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OTL's 4-Month Calendar of Workshops & Events

WINTER 2002, Volume 6, No.2 [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 NO = N. O'Neale
FL = faculty leader

location

Room/UGL = David Adamany Undergraduate Library

This schedule of workshops and events offered this winter semester at the Office for Teaching and Learning is included to assist you in planning your semester schedule. It provides a list of workshops and events offered at OTL through April 2002.

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.

January 2002

Thur	3	A Web Site for Your Course: Blackboard Basics	9:00 am - 12:00 pm	DA / 2305, UGL
Thur	3	PowerPoint Basics for the College Classroom	1:00 pm - 3:00 pm	KF / 2305, UGL
Fri	4	CATs in the Classroom: Classroom Assessment Techniques	9:00 am - 11:00 am	DA / 2305, UGL
Fri	4	A Web Site for Your Course: Blackboard Basics	1:00 pm - 4:00 pm	KF / 2305, UGL
Thur	10	Technology in Learning Presentation	1:30 pm - 3:00 pm	FL / 2226, UGL
Tue	15	Leading Effective Discussions	1:00 pm - 3:00 pm	DA / 2226, UGL
Wed	16	Teaching Portfolio I: Getting Started; The Reflective Statement	1:00 pm - 4:00 pm	DG / 2226, UGL
Wed	23	The Classroom Lecture: The Art and Craft of Discourse	9:00 am - 11:00 am	DA / 2226, UGL
Fri	25	GTA Brown Bag	12:30 pm - 1:30 pm	ST & KF / 2226, UGL
Wed	30	Incorporating Multimedia Into PowerPoint	1:00 pm - 3:00 pm	KF / 2305, UGL

February 2002

Tue	5	A Web Site for your Course: Blackboard Basics	9:00 am - 12:00 pm	DA & KF / 2305, UGL
Thur	14	Technology in Learning Presentation	1:30 pm - 3:00 pm	FL / 2226, UGL
Tue	19	Advanced Blackboard 1: The Communication Tools	9:00 am - 11:00 am	DA & KF / 2305, UGL
Wed	20	Teaching Portfolio II: Gathering and Presenting Evidence; Revising	1:00 pm - 3:00 pm	DG / 2226, UGL
Fri	22	PowerPoint Basics for the College Classroom	1:00 pm - 3:00 pm	NO / 2305, UGL
Fri	22	GTA Brown Bag	12:30 pm - 1:30 pm	ST & KF / 2226, UGL
Mon	25	Interpreting Your SETs	9:00 am - 11:00 am	DG / 2226, UGL
Thur	28	☛ PBS Live Teleconference: Improving Multimedia and Online Courses with Instructional Design	2:30 pm - 4:00 pm	Bemath Aud., UGL

March 2002

Fri	1	Exploring Multimedia: Digitizing Pictures, Sound and Video	1:00 pm - 4:00 pm	KF / 2210, UGL
Tue	5	Advanced Blackboard 2: The Assessment Tools	9:00 am - 11:00 am	DA & KF / 2305, UGL
Fri	8	Turning Your Objectives Into Students' Learning Outcomes	9:00 am - 12:00 pm	DG / 2226, UGL
Wed	20	Photoshop Basics: Editing Your Images	1:00 pm - 3:00 pm	LB / 2210, UGL
Thur	21	Technology in Learning Presentation	1:30 pm - 3:00 pm	FL / 2226, UGL
Fri	22	GTA Brown Bag	12:30 pm - 1:30 pm	ST & KF / 2226, UGL
Tue	26	Teaching Portfolio I: Getting Started; The Reflective Statement LUNCH PROVIDED	11:00 am - 2:00 pm	DG / 2226, UGL
Wed	27	Photoshop 2: Using the Tools	1:00 pm - 3:00 pm	LB / 2210, UGL
Fri	29	A Web Site for Your Course: Blackboard Basics	1:00 pm - 4:00 pm	DA / 2305, UGL

April 2002

Wed	5	Problem-Based Learning: An Enriched Learning Experience	1:00 pm - 3:00 pm	DA / 2226, UGL
Thur	11	A Web Site for Your Course: Blackboard Basics	1:00 pm - 4:00 pm	DA / 2305, UGL
Fri	12	Active Learning: Making It Work in Your Classroom	9:00 am - 12:00 pm	DG / 2226, UGL
Tue	16	Message Design	1:00 pm - 3:00 pm	LB / 2210, UGL
Thur	18	Technology in Learning Presentation	1:30 pm - 3:00 pm	FL / 2226, UGL
Tue	23	Teaching Portfolio II: Gathering and Presenting Evidence; Revising	11:00 am - 1:00 pm	DG / 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*. This workshop will show you several ways to conduct Web searches that get results. In the process of searching, you'll discover some valuable teaching resources. This workshop covers how to evaluate information on the Web, and how to create and edit bookmarks. Provides helpful insight into some of the problems your students might encounter as they try to evaluate information on the Web.

A Website for Your Course: Blackboard Basics
Prerequisites: Basic Web browsing skills. At least 3 days in advance you MUST register with OTL and contact bbadmin@wayne.edu for a Blackboard course. 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, i.e. syllabus.

Advanced Blackboard 1: The Communication Tools
Prerequisites: Participants MUST have a Blackboard course, login and password before coming to the session. Contact bbadmin@wayne.edu for a Blackboard course, if needed. 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. Contact bbadmin@wayne.edu for a Blackboard course, if needed. 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 OTL at least 3 days in advance AND have a Blackboard login and password before coming to the session. In this 2-week-long online workshop participants will discuss effective uses of online communication, and learn to use listserv, discussion board, and virtual chat. Expect to spend 6-8 hours per week on the workshop.

Online Assessment Tools (offered online)
Prerequisites: Participants must have Blackboard Basics or equivalent and MUST have a Blackboard course, login, and password before coming to the online session. At least 3 days in advance you MUST register with OTL and contact bbadmin@wayne.edu for a Blackboard course, if needed. 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. Discussion will include basic Web design issues.

Putting Your PowerPoint 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 on selection of the visual elements used to create a quality presentation. We cover the use of fonts, colors, images, and how to apply them in a PowerPoint™ layout for optimum delivery of your message. At the end of the workshop you will practice evaluative skills learned in the workshop by viewing and critiquing slides/presentations.

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!

Problem-Based Learning: An Enriched Learning Experience
Problem-based Learning (PBL) is grounded in the belief that learning occurs best when students are actively involved in solving relevant problems in a relevant context. PBL is far more complex than acquiring problem-solving skills; PBL aims at helping students apply knowledge, not just acquire it. In this workshop we will discuss PBL's strengths and constraints as an educational approach, and work to refashion one of your course objectives into the PBL paradigm!

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.

Popular On-the-Road Workshops are Available!

OTL workshops may be scheduled as On-the-Road workshops (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.

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 interactive 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. Participants will learn the basics of audio, video, and graphic files as well as manipulation for Web or multimedia authoring.

Incorporating Multimedia Into PowerPoint
Prerequisites: PPT Basics or equivalent. Learn how to incorporate video clips, 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.

Photoshop 2: Using the Tools
Prerequisites: Photoshop Basics or familiarity with Adobe™ Photoshop. In this workshop you will become familiar with the different tools located in the Adobe™ Photoshop Tools pallet—what they do and how to apply them. In this interactive workshop participants will explore using the tools and defining actions to achieve specific effects.

The Scholarship of Teaching

CATs in the Classroom: Classroom Assessment Techniques
Classroom Assessment Techniques (CATs) are effective ways to determine how well your students have grasped the content you are teaching. They are designed for implementation in the classroom and range from very easy to moderately complex. This workshop will introduce you to several types of CATs. This highly interactive workshop will give you opportunities to practice many different CATs.

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 using workshop exercises.

Teaching Portfolio II: Gathering and Presenting Evidence; Revising
Prerequisites: Bring two (2) copies of your draft teaching portfolio to this workshop. This interactive workshop is for further development and refinement of your teaching portfolio. 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 2-hour session, we'll review the WSU Student Evaluation of Teaching (SET) questions and the data provided to faculty for diagnosis of teaching effectiveness.