

FoNS Learning and Teaching Development Programme (LTDP)

FoNS Workshop 1 - Departmental Teaching Practices

Format of Workshop

This workshop will consist of a meeting between the LTDP participant and their Department Director of Undergraduate Studies (DUGS), or equivalent. During the meeting, the DUGS will discuss the requirements of the LTDP with the participant and will complete the LTDP Exemption Form, which will be sent to the LTDP Coordinator following the meeting.

Purpose of Workshop

The workshop is intended to introduce the participant to the teaching environment and structures within the specific context of the Faculty of Natural Science and the Department.

The workshop should cover the following aspects:

- *Overview of Departmental UG & PG Teaching Structure and Philosophy* including IT provision (e.g. Departmental PC 'Build' as supplied by ICT), specific teaching requirements, including personal tutoring and off-site teaching & fieldwork, if appropriate.
- *Assessment Methods, Exams & Provision of Feedback to Students* including exam question setting, MCQs, academic misconduct, automating assessment, marking and setting projects, reports, essays and dissertations, examiners' meetings and associated protocols/regulations. Also, mechanisms for providing feedback, marked scripts, histograms, viva's and verbal feedback etc.
- *Laboratory Based Learning & Teaching* including designing, supervising and assessing lab-work and projects, health & safety considerations, computing labs, supervising and training PG/PDRA demonstrators.
- *Tutorials & Small Group Teaching* including tutorial techniques, journal clubs, student presentation skills, group projects, managing conflicts, CRB checks.
- *Overview of Departmental PG Research Supervision Structure and Philosophy* including Departmental specific aspects of PhD and post-doc training and assessment building on the 'Introduction to Supervising PhD Students at Imperial' EDU workshop.
- *Discipline-specific Teaching Methods* including e.g. *managing large classes, effective use of digital media, designing support material*

Learning Outcomes

By the end of the session participants will have knowledge of:

- Teaching structure and philosophy of their Department.
- Assessment methods used in their Department and support arrangements provided by the Faculty and College.
- Laboratory based learning and teaching methods currently deployed in their Department.
- Small group teaching and academic tutorials operate in their Department.
- Specific arrangements for PG research supervision in their Department.
- Any discipline-specific teaching methods used in their Department.

Preparation for the Workshop

There is no specific preparation required for this workshop.