

Faculty Center for Teaching and Learning

August 2007

Welcome!

The Faculty Center for Teaching and Learning would like to welcome you to the 2007–2008 academic year. The Faculty Center was created to provide resources and services to assist your professional endeavors. The goals of the Faculty Center are to support: 1) Excellence in teaching and learning; 2) Successful research and creative endeavors; 3) Professional fulfillment; 4) Local and global community building. Just some of the services that we provide are outlined below. A wealth of information on teaching and learning at UCF can be found on our website at <<http://www.ftcl.ucf.edu>>

UCF is a large organization and it can seem hard to find answers to your questions. Please think of the Faculty Center as your first stop. If

we don't immediately know the answer to your question, we will refer you to the appropriate person or place. The faculty and staff support team comes from backgrounds in science, humanities, languages, mathematics and education and has many years of experience in the UCF environment. We understand the roles and responsibilities of faculty and can assist with all aspects of your professional development. We look forward to working with you and meeting you at the many Faculty Center and campus events throughout the year.

To contact the Faculty Center, visit us in the Classroom 1 Building (room 207), e-mail to ftcl@mail.ucf.edu or phone us at 407-823-3544.

Our Services at the Faculty Center

The Faculty Center:

- offers workshops on a range of topics such as curriculum development, teaching strategies, collaboration, assessment, and problem-based learning;
- documents faculty scholarship and pedagogy for dissemination in publications or at conferences;
- publishes the *Faculty Focus*, a journal which highlights faculty experts on campus and is a forum for sharing ideas on teaching and learning;
- provides a place to share with other faculty in a quiet and confidential environment;
- provides peer observations that are confidential and informative;
- videotapes faculty while teaching in the classroom (on request);
- conducts an orientation for new faculty each fall;
- offers weekend retreats for adjunct faculty;
- trains graduate teaching assistants in teaching-related issues;
- aids the linguistic transition for international teaching assistants;
- mentors faculty in teaching and research-related endeavors;
- hosts summer and winter conferences to encourage faculty learning about new ideas in teaching; and
- assists faculty in developing multimedia portfolios on teaching, learning, and research.



Adjunct Faculty Retreats

This fall, we are offering two Adjunct Faculty Retreats: Saturday August 4 and Saturday August 11. Both events run from 9:00-4:00 and are held at the Faculty Center (CL1-207).

We will examine multiple aspects of the adjunct experience, including the “nuts and bolts” like finding rosters, posting grades, and using WebCT to house content online.

We also dedicate a significant amount of time to pedagogical strategies. Topics include

- classroom management
- disruptive conduct
- academic dishonesty
- legal ways to post grades
- syllabi and lesson plans
- assessment techniques
- course design
- goals and objectives
- philosophy of teaching
- learning theories
- learner differences
- collaborative learning
- developing a teaching portfolio

These retreats are free and open to all adjuncts. Participants who are teaching in Fall 2007 will receive a \$150 stipend for attending this workshop, if they have not received this stipend in the past.

The two sessions are identical; select one to attend. Attendance is limited, so please register online early:

<<http://www.fctl.ucf.edu/events/adjuncts>>

New Faculty Orientation

All faculty are welcome to join the conference-style sessions at the New Faculty Orientation:

Accommodations 101: Your Rights and Responsibilities When Students With Disabilities Are Registered for Your Course(s)

A highly recommended “primer” for new UCF faculty. Basic information on shared rights and responsibilities necessary for providing typical accommodations and accessible course material to students with disabilities. What does it mean when a student presents a “Letter to the Professor”, and when to expect this letter.

August 14, 2:15-3, CL1-219

Assessment for Optimal Learning

How do we know what and how much the students learn? Selecting and implementing assessment strategies that answer those questions and actually promote optimal learning will be discussed.

August 14, 3:15-4, CL1-307



Building Community Via the Web

The Internet can be a great vehicle to encourage communication with and among your students. This session will demonstrate two powerful tools available to faculty as you consider how to craft an effective learning environment for your students—WebCT’s “Discussion Board” and UCF’s “eCommunity.”

August 14, 1:15-2, CL1-205

Channeling and Assessing Chaos (or not)

Come experience and design unique techniques to allow students to collaborate and think actively using Chaos Theory as a launching pad.

August 14, 11:15-12, CL1-218

Designing Effective Writing Assignments

In this session, we will discuss the basics of designing effective writing assignments in various types of classes. There will be time to apply this information to your own assignments.

August 15, 11:15-12, CL1-218

Got Citations? RefWorks Can Help You Publish

Join us to learn more about a citation management system that can help you store citations, create in-text citations, and generate bibliographies.

August 14, 3:15-4, CL1-219

Look Who’s Coming to Your Class

After a brief overview of new freshman (FTIC) and transfer student academic achievement, we will highlight some fascinating statistics from the CIRP—an Attitudinal Survey for Incoming Freshmen and Transfer Students.

August 14, 1:15-2, CL1-220

myUCF Grades

Learn how to use myUCF Grades, an optional program to post grades to students electronically and securely using the myUCF portal. Scantron results from Test Scoring will be automatically uploaded to your courses in myUCF Grades.

August 14, 10:10-11:10, CL1-120

Opportunities for Engaging Our Undergraduate Students

New trends for the Office of Undergraduate Studies and ideas on how to better engage our student body through Service Learning, Undergraduate Research, the Unifying Theme for General Education, and more will be discussed.

August 15, 2:15-3, CL1-220

Teaching Creatively: Ideas in Action

Participants will be involved in the demonstration and discussion of interactive teaching methods, assessment and grading methods, and in the effective use of technology to improve student learning.

August 14, 11:15-12, CL1-307

Teaching Outside the Box

Let's explore your classes, get new ideas, and create new activities to bring a breath of fresh air to your classroom delivery in order to enhance learning.

August 15, 11:15-12, CL1-205

Testing to Evaluate Learning

Your course has a clear syllabus, useful course web site, relevant readings, marvelous lectures, and active learning strategies; but, how will you determine what and how much students will have learned? This session will provide tips for development of multiple choice, true/false, and short answer items to evaluate learning.

August 15, 11:15-12, CL1-220



Workshops in the Center

These workshops are held in Classroom Building 1, room 207. No advance reservation is required.

101 Tips for Teaching Large Classes

How do we maintain our standards for excellent teaching and effective learning when teaching large or even very large classes?

Tuesday, August 21, 11-12

Building a Grade Book Using MS Excel

Together we will walk through a grade book template and customize it to your syllabus. Please bring your syllabus with a breakdown of your scoring policy.

Thursday, August 9, 11-12

Designing an Effective Syllabus

Learn some best practices as well as the UCF requirements for syllabus design. Participants will be shown templates and examples.

Thursday, August 9, 1:30-3:00

Friday, August 10, 10-11:30

Tools You Need to Start the Semester

Find out about rosters, grade books, syllabi, course websites, and using any software or campus resources that make your life easier as a UCF instructor.

Friday, August 10, 1-2

Monday, August 20, 9-10

Monday, August 20, 11-12

Preventing Plagiarism with Turnitin.com

Come sign up for a Turnitin account, learn how and when to use it, and engage in a discussion about preventing plagiarism and promoting academic integrity.

Tuesday, August 7, 2:30-4

Program Assessment Coordinator Training

This workshop focuses on the latest version of the Program Assessment (IE) website and process changes instituted for 2007-2008. We will also provide assistance with individual plans as needed.

Wednesday, August 29, 10-11:30

Wednesday, August 29, 1:30-3

Thursday, August 30, 10-11:30

Thursday, August 30, 1:30-3

Teaching as a Non-Native Speaker

Educators who speak English as a second language face unique linguistic and cultural challenges. We will discuss strategies to ease the transition to a non-native language.

Wednesday, August 22, 10-11

A Theme for Your Course: The Environment—Ideas and Resources

We will discuss several ways to thematize any course with case studies and activities related to the environment and global warming.

Monday, August 20, 2:30-4

Thursday, August 23, 10:30-11:30

Tuesday, August 28, 10:30-11:30

Friday, August 31, 2:30-4

Here's what's happening this month at the Karen L. Smith Faculty Center.
Make plans to join us!

August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Adjunct Faculty Retreat CL1-207 9:00-4:00
5	6	7 Preventing Plagiarism with Turnitin.com CL1-207 2:30-4:00	8	9 Building a Grade Book Using MS Excel CL1-207 11:00-12:00 Designing an Effective Syllabus CL1-207 1:30-3:00	10 Designing an Effective Syllabus CL1-207 10:00-11:30 Tools You Need to Start the Semester CL1-207 1:00-2:00	11 Adjunct Faculty Retreat CL1-207 9:00-4:00
12	13 New Faculty Orientation	14 New Faculty Orientation	15 New Faculty Orientation	16 GTA Training	17 GTA Training	18 GTA Training
19	20 Tools You Need to Start the Semester CL1-207 9:00-10:00 CL1-207 11:00-12:00 A Theme for Your Course: The Environment—Ideas and Resources CL1-207 2:30-4:00	21 101 Tips for Teaching Large Classes CL1-207 11:00-12:00	22 Teaching as a Non-Native Speaker CL1-207 10:00-11:00	23 A Theme for Your Course: The Environment—Ideas and Resources CL1-207 10:30-11:30	24	25
26	27	28 A Theme for Your Course: The Environment—Ideas and Resources CL1-207 10:30-11:30	29 Program Assessment Coordinator Training CL1-207 10:00-11:30 CL1-207 1:30-3:00 Developing a Portfolio for Promotion and Tenure CL1-207 3:30-5:00	30 Program Assessment Coordinator Training CL1-207 10:00-11:30 CL1-207 1:30-3:00	31 A Theme for Your Course: The Environment—Ideas and Resources CL1-207 2:30-4:00	

For more information please go to www.ftcl.ucf.edu/calendar