



Instructional Foundations Series: Description and Requirements **Fall 2016**

Selected dates: August 25 through November 16

Facilitators: Deena Levy, Ph.D., Instructional Consultant (drl21@psu.edu)

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Schreyer Institute for Teaching Excellence (SITE)

315 Rider Building

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Foundations in Instruction is a series of workshops for graduate students, postdoctoral scholars, and instructors from all disciplines *who have never taught at the university level (grading experience OK) prior to Fall 2016*. The series is designed to provide people new to college teaching with knowledge, skills and confidence they can use in their first teaching experience. As a participant in this series, you will gain:

- information on best practices from the teaching and learning literature
- opportunities to discuss implementation with a group of peers
- a chance to discuss teaching techniques and strategies with an experienced instructor in your discipline

If you have questions about the series, please contact Deena or Larkin as soon as possible.

Overall series objectives: Upon successfully completing this course, you should be able to:

- articulate an approach to planning a lesson
- design and use assessment to promote learning
- explore one of your own teaching interests
- reflect on your beliefs and practices about teaching and learning

Series completion certificate: While this series does not serve as a formal “certification” process, it does provide you with documentation of your participation in this professional development opportunity. This certificate may be included in your teaching portfolio as evidence of your professional development as an instructor.

You can earn a completion certificate from SITE if you:

- attend the two Institute workshops: “How to Plan a Class Session” (**Aug. 31 OR Sept. 1**) and “Using Tests and Rubrics to Promote Learning” (**Oct. 12 OR Oct. 13**)
- attend one additional Institute workshop of your choice: visit our [Events page](#) or see below for options and registration instructions.
- observe the teaching of one instructor of your choice, interview the instructor, and post a reflection on the Series blog (**URL to be distributed at a later date**)
- attend an interactive session on **November 1** from **11 a.m.-noon** in Rider 315 to reflect on your series experiences with peers

PLEASE NOTE: The series completion certificate *does not* count toward the Graduate School Teaching Certificate. For a complete list of the requirements for the Graduate School Teaching Certificate, please see:

<http://www.gradschool.psu.edu/current-students/tacert/>

Inclusion of all participants:

This publication is available in alternative media on request. Penn State is committed to affirmative action, equal opportunity and the diversity of its workforce. Penn State encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Brenda Yingling, 301 Rider Building, (814) 865-8681 or site@psu.edu, in advance of your participation or visit.



Instructional Foundations Series--University Park, Fall 2016

Date	Time	Topics	Lesson Objectives	Activities/Assignments Due
08/31 OR 9/1		Designing a class session	Articulate an approach to planning a lesson	Get signature of one workshop facilitator
10/12 OR 10/13		Using tests and rubrics to promote learning	Design and use assessment to promote learning	Get signature of one workshop facilitator
Please see list and registration link below.		Choice of topic	Explore one of your own teaching interests	Get signature of one workshop facilitator
No later than 11/10		Observe and interview an instructor in your discipline	Describe methods for making pedagogical decisions about your content	Take notes using class observation guide Post reflection online no later than 11/11 Comment on two peer posts no later than 11/15
11/1	11a.m.-noon	Reflect on your series experiences with a group of peers	Reflect on beliefs and practices about teaching and learning	Come prepared to contribute to the conversation
No later than 11/17		Submission of completed Signature Sheets	Verification of workshop participation	Turn in completed signature sheets by 11/17 . Scanned e-mail submissions (send to: IFS_Sig.455dfmpdwaixez0s@u.box.com) and those delivered in hard copy to 301 Rider Building (via in person drop-off or intercampus mail) will be accepted.



Most events are offered twice—pick the date that works for you.

Wednesday events | 10:15–11:30 a.m. | 7A Sparks

Thursday events | noon–1:15 p.m. | 315 Rider

Teaching and Professional Development Topics

Weds.	Thurs.	
	Aug. 25	TA 101: Survive and Thrive as a Teaching Assistant
Aug. 31	Sept. 1	How to Plan a Class Session
Sept. 7	Sept. 8	Teaching a Large Class
Sept. 14	Sept. 15	Handling Challenging Situations in the Classroom
Sept. 21	Sept. 22	Leading Effective Lab Sessions
Oct. 12	Oct. 13	Using Tests and Rubrics to Promote Learning
Oct. 19	Oct. 20	Teaching Tips for International Students
Nov. 2	Nov. 3	First Steps in Planning an Entire Course
Nov. 9	Nov. 10	How to Write a Teaching Philosophy Statement

All programs are FREE. Please register to help us plan.

SchreyerInstitute.psu.edu/Events



Instructional Foundations Series Signature Sheet

If you would like to earn a completion certificate as evidence of your professional development as an instructor, please provide evidence that you have met the requirements for the certificate as described in the Description and Requirements.

REMINDER: The series completion certificate *does not* count toward the Graduate School Teaching Certificate.

_____ has completed the following requirements for the certificate of completion of the Foundations in Instruction series:

1) Attended workshop “Designing a Class Session.”

Workshop facilitator

signature_____

2) Attended workshop “Using Tests and Rubrics to Promote Learning.”

Workshop facilitator

signature_____

3) Attended

workshop_____

Workshop facilitator

signature_____

4) Observed and interviewed an experienced instructor in his/her field.

Instructor

signature_____

*Please submit your completed signature sheets by **11/17**. You can:*

- 1) *Send a scanned e-mail submission to: IFS_Sig.455dfmpdwaixez0s@u.box.com **OR***
- 2) *Deliver it in hard copy to 301 Rider Building (via in person drop-off or intercampus mail)*