



## CENTER FOR EXCELLENCE IN TEACHING



February 2019

## Faculty Fellow Leadership Institute Call for Nominations

The CET Faculty Fellow Leadership Institute is comprised of leaders in teaching within each school who are appointed by their dean to help advance practices, initiatives, and policies that further the school's goals toward teaching excellence. Fellows first develop a richer knowledge base of the principles of teaching and learning by attending CET's Faculty Fellow Leadership Institute, and then use that knowledge to support their school's efforts to develop, evaluate, and reward teaching in a systematic and comprehensive way, using evidence-based practices.

Fellows will begin their service by completing the CET Faculty Fellow Leadership Institute during the Fall 2019-Spring 2020 academic year. This Institute focuses on high-impact and advanced-level best practices in course design and teaching, as well as practical training in leading faculty workshops. Faculty Fellows will also be trained to facilitate the CET-designed faculty-development series, called School-Based Institutes for Advancing Teaching (SBIAT), using a train-the-trainer model. In their 2nd and 3rd years, fellows will run SBIATs for mid-career colleagues *in their own schools*, helping them apply best teaching practices to the unique learning environments and pedagogies of their discipline. The institute is a series of 14 working, catered lunches held throughout the academic year, with options of a Wednesday or Thursday cohort.

Deans are in the process of selecting Fellows from among their outstanding faculty to mentor their colleagues and advance teaching excellence in their schools. If you would like to be added to your school's pool of candidates being considered for the 2019-2022 cohort, please contact your Dean's Office.

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## Purpose, Task and Criteria

Your assignment descriptions are a clear statement of what you expect a student to do to demonstrate learning.

Make sure your descriptions create opportunities for your students to produce their best work by remembering to:

- Align the assignment with a course learning objective.
- Articulate the instructions in precise and unambiguous language.□
- Be clear about the purpose and goal of the assignment. For example, is a student summarizing, researching, or evaluating it?□
- Specify the intended audience the student is addressing. For example, if he/she is writing a science report, is it meant for a scientist or someone with no science background?□
- Convey the formatting requirements. Tell them what you want, rather than be surprised at what you get.
- Communicate criteria for success in a grading rubric.

CET has created an [assignment description template](#), [description samples](#) and resources on common questions regarding assignments, available on the [CET website](#).

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## Teaching Online or Ongoing?

CET Instructional Designers offer complimentary, confidential consultations and formative teaching observations for all onground and online USC faculty, departments, and schools for best practices in course design and teaching. Consultations can be arranged in-person or virtually.

[Contact CET](#)

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## Grant Opportunity to Enhance Information Literacy Skills

The USC Libraries' [Information Literacy Course Enhancement Grants](#) offer the opportunity for faculty to collaborate with librarians to infuse an undergraduate course or major assignment sequence with information literacy.

Grants are offered in one of two tracks: Primary Source Literacy and Information Literacy. Faculty are awarded \$200 to meet with a librarian(s) to redesign their course or assignment.

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## Create More Accessible, Alternative Media for your Course Content

Disability Services and Programs (DSP) has collaborated with SensusApS to provide SensusAccess, an accessible classroom and research materials converter, to the Trojan community. With SensusAccess, you are able to convert your existing documents into more accessible versions that can increase

your students' ability to interact with your content.

Various types of documents can be converted into MP3s, Word documents, e-books (for both Kindle and others), and more! This means PDFs on the go, text-to-speech readers through Adobe, and easy-to-transport e-books.

Select the [File Conversion Tool](#) on the DSP site and follow the instructions on the [How To Guide](#). If you need assistance with this process, contact [Jordan Colbert](#), DSP's Assistive Technology Specialist.

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## Have you considered adding an experiential learning component to your courses?

Do you have questions about how to design a service-learning assignment? Have you ever wondered what goes on inside the JEP House?

[This guide](#) offers answers to these questions and more. Learn how staff from the Joint Educational Project work with faculty to design meaningful community service assignments and what instructors can do to make the most of JEP.

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## The CET Social Scene

We're Ready to Connect With You! We'll be providing weekly doses of teaching inspiration, helpful tips for onground and online teaching and CET news and events.



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## Good Things Can Happen to Teaching When You Receive the CET Newsletter

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