

## **Professional Development Workshops**

The Professional Development Workshops are designed to provide information on a variety of topics that will be helpful during your time as a GTA and in your future academic or professional careers. This year's workshops address different areas of teaching and learning, including techniques for teaching, classroom administration, and technology. **To fulfill your Graduate Teaching Assistant Certification Course you must complete one PDW workshop.** Below please find descriptions and times for both standard and online courses. **Note: for online courses you must save and submit your completed documents to [gtap@gwu.edu](mailto:gtap@gwu.edu) in order to receive a complete grade.**

### **Workshop #1 – Blackboard Basics**

Get hands-on training in the Blackboard Learning System and learn about online and other resources that can help you get answers about the system. By the end of the workshop, GTAs and IAs should be able to successfully use Blackboard functions that are relevant to their course responsibilities; they also will know where to find resources, such as BB Tour online, for questions pertaining to Blackboard usage. **To enroll, GTAs and IAs must sign up on the CITL website: <http://citl.gwu.edu/pages/registration.asp>.**

Time and Location:     **Wednesday, 2 September 2009, 10:00 am – 12:00 pm, Gelman B06**  
                                  **Thursday, 10 September, 2009, 10:00 am – 12:00 pm, Gelman B06**

### **Workshop #2 – Blackboard Testing and Grade Center**

Learn how to create and administer online assessments and how to keep track of grades in Blackboard's Grade Center. By the end of the workshop, GTAs and IAs should be able to perform tasks such as creating a simple assessment in the Test Manager; deploying it to an area in Blackboard; and using Grade Center to enter and calculate grades. They also will know where to find resources, such as BB Tour online, for questions pertaining to Blackboard usage. **To enroll, GTAs and IAs must sign up on the CITL website: <http://citl.gwu.edu/pages/registration.asp>.**

Time and Location:     **Tuesday, 6 October 2009, 10:00 am – 12:00 pm, Gelman B06**

### **Workshop #3 – Commenting on Student Writing: Techniques, Technologies, and Useful Skills - LIMITED TO 25 PARTICIPANTS**

This workshop will look at commenting from two perspectives. First we'll look at the purpose of commenting on student writing and discuss how students interpret comments and how you can make your comments a learning tool for your students. We'll also discuss how to make your comments match up with the goals and objectives of an assignment. The second half of the workshop will be devoted to showcasing the technologies available for placing comments on student writing from Microsoft Word's comment and tracking features to writing comments using Adobe Acrobat.

Time and Location:     **Wednesday, 16 September 2009, 3:00 – 5:00 pm, MPA 305**

### **Workshop #4 – Discussions Skills Workshop**

Leading a discussion section or just interested in learning about research-based approaches to teaching using discussion? The Discussions Skills Workshop will provide pedagogical knowledge and practical tips for beginning, sustaining, assessing and troubleshooting discussions across content areas.

Time and Location:     **Friday, 11 September 2009, 5:30 – 7:30 pm, MPA 305**

## **Workshop #5 – Effective Online Discussion Strategies**

In a round-table format, GTAs and IAs will have the opportunity to discuss strategies that make online discussion successful. By the end of the workshop GTAs and IAs should be able to distinguish between effective and ineffective online communication strategies and use Blackboard communication features. **To enroll, GTAs and IAs must sign up on the CITL website: <http://citl.gwu.edu/pages/registration.asp>.**

Time and Location: **Tuesday, 24 September 2009, 10:00 – 11:30 am, Gelman B06**

## **Workshop #6 – Learning to Lead**

Assess your teaching and learning styles online. Discuss university students' core values and cultural perceptions and how they shape the classroom environment. By the end of this workshop GTAs and IAs should be able to recognize their own cultural perspective of the world, describe university students' core values in the classroom, identify their own teaching and learning styles, and integrate their own perceptions of the world with their teaching styles. **To enroll, GTAs and IAs must sign up on the CITL website: <http://citl.gwu.edu/pages/registration.asp>.**

Time and Location: **Tuesday, 22 September 2009, 10:00 am – 12:00 pm, Gelman B06**

## **Workshop #7 – Presentation Skills – LIMITED TO 8 PARTICIPANTS**

This workshop will cover basic concepts of public speaking and teaching presentations, including structure, strategy, audience rapport, visual aids, and Q&A technique. Participants will be asked to design a 3-minute presentation on a topic of their choice, for videotaped review and feedback.

Interested students should make an appointment at the Teaching Studio. They will be taped in the Studio space and upon completion, will be emailed a URL to their recorded session. The URL should be emailed to the student's mentor/professor for evaluation. For final evaluation, the student will send the URL to Graduate Student Assistantships and Fellowships at [gta@gwu.edu](mailto:gta@gwu.edu).

Time and Location: **By Appointment**  
**CITL Teaching Studio**  
**Academic Center b103**  
**Phone: (202)-994-0485**  
**Email: [citl@gwu.edu](mailto:citl@gwu.edu)**  
**[www.citl.gwu.edu](http://www.citl.gwu.edu)**

## **Workshop #8 – PowerPoint: Beyond Bullets**

Learn how to use advanced features within Microsoft PowerPoint to combine audio and visuals for more dynamic presentations. By the end of this workshop, GTAs and IAs should be able to understand how to use features such as text and object animation, slide transitions, slide narration, inclusion of photos, film clip, as well as other media. Basic knowledge of PowerPoint is assumed.

Time and Location: **Tuesday, 20 October 2009, 1:00 – 3:00 pm B06**

## Online Courses

To access the following online courses, you will use GW's Blackboard Course Management System.

- Go to <http://blackboard.gwu.edu>.
- Log in with your GW email username and password.
- Look for the section "My Communities."
- Click on "GWU eCommunity of Practice."
- In the eCommunity, click on the menu item "eWorkshops."

### **Workshop #9 – Rights and Responsibilities in the Teaching and Accommodation Process (Online Certification.)**

This online module provides a detailed look at how faculty can best interact with and serve students with disabilities in their courses. The information gives advice on what type of accommodations you should make and clarifies the function of a Disability Services Office.

### **Workshop #10 – Universal Design for Learning (Online Certification)**

This online module gives information on the conceptual framework of the Universal Design for Learning (UDL), an educational approach that advocates multiple representations of information. The approach is based on universal design in architecture and is applicable to students with disabilities but also to the wider student population. Its premises are that multiple means of expression and engagement are necessary to reach all learners.

### **Workshop #11 – College Writing (Online Certification)**

This online module gives information on how to help students overcome the challenges of written expression in higher education. The approach is targeted for students with disabilities but is applicable for instruction of introductory writing for a general student population.