2305, UGL
Fri	7	A Web Site for Your Course: Blackboard Basics	1:00 pm - 4:00 pm	KF / 2305, UGL
Fri	7	T A Web Site for Your Course: Blackboard Basics English Department faculty only	1:00 pm - 3:00 pm	DA / 029 State Hall
Mon	10	The Classroom Lecture: The Art and Craft of Discourse	1:00 pm - 3:00 pm	DA / 2226, UGL
Thur	13	Putting Your Presentation on the Web	1:00 pm - 3:00 pm	KF / Lab A, UGL
Mon	17	Photoshop Basics: Editing Your Images	1:00 pm - 4:00 pm	LB / 2305, UGL
Tue	18	Teaching Portfolio I: Getting Started; The Reflective Statement	9:00 am - 12:00 pm	DG / 2226, UGL
Tue	25	Interpreting Your SETs	10:00 am - 11:30 am	DG / 2226, UGL
Fri	28	GTA Brown Bag	12:00 pm - 1:30 pm	ST & KF / 2226, UGL

October 2001

Thur	4	Incorporating Multimedia Into PowerPoint	1:00 pm - 3:00 pm	KF / Lab A, UGL
Mon	8	Leading Effective Discussions	1:00 pm - 3:00 pm	DA / 2226, UGL
Thur	11	Technology in Learning Presentation	1:30 pm - 3:00 pm	FL / 2226, UGL
Tue	16	Turning Your Objectives Into Students' Learning Outcomes	1:00 pm - 4:00 pm	DG / 2226, UGL
Thur	18	✎ PBS Live Teleconference: Surviving & Thriving in Your First Online Course	2:30 pm - 4:00 pm	Bemath Aud., UGL
Tue	23	Teaching Portfolio II: Gathering and Presenting Evidence; Revising	9:00 am - 11:00 am	DG / 2226, UGL
Thur	25	A Web Site for your Course: Blackboard Basics	1:00 pm - 4:00 pm	KF / 2305, UGL
Fri	26	T Active Learning for Medical Faculty St. John Medical faculty only		
Fri	26	GTA Brown Bag	12:00 pm - 1:30 pm	ST & KF / 2226, UGL

November 2001

Fri	2	OTL's New Faculty Luncheon / Reception	11:00 am - 1:00 pm	Community Rm., UGL
Mon	5	A Web Site for Your Course: Blackboard Basics	1:00 pm - 4:00 pm	DA / 2305, UGL
Thur	8	Technology in Learning Presentation	1:30 pm - 3:00 pm	FL / 2226, UGL
Mon	12	Advanced Blackboard 1: The Communication Tools	1:00 pm - 3:00 pm	DA / 2305, UGL
Wed	14	Teaching Portfolio I: Getting Started; The Reflective Statement LUNCH INCLUDED	11:00 am - 2:00 pm	DG / 2226, UGL
Mon	19	Advanced Blackboard 2: The Assessment Tools	1:00 pm - 3:00 pm	KF / 2305, UGL
Wed	28	A Web Site for Your Course: Blackboard Basics	9:00 am - 12:00 pm	KF / 2305, UGL
Thur	29	✎ PBS Live Teleconference: Using Information Technology in a Traditional Classroom	2:30 pm - 4:00 pm	Bemath Aud., UGL
Fri	30	GTA Brown Bag	12:00 pm - 1:30 pm	ST & KF / 2226, UGL

December 2001

Wed	5	Teaching Portfolio II: Gathering and Presenting Evidence; Revising LUNCH INCLUDED	11:00 am - 1:00 pm	DG / 2226, UGL
Fri	7	The Scholarship of Teaching	9:00 am - 11:00 pm	DA / 2226, UGL
Mon	10	Message Design	1:00 pm - 3:00 pm	LB / 2210, UGL
Thur	13	Technology in Learning Presentation	1:30 pm - 3:00 pm	FL / 2226, UGL

To Register for Workshops Please Call Deborah Armstrong at 577.9669 or Send an e-mail to darmstrong@wayne.edu
OPEN TO ALL WSU FULL-TIME FACULTY, ADJUNCT FACULTY AND GRADUATE TEACHING ASSISTANTS
Workshop descriptions are available on the reverse side or at <http://www.otl.wayne.edu/descrip.html#workshops>

OTL events and workshops are scheduled frequently throughout the semester.

See our calendar online

<http://www.otl.wayne.edu/calendar.html>

For more information call: 577.9669

Workshops

Web-Based Skills

Teaching Treasures: Mining the Wealth of the Web
Prerequisites: Familiarity with Windows and/or Mac*. Learn to conduct Web searches that get results, discover valuable teaching resources, discuss how to evaluate information on the Web, and create and edit bookmark files.

A Website for Your Course: Blackboard Basics
Prerequisites: Basic Web browsing skills. At least 3 days in advance you MUST register and contact bbadmin@wayne.edu for a Blackboard account. Learn to use Blackboard to easily create a course Web site, including creating/uploading course documents, securing your site, and more. Bring a diskette with sample course documents.

Advanced Blackboard 1: The Communication Tools
Prerequisites: Participants MUST have a Blackboard course, login and password before coming to the session. Participants in this session will practice with Blackboard's discussion and chat tools, will have a chance to design an appropriate assignment for their course using these tools, and will consider the ramifications of administering their assignment. The session is designed for those wishing to include some online discussion in their current face-to-face course.

Advanced Blackboard 2: The Assessment Tools
Prerequisites: Participants MUST have a Blackboard course, login and password before coming to the session. Participants will learn to use Blackboard's assessment tools and will investigate the pros and cons of online assessment. Participants will explore types of assessments, options for feedback, and ways to use the online grade book.

Online Communication: Beyond E-mail (offered online)
Prerequisites: Participants MUST register at least 3 days in advance AND have a Blackboard login and password before coming to the session. Participants will discuss effective uses of online communication and learn to use a variety of communication tools.

Online Assessment Tools (offered online)
Prerequisites: Participants MUST have a Blackboard course, login, and password before coming to the session. Participants will learn to use Blackboard's assessment tools and investigate the pros and cons of online assessment.

Creating A Course Homepage Prerequisites: Basic Web browsing skills, syllabus in Word on diskette, and URLs of 3 well-designed course Web pages. Participants create a basic course Web page using an HTML editor, and discuss Web design issues.

Putting Your Presentation on the Web Prerequisites: PowerPoint Basics workshop or knowledge of PowerPoint. A web site to upload your PowerPoint presentation to. Participants will learn how to easily convert a PowerPoint presentation into a Web format for placement onto your Web site.

Copyright, Multimedia and the Web Prerequisites: Familiarity with Windows and/or Mac environment. Some experience creating Web pages helpful. Participants will discuss copyright issues related to the Web and investigate multimedia resources on the Web.

Course Design Essentials

Syllabus Creation In this 90-minute workshop participants will learn techniques for creating a complete, informative course syllabus; review of WSU syllabus requirements. Bring a copy of a course syllabus.

Turning Your Objectives into Students' Learning Outcomes Learning outcomes (LOs) specify the learning (skills, knowledge, and judgement) that should occur as a result of your course. Articulating LOs requires re-examination of what you want your students to learn and how best to articulate and measure the learning. In this workshop you'll write LOs for one of your courses. Bring your course syllabus and be prepared to discover much about your teaching that you hadn't realized.

Message Design What should you think about before you create your visual presentation? This session provides guidelines, and lets you practice evaluative skills learned in the workshop.

Active Learning: Making It Work in Your Classroom
Prerequisites: Bring a specific example of a lecture, an assignment, or some materials that you want to enliven. In this interactive session discover new methods for engaging students in classes large and small. Identify strategies and teaching techniques you can use both within and outside the classroom to improve student learning.

Cooperative Learning A review of research on cooperative learning and discussion of various ways these activities can be implemented. Participants will learn how to structure groups, plan and carry out peer learning activities, and how to evaluate group members.

Assessments for Learning This 2-hour workshop introduces assessment practices that can help both faculty and students ensure that the object of evaluation is learning. Bring challenging questions and cases!

The Scholarship of Teaching

The Scholarship of Teaching: Disciplinary Inquiry
This workshop will introduce you to the Scholarship of Teaching, an initiative from the Carnegie Foundation for the Advancement of Teaching that encourages intellectual inquiry into questions about teaching in the disciplines. Come with an open mind and a question or two about what's happening in your classrooms with your students.

Teaching Portfolio I: Getting Started; The Reflective Statement Participants learn about teaching portfolios, and begin constructing their own portfolio in this workshop.

Teaching Portfolio II: Gathering and Presenting Evidence; Revising Prerequisites: Draft of teaching portfolio. This workshop is for further development and refinement of your teaching portfolio. In this interactive session, participants review the claims and evidence in their draft portfolios and plan their final revisions.

Interpreting Your SETs Prerequisites: Bring at least one semester's SET data, including comments. In this 90-minute session, we'll review the WSU Student Evaluation of Teaching (SET) questions and the data provided to faculty for diagnosis of teaching effectiveness.

Classroom Expertise

The Classroom Lecture: The Art and Craft of Discourse
Do you want to revitalize your lectures? Participants in this workshop will consider elements that can make lecturing a potent learning experience. We will talk about research on the effectiveness of lectures, discuss ideas for organization and presentation, and suggest strategies for self-assessment.

Leading Effective Discussions In this 2-hour workshop we review research on the effectiveness of discussion and practice with techniques for leading effective discussions.

PowerPoint Basics for the College Classroom
Prerequisites: Familiarity with Windows and/or Mac*. For those with no PowerPoint experience. Covers working in views, creating presentations, and applying templates.

Exploring Multimedia: Digitizing Pictures, Sound & Video Prerequisites: Familiarity with Windows and/or Mac*. Some familiarity with PowerPoint helpful. Learn the basics of audio, video, and graphic capture as well as file manipulation for Web or multimedia authoring.

Incorporating Multimedia Into PowerPoint
Prerequisites: PPT Basics or equivalent. Learn how to incorporate multimedia, animations, and hyperlinks into your PowerPoint presentations

Photoshop Basics: Editing Your Images Prerequisites: Familiarity with Windows and/or Mac*. A workshop to familiarize participants with Adobe Photoshop in basic image editing/enhancement of photos. Please bring a digital image that you can use to apply skills learned in the workshop.

*"Familiarity with Windows and/or Mac" means that you are very comfortable using a mouse, navigating in a windows-type environment, creating and saving files or folders at any location on the hard drive, etc. If you need help meeting these prerequisites, please contact OTL for assistance in locating appropriate training.

PBS LIVE TELECONFERENCES

Curious about using technology in teaching? This series, titled "Instructional Technology Survival Skills: A How-To Series for Faculty" includes the following live events:

Surviving and Thriving in your First Online Course

October 18, 2001; 2:30 – 4:00
Bernath Auditorium, UGL

Topics include:

- how to avoid many of the problems instructors face when teaching online
- how to handle those problems effectively when they do occur

Using Information Technology in a Traditional Classroom

November 29, 2001; 2:30 – 4:00
Bernath Auditorium, UGL

Topics include:

- how to use I.T. as part of a sound instructional design
- how to use class time that previously was consumed by activities students now do online

T Popular On-the-Road Workshops are Available!

Any of the workshops here may be scheduled as an On-the-Road Workshop (OTR) for/in a department. OTR Workshops can also be customized for your department. Requests for an OTR can be made to your department chair, who can schedule an OTR Workshop through the Office for Teaching and Learning by calling 577.9669.