

How research postgraduate students be prepared for the challenges in teaching?

Eugenia Ng

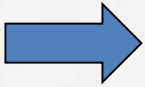
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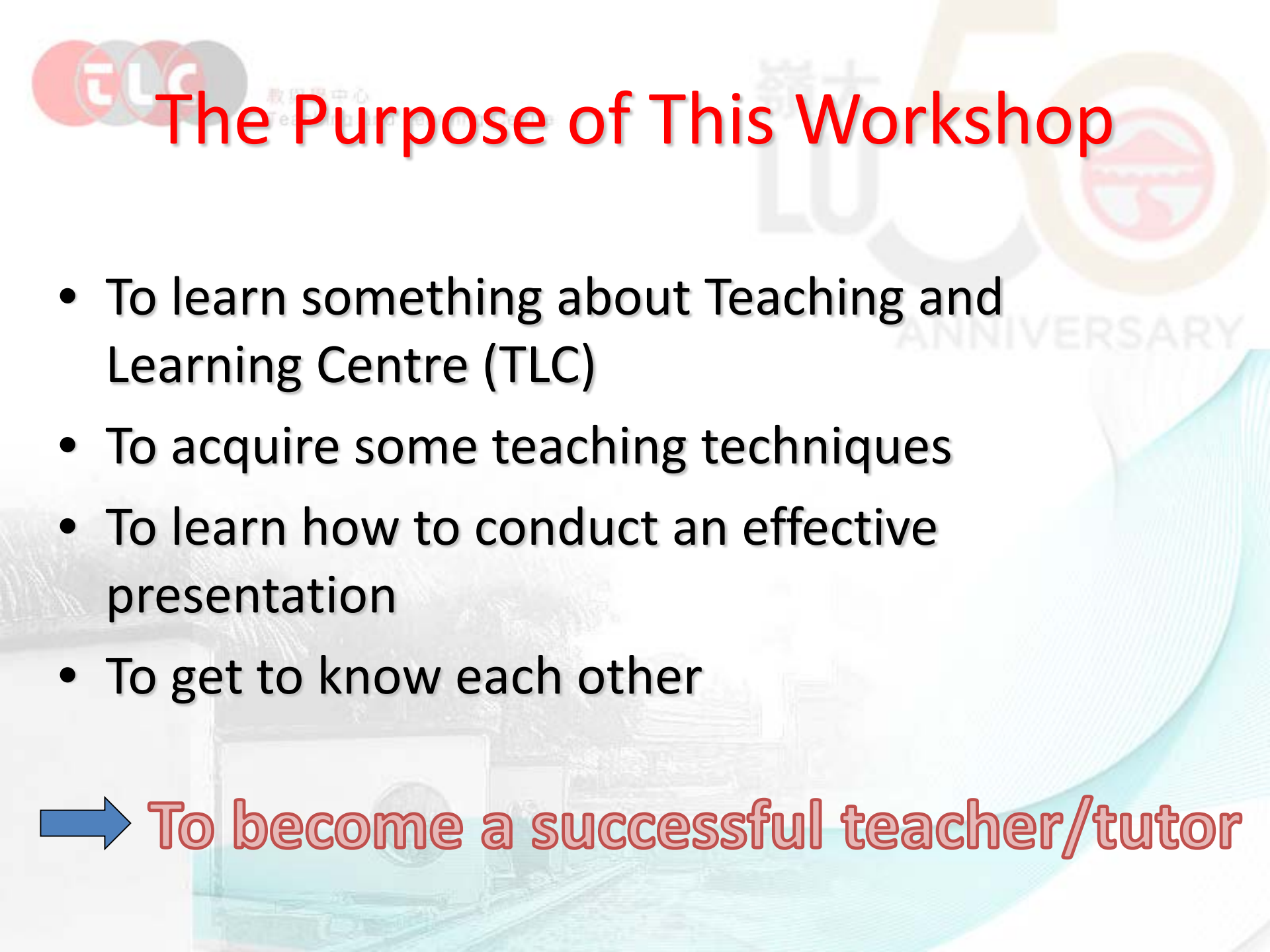
The Purpose of This Workshop



- To learn something about Teaching and Learning Centre (TLC)
- To acquire some teaching techniques
- To learn how to conduct an effective presentation
- To get to know each other



To become a successful teacher/tutor



Teaching and Learning Centre

The primary mission of the TLC is to support the enhancement of **learning and teaching** at Lingnan.

Its services include assistance with curriculum (**learning**) design, the use of new technologies for teaching and learning (**innovation**), and assistance with the scholarship of teaching (**research**).



<http://tlc.ln.edu.hk/tlc/>



Teaching and Learning Centre

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FOR TEACHERS

- [Bloom's Digital Taxonomy \[external link\]](#)
- [BushGrapher](#)
- [Outcomes-Based Approaches to Teaching and Learning](#)
- [Learning and Teaching Development Programme \(LTDP\)](#)
- [Lingnan University Course Syllabus](#)
- [Mahara Training for Teachers](#)
- [Mid-semester Online CTLE](#)
- [Moodle Training Materials for teachers](#)
- [Plagiarism Minimization and Detection](#)
- [Student Early Alert System](#)
- [Teaching and Learning Portal](#)
- [Teaching Development Grants \(TDGs\)](#)
- [Teaching Excellence Awards Scheme \(TEAS\)](#)
- [Teaching Portfolio](#)



The TLC assists in providing strategic and practical advice to non-academic groups such as SSC, OMIP, and OSL.

TLC aims to provide top quality online training materials and resources for teachers:

- [Moodle Training Materials](#)
- [Mahara Training for Teachers](#)
- [Bloom's Digital Taxonomy \[external link\]](#)
- [BushGrapher](#)
- [Outcomes-Based Approaches to Teaching and Learning](#)
- [Learning and Teaching Development Programme \(LTDP\)](#)
- [Lingnan University Course Syllabus](#)

TLC Mobile App

- <http://tlc.ln.edu.hk/tlc/index.php/mobile-app/>

	PWA for IOS devices (e.g. iPhone, iPad etc)	https://tlc.ln.edu.hk/mobile
	Google playstore	https://play.google.com/store/apps/details?id=hk.edu.ln.study
	APK file	https://tlc.ln.edu.hk/mobile/tlc.apk

Activity 1

- Please come to the front according to your birthday, those who were born in January to stand at my far right-hand side whilst those were born in December to stand at my far left-hand side.
- To form groups according to your birth month.
Discuss among yourself:
 - Introduce yourself such as your name and department!
 - What made you come to study at Lingnan University?
 - Any commonalities among yourself?
 - Be prepared to report back

Activity 2

- Stay in the group and to share among yourself:
 1. the best/worst teacher that you have encountered. Why he/she is the best/worst?
 2. the best/worst learning experience that you have encountered. Why it was the best/worst?
- Come up with the 3 commonalities from your discussion
- Be prepared to report back

Teaching and Learning in the Lingnan Environment

- **Assist the professors to conduct tutorials, seminars etc..**
 - Obtain the course outline and lecture sequences
 - Discuss how to meet their expectations, e.g. ask if they would like you to sit-in or help out in their lectures
 - Follow their rules
- **Design and grade assignments, worksheets and tests**
 - try using students' perspectives
 - If the answers can be found using Google, they are NOT good questions
 - Do it yourself and time the duration.

Your Future: Successful Teaching and Learning in the Lingnan Environment

- Inform the students the expected outcomes of teaching sessions
- To align teaching & learning activities and assessments with the expected learning outcomes
- Encourage **dialogue** - have a high tolerance for silence, inform students that contribution counts a part of the assessment, photographs, point out that all successful people have the ability to speak in public etc.
- Use **constructivist** teaching methods - use relatable examples, i.e., to relate their prior knowledge with the new knowledge and to give tasks that require more than memorizations.

Teaching and Learning in the Lingnan Environment

- Use a **wide variety of teaching approaches** - your goal is to facilitate learning and to provide intellectual challenge along with instructional support.
- Use the **technology** - to enhance teaching and learning effectiveness, e.g., use digital tools to facilitate communication between teacher and students, and students with their learning peers provided by MOODLE and other platforms – you will be pleasantly surprised!
- Anticipate your students' questions in advance.
- Learn your students' names, let them know you care about their learning. Have a sense of humour!!!
- **Be reliable. When you post your office hours, be there!**



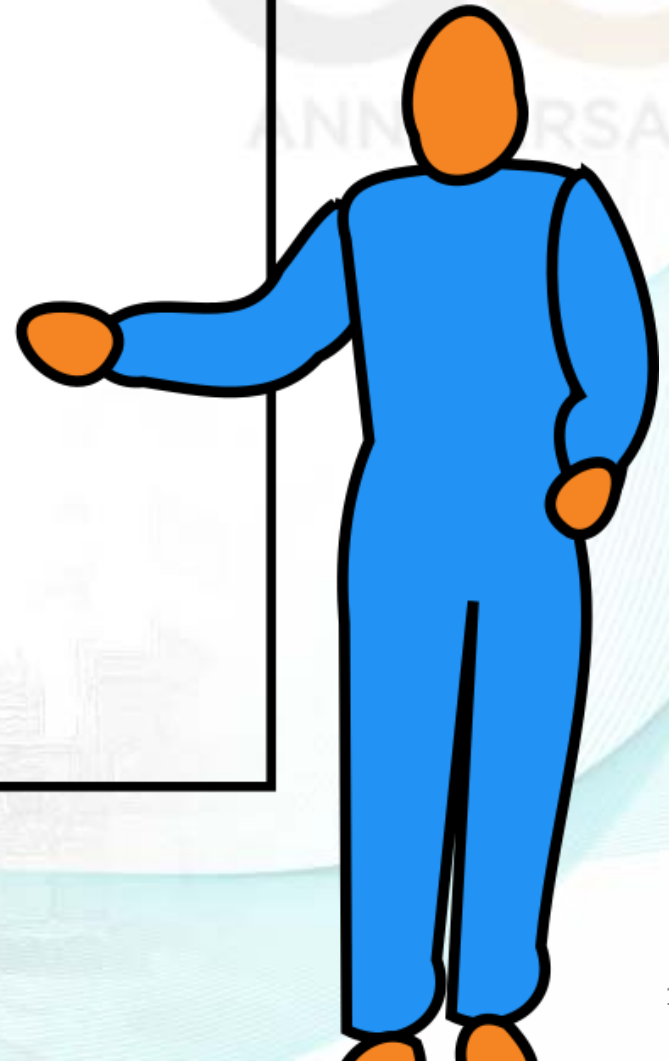
Online Course Teaching & Learning Enhancement

Teaching and Learning Centre

- From 2017-18, the on-line CTLE has become mandatory and serves as an instrument for academic staff to collect feedback from students in the middle of the term.
- Faculty members have to trigger the use of the instrument no later than the 9th week of a regular term (no later than the 4th week of a summer term).
- The on-line CTLE allows academic staff to create their own questionnaires and collect interim and on-going feedback from students.
- <http://tlc.ln.edu.hk/tlc/index.php/teachers/mid-semester-online-ctle/>

<i>End-of-sem CTLE for evaluation</i>	<i>Mid-Sem CTLE for enhancement</i>
Mostly summative purposes, i.e. for students to evaluate the teacher. {Some potential for formative purposes also.}	Formative purposes; i.e. to help both teachers and students enhance , or improve, their teaching and learning.
Results are shared with superiors.	Results are totally confidential; only academics can access their own results; the university can only know whether the system has been triggered or not.
Answers point out which are the strong or weak areas for the teacher or course.	Answers give teacher formative guidance on how to improve specific areas of their teaching.
Results may help the next cohort of students if teachers act on the feedback, but it does not help those who are giving the feedback.	Results could help the current cohort as changes may be made during that same semester.

How to
become
a good
speaker?



An example of a good presentation



Source: <http://www.youtube.com/watch?v=k-zMRPZpvcw>

An example of a good presentation

1. **Set The Theme** – Make your theme clear and consistent throughout the presentation. Create a headline that sets the direction for your meeting.
2. **Provide The Outline** - Verbally close and open each section with a clear transition in between the sections. Make it easy for your listeners to follow the story.
3. **Wow The Audience** - Communicate with passion and enthusiasm. Use words such as "awesome, amazing, or extraordinary."
4. **Sell The Experience** - Make numbers meaningful. Analogies help connect dots for your audience.

An example of a good presentation

5. **Make It Visual** - Paint a simple picture that doesn't overwhelm. Keep it simple, meaningful, and captivating.

6. **Identify Memorable Moment** - And Build Up To It
- Identify it before it actually occurs, then build up to it throughout the presentation.

7. **Rehearse** and practice

8. **One More Thing Technique** - This "one last thing" give the audience the feeling of gaining something extra, a bonus, from the experience.

Tips for preparing you to become RPG students

- Establish a good working relationship with your supervisor.
- Set priority regarding research, teaching and student life
 - Establish a support group of peers who are also new in RPG study.
 - Seek help from SSC and TLC if necessary.



LTDP

Learning and Teaching Development Programme

Aims of the Programme

The Learning and Teaching Development Programme (LTDP) is a work-based professional development programme for higher education professionals especially those newly hired university educators, postgraduate students, and others interested in adapting quickly to a Liberal Arts context and also to enriching their teaching and development experiences at Lingnan University.

Programme Duration

There are 7 LTDP study units which are tailored to help participants to attain the Programme aims. Each LTDP unit is a two-hour session which is held monthly, starting September and ending the following April/May.

Learning and Teaching Method

The LTDP is primarily conducted by the Director (Teaching and Learning Centre) but other speakers are invited when appropriate. The units consist of seminars, workshops, online resources, activities and discussion so that participants will have

~ See you there ~

Date: 17 Sept 2018 (Monday)

Venue: SEK 105

Time: 16:30 – 18:30

Enquiries

嶺南大學
University 香港 Hong Kong



Lingnan 嶺南大學
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Q&A

You have

Questions

We have

Answers



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Enjoy your time at LU!

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博雅教育 成就一生