

Faculty Development Institute Syllabus for Phase II – FY18

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Faculty Development Institute Information:

http://teched.tcsg.edu/academic_affairs.php - Click on Faculty Development & Training

Class Times: 8:30 am – 3:00 pm (work through lunch and end by 3 pm); in addition, activities must be completed prior to the training. Participants who complete Phase II training will receive 24 hours of staff development credit.

FDI Description: **Phase II** is further addresses the objectives discussed in Phase I in a practical application format. Phase II is in hybrid format, so participants will be required to complete activities PRIOR to the training session as well as attend the entire training session. The participant will

- Develop and deliver a 5-7 minute presentation; this presentation will provide a SHORT (5-7 minute) lesson from your program. You must use some type of visual aid when presenting this 5-7 minute lesson. Details will be provided in an email to participants
- Observe and be involved in new instructional methods
- Learn about web tools, student services processes and procedures that impact teaching, and legal issues (information provided by guest speakers or recorded videos).

NOTE: Participants are required to complete all assignments prior to the training AND attend the entire in-person session. If you cannot complete all of the activities PRIOR to the training AND attend the entire in-person session, please reschedule at a more convenient time. Extenuating circumstances will be evaluated on an individual basis at the discretion of the instructor.

What you will learn in Phase II:

Presentation: Participants will be asked to develop and present a 5-7-minute presentation. All presentations will be critiqued by the instructor and each class participant for the purpose of improvement (see critique at end of syllabus).

Participants will need to prepare and make a presentation as follows:

- Provide a 5-7 minute lesson from your program. You must present something that can be covered in this time frame. Teach the class something!
- You MUST use a visual aid during this lesson. This can be (but not limited to) a handout, a Powerpoint, a piece of equipment, a picture, etc.
- Provide a brief introduction to what you are presenting and then present the information.
- Engage the audience. What technique will you use to engage the audience?

Instructional Methods: New instructional methods will be presented and discussed. Participants will be involved in activities using some of these methods.

Student Services Information: Several weeks prior to the training, participants will be emailed a link that will provide a video of a guest speaker; this speaker will provide information on some of the processes and procedures in student services and how these impact the instructor and the classroom. You will answer some questions about the video and submit your answers PRIOR to training. If you have additional questions, you may ask them in the class.

Legal Issues: Several weeks prior to the training, participants will be emailed a link that will provide a video of a TCSG attorney who addresses legal issues that instructors need to be aware of. Participants will answer some questions about the video and submit your answers PRIOR to the training. If you have additional questions, you may ask them in the class.

Web Tools: Participants will be shown a variety of web tools that can be used to enhance teaching. Tips for using Angel more effectively will also be provided.

Note: Each registered participant will receive an email approximately 2-3 weeks before the session providing the details for developing and making the presentation and providing her a link that includes the activities required PRIOR to attending the training.

The following form **will be used to evaluate the presentations made by participants**. Each participant will be critiqued by the instructor and by each student in the class. Oral feedback will also be provided after each participant’s presentation.

Phase II Presentation Critique Checklist			
Presenter’s Name _____	Date _____		
Description	Yes	No	N/A
The lesson included an introduction			
Visual and/or training aids were used appropriately			
Preparation and planning was evident			
Sequencing of key points was logical; key points were clearly emphasized			
Presenter had command of the information in the lesson			
Students were engaged			
5-7 minute time frame was followed			
Distracting gestures and idiosyncrasies were not present in the presentation			
Volume and speed of speech were at comfortable levels			

Comments and Suggestions: