



## 2015 New Faculty Workshop - Syllabus

### Description

The New Faculty Workshop is designed to introduce new faculty to DU resources, as well as provide an overview of the latest best practice in higher education pedagogy and educational technology. During the last part of the summer, you will have access to self-paced materials through the university's learning management system (Canvas). You may also participate in asynchronous and real-time discussions with other new faculty and with experienced DU faculty and staff.

Online materials will provide important information, resources, and strategies, allowing you to spend as much or as little time needed exploring each topic. Throughout the workshop you will be exposed to a variety of teaching strategies and educational technologies available at DU.

### Learning Goals

The overall purpose of the New Faculty Workshop (NFW) is to assist newly hired DU faculty members in achieving their full potential as teachers/scholars. The workshop is designed as an orientation and starting place for you to answer such questions as:

- What is the culture of DU? What is it like to be a faculty member at DU? What resources are available to DU faculty members?
- How do I best structure my class to achieve learning? What is considered an effective course syllabus?
- What different strategies and technologies can I use to engage students in the classroom?
- How do I create a safe and welcoming space for all students? How do I handle classroom management issues that arise?
- How do I use tests and assignments to motivate my students and get feedback on their learning? How do I manage grading? What do I do if I suspect academic dishonesty?

Each of the five modules within the online workshop contains specific learning objectives for that module.

### Delivery Method

Content will be made available through a hybrid/blended approach. There will be online modules combined with discussion forums, live online sessions, and face-to-face sessions.

The workshop modules will be available in a self-paced format, but we encourage you to adhere to the recommended dates for each module as much as possible, as we will actively be

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talking about and exploring the issues related to being a faculty member at DU through the online discussions.

Online discussions and optional live online webinars will provide opportunities for you to meet and establish connections with other new faculty members from different divisions.

In addition, we have scheduled a few campus tours/happy hours in September to allow you to meet each other in person and build your connections.

### **Workshop Facilitators**

This workshop is facilitated by Bridget Arend ([bridget.arend@du.edu](mailto:bridget.arend@du.edu)) and Terri Johnson ([terri.johnson@du.edu](mailto:terri.johnson@du.edu)) from DU's [Office of Teaching & Learning](#). Current faculty and staff members from across campus will also be helping to facilitate online discussions and webinars in the workshop. More information about your facilitators, including contact information, is posted in the Canvas course.

### **Completing the Workshop**

Plan to dedicate at least **2 hours per module** to complete this workshop (approximately 10 hours total between August 3 and September 28). The amount of time necessary varies based upon your individual interests, and your experience and background. We have designed the workshop to meet the needs of both new and “not-so-new” faculty, and to allow you to spend as much or as little time needed exploring each topic.

There will be a checklist in each of the modules to help you keep track of the materials and the assignments you need to complete. The modules will have target dates for completion and you will be asked to contribute, complete, or participate in an activity in each module.

When you complete all five modules, you will receive a certificate of completion and your completion will be entered into the university's tracking system, Activity Insight, and copied to your Dean and Program Chair. Upon completion you can also choose to receive one of our recommended books about college teaching. Plan to complete the workshop by September 28 so we can present the certificate and book to you at the OTL Reception, which occurs immediately before the Provost New Faculty Luncheon on October 2.

### **The new faculty workshop schedule follows:**

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<b>Online Workshop Target Dates</b>	<b>Live Online Sessions (optional)</b>	<b>Module</b>
August 3 – 9	Live Kick-off Meet & Greet  <i>Mon, August 3, 12:00-1:00 PM Mountain time (US)</i>	I. Welcome
August 10 – 16		II. Designing a Course
August 17 – 23	Active Learning, Getting Students to Come to Class Prepared  <i>Tues, August 18, 11:00 AM – 12:00 PM Mountain time (US)</i>	III. Teaching Strategies
August 24 – 30		IV. Working with Students
August 31 – September 6	Engaging and Working with ALL Students  <i>Tues, September 1, 10:00 – 11:00 AM Mountain time (US)</i>	V. Assessing Learning
September 28		Workshop needs to be completed by this date to receive certificate of completion at the Oct 2 OTL Reception
<b>On-campus Post-Workshop Events</b>		
	Mon, August 31	4:00-5:00 pm, Walking tour of DU Campus with Marc Hathaway, DU Arborist. Meet at the OTL Conference Room, Anderson Academic Commons Room 345.

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		5:00 Tour ends at local eatery for appetizers and drinks
	Wed, September 9	4:00-5:00 pm, Walking tour of DU Campus with Steve Fisher, DU Curator. Meet at the OTL Conference Room, Anderson Academic Commons Room 345.  5:00 Tour ends at local eatery for appetizers and drinks
	Friday, October 2	OTL Reception & Provost New Faculty Luncheon  Driscoll Student Center Gallery and Ballroom

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## Communication Policies & Procedures

### *Communicating with the Facilitators*

For urgent questions or personal matters, please contact one of the workshop facilitators via office phone (during regular business hours) or email. We will do our best to respond to questions within 24 hours during weekdays.

### *Questions*

Please post all non-urgent questions publicly on the discussion board so all participants can benefit from the questions and the answers. We have set up a **General/Technical Questions** discussion forum for these types of questions.

Note: Facilitators may post one-on-one questions in the public discussion forum if they think others will benefit from the question.

### *Online Discussion Board Guidelines*

During the workshop we will have online discussions related to various teaching issues. We ask that you follow these guidelines when participating in the online discussions:

- Open dialog and disagreement shows the complexity of many of the discussion issues and this helps us learn. Feel free to disagree, but do so in a respectful manner. This is a forum for us to brainstorm, ask questions, and explore new ideas with each other.
- Remember that it is easy to misinterpret written communication. Sometimes written comments may inadvertently seem impolite or could otherwise be taken the wrong way – strive to really explain yourself and avoid making assumptions about other people’s intentions.

## Technology Requirements

To fully participate in this workshop, you should have:

- Reliable access to a computer and the Internet
- The ability to attach a document to an email message
- A DU ID number and passcode (Your DU ID starts with 87... If you have not received your passcode yet, the default is usually your birthday as MMDDYY). If you are having trouble logging in, please contact University Technology Services at: 303.871.4700 or visit <http://www.du.edu/uts/helpdesk/du-id.html>.

This workshop is offered in the university's learning management system, Canvas. If you have technical issues with the Canvas software, you can click on the Help button at the top right corner of the page, or contact Canvas technical support at 855-712-9770. If you have questions about designing your course using Canvas, you can contact the OTL during normal business

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hours at 303-871-2084 or email the OTL at [otl@du.edu](mailto:otl@du.edu). For additional information see <http://otl.du.edu>

You can also check the OTL's knowledge base (<http://otl.du.edu/knowledgebase>) for common questions and answers.

### *Some Helpful Links:*

- Canvas Student Tutorial <https://canvas.du.edu/courses/190>
- Make sure you have the **FREE Adobe Reader** on your computer to view some of the workshop materials.

### **Honor Code**

All members of the DU community are expected to abide by the University of Denver [Honor Code](#). These expectations include the application of academic integrity and honesty in your participation and assignments.

### **Participants with Disabilities**

Any participant who feels s/he may need an accommodation based on the impact of a disability should contact us privately to discuss his or her specific needs. Additionally, please contact the **Disability Services Program** located on the 4<sup>th</sup> floor of Ruffatto Hall; 1999 E. Evans Ave. to coordinate reasonable accommodations for students with documented disabilities. Phone: 303.871.2278/7432/2455. Information is also available online at <http://www.du.edu/disability/dsp>

### **FERPA and Privacy**

The University of Denver is committed to the safeguarding and accurate maintenance of student records. The Family Educational Rights and Privacy Act (FERPA) of 1974 provides students with a number of rights regarding their educational records. Occasionally students will need to release part or all of their student record(s) to third parties such as parents, attorneys, or employers. The University of Denver *will not release* student records without the written consent of the student.

For more information, please see the [Notification to Students of Educational Records and Student Information Rights and Policies](#) or contact the Office of the Registrar at 303.871.4300 or [registrar@du.edu](mailto:registrar@du.edu).