



Teaching Associates' Programme, 2017-18 Course description

Aims and ethos of the programme

The Teaching Associates' Programme (TAP) will support you in extending *your* understanding of teaching and learning in your subject and at the level at which you teach. By the end of the programme, you should be able to:

- critically evaluate teaching, learning and assessment methods in your subject and at the level at which you teach, drawing on influential theories of learning and course design;
- articulate your own understanding of teaching, learning and assessment (your 'philosophy of teaching');
- develop a design for a teaching session or for a course that illustrates how you might apply this understanding in your own practice;
- devise and reflect critically on practical approaches to professional development, in order to extend your own understanding and improve your own practice.

The programme is designed to encourage discussion, reflection and constructive critique between peers taking the programme and with tutors. What we call your 'teaching fieldwork' is a core component of the programme and the programme assumes that participants undertake a significant amount of independent learning as well as working in peer-learning groups. On average, participants should expect to devote the *equivalent* of one half-day per week to TAP-related activities during the course of the programme. An overview of TAP's programme of workshops, tutorials and fieldwork is included at the end of this course description.

TAP is accredited by the Higher Education Academy (HEA). Those who complete the programme successfully are accredited as Associates of the HEA and obtain a nationally recognised form of teaching accreditation.

Course team

Course director / tutor: Dr Meg Tait (mebt1@cam.ac.uk)

Tutors: Dr Mary Beth Benbenek, Dr Anna Gannon, Dr Lesley MacVinish, Dr Ben Murton, Dr Sonja Tomaskovic

Course administration: Mrs Sam Jolley(researcher.development@admin.cam.ac.uk)

Course Syllabus

Module 1: Teaching and learning at University –

Developing your understanding and practice

This module introduces the aims and methods of the Teaching Associates' Programme; selected influential theories and models of adult learning; the aims and basic structure of critical reflective practice. We introduce TAP's two 'fieldwork' components: peer observation of teaching, and investigating an aspect of teaching and learning.

You will prepare for the module's three-hour workshop through

- a small number of reading assignments;
- an exercise in critical reflection.

During the module you will arrange teaching observations with TAP peers and with your tutor, begin to plan your own investigation into an aspect of teaching and learning; and develop your understanding and critical reflections on your practice during your 1.5-hour tutorial and reflective writing assignment.

By the end of this module you will

- be able to explain selected influential theories and models of adult learning to a lay person;
- have begun to translate the aims and basic structure of critical reflective practice into your own plan for your development during the programme;
- have made a start on both 'fieldwork' exercises: peer observation of teaching; investigating an aspect of teaching and learning.

Module 1 reading and resource list

TAP: Introduction to critical reflective practice and personal philosophies of teaching and learning

Angelo, T.A. and P.K. Cross. 1993. *Classroom assessment techniques* (2nd ed.). San Francisco: Jossey-Bass. [excerpts provided]

Morss, K. and R. Murray. 2005. *Teaching at university: A guide for postgraduates and researchers*. London: Sage Publications. [excerpt provided]

Module 2: Developing your teaching philosophy

This module supports you in starting to articulate your personal philosophy of teaching and learning. You will continue with your independent studies and will also work collaboratively with a small number of TAP peers. You will also explore approaches to lecturing and participate in a small-group practical lecturing workshop.

You will prepare for the module's two three-hour workshops through

- a small number of reading assignments;
- preparing a draft of your personal philosophy of teaching and learning;
- preparing constructive critical feedback on draft teaching philosophies of a small number of TAP peers;
- preparing a 10-minute excerpt from a lecture.

Your tutorial for this module is with your tutor group. You will prepare short individual and collaborative assignments in advance. During the tutorial we will review how and why participants thinking and practice is changing during the programme and identify questions and challenges for the second half of the programme.

By the end of this module, you will

- be able to articulate how you are developing your personal philosophy, drawing on your engagement with reading assignments and your teaching fieldwork exercises to date;
- assess the strengths and limitations of lecturing as a teaching format and constructively appraise your own approach to lecturing;
- begin to consider the interrelations between teaching, learning and assessment, as a precursor to developing your own 'course design' for your TAP portfolio.

Module 2 reading and resource list

Ambrose, S (ed). 2010. *How Learning Works: Seven research-based principles for smart teaching*. San Francisco: Jossey-Bass [excerpt provided]

Biggs, J. and Tang, C. S. 2011. Teaching according to how students learn, in *Teaching for Quality Learning at University* (4th edn.). Maidenhead: MacGraw-Hill: Society for Research into Higher Education and Open University Press, pp. 16-33

Bligh, D. 2001. What's the use of lectures? (5th edn.) Exeter: Intellect. [excerpt provided]

Brookfield, S D and Preskill, S. 2005. *Discussion as a Way of Teaching: Tools and techniques for democratic classrooms* (2nd edn). San Francisco: Jossey-Bass [excerpt provided]

Mills, D and Alexander, P. 2013. Small-group teaching: a toolkit for learning. Higher Education Academy

Module 3: Approaches to course design

This module provides an introduction to an influential model of course design, 'constructive alignment', and an opportunity to explore how you might put your personal philosophy of teaching and learning into practice in the design of a teaching session or of a course. We also consider teaching in the wider context of career development and review preparations for preparing the TAP portfolio and gaining accreditation.

You will prepare for the module's three-hour workshop through

- a small number of reading assignments;
- preparing a draft design of a teaching session or of a course;

- preparing constructive critical feedback on draft designs prepared by a small number of TAP peers.

By the end of this module, you will

- be able to describe the principles of 'constructive alignment' and explain how they apply to designing a teaching session and to designing a course;
- critically appraise your own draft design, drawing on your personal philosophy and higher education research and scholarship.

Module 3 resource and reading list

TAP: Introduction to constructive alignment

Biggs, J. and Tang, C. S. 2011. Teaching according to how students learn, in *Teaching for Quality Learning at University* (4th edn.). Maidenhead: MacGraw-Hill: Society for Research into Higher Education and Open University Press, pp. 16-33

Butcher, C. 2014. Describing what students should learn, in H Fry, S Ketteridge and S Marshall (eds). *A Handbook for Teaching and Learning in Higher Education Enhancing academic practice* (4th edn). London and New York: Routledge, pp. 80-93

Ramsden, P. (2003.) 'The goals and structure of a course', in *Learning to Teach in Higher Education*, (2nd edn). Abingdon: Routledge Farme, pp. 119-144.

Hussey, T and Smith, P. 2003. The Uses of Learning Outcomes. *Teaching in Higher Education*, 8:3, pp. 357-368

Feedback and assessment

All participants engage in constructive formative self-assessment and peer-assessment, as well as receiving formative feedback from tutors on written assignments, throughout the programme.

In order to complete the programme successfully, you will prepare and submit a portfolio (+ / - 4000 words) in which you communicate how you have developed your understanding and practice during the programme, with reference to higher education research and scholarship and your own teaching fieldwork. Portfolios are assessed with reference to the following criteria:

- portfolio contains evidence that you are able to critically evaluate teaching, learning and assessment methods in your subject and at the level at which you teach, drawing on higher education research and scholarship;
- portfolio shows that you are able to articulate your personal philosophy of teaching and learning, drawing on higher education research and scholarship, and that you are able to apply your understanding to your own approaches to teaching, learning and assessment;
- portfolio shows that you are able to devise and implement investigations of teaching, learning and assessment, drawing on higher education research and scholarship, in order to improve your own understanding and practice.

All participants receive written feedback following summative assessment of the portfolios.

Bibliography

General texts with no specific discipline focus

Ambrose, S (ed). 2010. *How Learning Works: Seven research-based principles for smart teaching*. San Francisco: Jossey-Bass

Ashwin, P. (ed). 2015. *Reflective Teaching in Higher Education*. London: Bloomsbury

Bamber, V, Trowler, P, Saunders, M & Knight, P (eds). 2009. *Enhancing Learning and Teaching in Higher Education: Theory, Cases, Practices*. Open University Press/SRHE.

Biggs, J. and Tang, C. S. 2011. *Teaching for Quality Learning at University* (4th edn.). Maidenhead: MacGraw-Hill: Society for Research into Higher Education and Open University Press

Bligh, D. 2001. *What's the use of lectures?* (5th edn.) Exeter: Intellect.

Entwistle, N. 2009. *Teaching for Understanding at University: Deep approaches and distinctive ways of thinking*. London: Routledge

Fry, H., S. Ketteridge and S. Marshall (eds). 2003. *A handbook for teaching and learning in higher education: Enhancing academic practice* (3rd edn.). London: Routledge.

Jaques, D and Salmon, G. 2007. *Learning in groups: A handbook for face-to-face and online environments* (4th edn.). Oxon: Routledge.

Hudson, T. 2012. *Teaching What you Don't Know*. Cambridge MA: Harvard University Press

Morss, K. and R. Murray. 2005. *Teaching at University: A guide for postgraduates and researchers*. London: Sage Publications.

Pokorny, H and Warren, D. 2016. *Enhancing Teaching Practice in Higher Education*. London: Sage

Race, P. 2007. *The Lecturer's Toolkit: A practical guide to assessment, learning and teaching* (4th edn). London: Routledge

Ramsden, P. 2003. *Learning to Teach in Higher Education* (2nd edn.). Abingdon: Routledge Farmer.

Toohey, S. 1999. *Designing Courses for Higher Education*. Buckingham: SRHE and Open University Press

Discipline-specific general teaching and learning texts

Booth, A. 2003. *Teaching history at university: Enhancing learning and understanding*. London: Routledge.

Chambers, E. and M. Gregory. 2006. *Teaching and learning English literature*. London: Sage Publications.

Showalter, E. 2003. *Teaching literature*. Oxford: Blackwell.

Higgins, J. S., Maitland, G. C., Perkins, J. D., and Richardson, S. M. 1989. Identifying and Solving Problems in Engineering Design. *Studies in Higher Education* 41: 2, 169-181.

Kahn, P. and J. Kyle (eds.) 2002. *Effective learning and teaching in mathematics and its applications*. London: Kogan Page.

Evaluation of teaching

Angelo, T.A. and P.K. Cross. 1993. *Classroom assessment techniques* (2nd edn.). San Francisco: Jossey-Bass.

Kember, D and Ginns, P. 2012. *Evaluating Learning and Teaching: A practical handbook for colleges, universities and the scholarship of teaching*. London: Routledge.

Light, G and Cox, R. 2001. 'Evaluating: Teaching and Course Evaluation', in *Learning and Teaching in Higher Education*. (195-216). London: Paul Chapman.

McKeachie, W. J. et al. 1999. Appraising and improving your teaching, in *McKeachie's teaching tips: Strategies, research and theories for college and university teachers* (10th ed.), pp. 270-283.

Journals

Studies in Higher Education

Teaching in Higher Education

Online resources

Reflective Teaching in Higher Education: <http://reflectiveteaching.co.uk/books-and-resources/reflective-teaching-in-higher-education/>

Tomorrow's Professor: online faculty development 100 times per year
<https://tomprof.stanford.edu/>

The Higher Education Academy: <https://www.heacademy.ac.uk/>

TAP: Programme overview (2017-18)

Module 1: Teaching and learning at University: developing your understanding and practice		
Workshop (3 hours)	<p>An introduction to TAP's aims and methods, to influential theories and models of adult learning, and a start in planning your own development during the programme. We will consider approaches to developing teaching practice: peer observation of teaching and gaining feedback from students.</p> <p>Preparation: reading assignments (Moodle); exercise in critical reflection</p>	Friday 20th October 2017 (2.00-5.00)
'Lecturing: an Introduction' (elective)*	<p>An interactive, introductory workshop on good practice in the design and delivery of undergraduate lectures, e.g. meaningful learning, structure, signposting, attention and concentration. (For dates, times and locations, see separate entry below.)</p>	Note: separate sessions for Arts, Humanities, Social Sciences and for Sciences and Maths, running in both Michaelmas AND Lent Terms.
Effective Undergraduate Supervision	<p>If you have not previously done so, you must complete this blended-learning course on effective practice in supervising undergraduates. (For dates, times and locations, see separate entry below.)</p>	During Michaelmas or Lent (arranged by TAP participants)
Teaching fieldwork	Peer observation of teaching with a fellow TAP participant	During Michaelmas or Lent (arranged by participants, depending on teaching commitments)
	Observation of your teaching by your TAP tutor	
	Design, implement and critically reflect on an investigation into an aspect of teaching and learning	
Individual tutorial (1.5 hours); reflective writing assignment		

Module 2: Developing your teaching philosophy		
Workshop (3 hours)	<p>Working in small groups, an opportunity to gain constructive feedback on your draft 'teaching philosophy' and to learn from discussion with peers.</p> <p>Preparation: reading assignment; draft a teaching philosophy; prepare critical reflection on your own draft and on drafts of TAP peers.</p>	Friday 2nd February 2018 (2.00-5.00)
Lecturing: Practical	<p>In small-group streams, you will deliver a ten-minute lecture; you must prepare this mini-lecture beforehand. You may choose to have your mini-lecture filmed and to watch the film at your convenience. Constructive feedback and discussion are facilitated by a tutor. (For dates, times and locations, see separate entry below.)</p>	Lent Term (range of dates)
TAP group tutorial	<p>In small groups, reflect on what you have learnt so far and on priorities for the rest of the programme.</p> <p>Preparation: individual and collaborative assignment</p>	Friday 16th March 2018 (2.00-3.30)
Module 3: Approaches to course design		
Workshop (3 hours)	<p>An opportunity for you to work with two or three other TAP participants to give and receive constructive critiques of your draft approaches to designing a course. We will also consider the place of teaching in individual career development, and any final questions relating to completing your portfolio and the assessment process.</p> <p>Preparation: reading assignment; design a teaching session or course outline; prepare critical reflection on your own draft and on drafts of TAP peers.</p>	Friday 18th May 2018 (2.00-5.00)
Portfolio: 4,000 words (+ / - 10%), Friday 13th July 2018		

Lecturing Practicals: dates, times, locations

All TAP participants take part in **one** 'Lecturing Practical' workshop. Booking for these practicals opens in late January. All practicals are held at 25 Trumpington Street.

In small-group streams, you will deliver a ten-minute lecture; you must prepare this mini-lecture beforehand. You may choose to have your mini-lecture filmed and to watch the film at your convenience. Constructive feedback and discussion are facilitated by a tutor.

Date	Time	Tutor	Room
Monday 5 th March 2018	13:00 – 16:30	Dr Mary Beth Benbenek	Revans
Tuesday 6 th March 2018	10:00 – 13:30	Dr Sonja Tomaskovic	Fawcett
Tuesday 6 th March 2018	13:00 – 16:30	Dr Meg Tait	Revans
Tuesday 13 th March 2018	10:00 – 13:30	Dr Lesley MacVinish	Fawcett
Tuesday 13 th March 2018	13:00 – 16:30	Dr Anna Gannon	Revans
Tuesday 27 th March 2018	10:00 – 13:30	Dr Lesley MacVinish	Fawcett
Tuesday 27 th March 2018	13:00 – 16:30	Dr Anna Gannon	Revans
Tuesday 10 th April 2018	13:00 – 16:30	Dr Mary Beth Benbenek	Revans
Thursday 12 th April 2018	17:00 – 20:00	Dr Ben Murton	Revans
Tuesday 24 th April 2018	10:00 – 13:30	Dr Sonja Tomaskovic	Fawcett
Tuesday 24 th April 2018	17:00 – 20:00	Dr Meg Tait	Revans
Thursday 26 th April 2018	17:00 – 20:00	Dr Ben Murton	Revans

Lecturing: An Introduction

CCTL also offer a short introduction to lecturing, which explores the process of preparing and giving lectures, including structuring and writing a lecture; how to gauge the appropriate level for a lecture; enhancing lectures through handouts and visual aids; pace, voice projection, body language; alternative strategies for effective lecturing. Participation in this introductory course is ***not*** a requirement for TAP, but if you have no previous experience of lecturing, you may find this workshop helpful in preparing for your Lecturing Practical.

MICHAELMAS 2017				
Lecturing: An Introduction (Arts, Humanities and Social Sciences)	Tuesday 7 th November 2017	15:00 – 17:00	Dr Anna Gannon	Venue TBC
LENT 2018				
Lecturing: An Introduction (Arts, Humanities and Social Sciences)	Thursday 25 th January 2018	15:00 – 17:00	Dr Anna Gannon	Venue TBC
Lecturing: An Introduction (Sciences)	Thursday 8 th February 2018	14:00 – 16:00	Dr Rob Wallach	Venue TBC

Effective Undergraduate Supervision: online module and workshop

All TAP participants must complete 'Effective Undergraduate Supervision' during the programme, if you have not already done so. CCTL and RDP run these short courses in departments, as well in central locations. All dates and times given here are correct as of 1 June 2017; please note that some additional will be scheduled during the academic year 2017-18.

MICHAELMAS 2017				
Arts, Humanities and Social Sciences	17 th October 2017	14:00 – 17:00	17 Mill Lane	Dr Matt Lane
Arts, Humanities and Social Sciences	18 th October 2017	14:00 – 17:00	17 Mill Lane	Dr Matt Lane
Life Sciences	28 th September 2017	13:30 – 16:30	25 Trumpington Street	Dr Ben Murton
Life Sciences	12 th October 2017	13:30 – 16:30	25 Trumpington Street	Dr Ben Murton
Life Sciences	26 th October 2017	13:30 – 16:30	Biomedical Campus	Dr Ben Murton
Life Sciences	9 th November 2017	13:30 – 16:30	25 Trumpington Street	Dr Ben Murton
Life Sciences	23 rd November 2017	13:30 – 16:30	Biomedical Campus	Dr Ben Murton
Physical Sciences and Technology	2nd November 2017	10:00 – 13:00	25 Trumpington Street	Dr Sonja Tomaskovic
Physical Sciences and Technology	9 th November 2017	10:00 -13:00	25 Trumpington Street	Dr Sonja Tomaskovic

LENT 2018				
Arts, Humanities and Social Sciences	24 th January 2018	14:00 – 17:00	17 Mill Lane	Dr Matt Lane
Arts, Humanities and Social Sciences	31 st January 2018	14:00 – 17:00	17 Mill Lane	Dr Matt Lane
Life Sciences	22 nd February 2018	13:30 – 16:30	25 Trumpington Street	Dr Ben Murton
Life Sciences	22 nd March 2018	13:30 – 16:30	25 Trumpington Street	Dr Ben Murton
Life Sciences	19 th April 2018	13:30 – 16:30	25 Trumpington Street	Dr Ben Murton
Physical Sciences and Technology	25 th January 2018	10:00 – 13:00	25 Trumpington Street	Dr Sonja Tomaskovic
Physical Sciences and Technology	1 st February 2018	10:00 -13:00	25 Trumpington Street	Dr Sonja Tomaskovic

EASTER 2018				
Life Sciences	31 st May 2018	13:30 – 16:30	25 Trumpington Street	Dr Ben Murton