

Teaching Development Programmes & Workshops

EDC offers a number of extended programmes and a wide range of workshops throughout the year to cater for the different needs of different groups of teaching staff.

Extended Programmes (<http://edc.polyu.edu.hk/prog/>)

For full-time PolyU teachers who are new to teaching

• Certificate in Introduction to University Teaching (IUT)

An intensive, experiential flipped programme designed to get new teachers off to a good start

For full-time PolyU teachers who have some experience

• Certificate in University Teaching (CUT)

An advanced level extended programme designed for IUT completers as well as experienced academic staff members who want to pursue their professional development as a teacher in a focused way

For candidates of the Teaching Postgraduate Studentship (TPS) Scheme to get the knowledge and skills to get started in supporting classroom teaching

• Becoming an Effective Teaching Assistant (BETA)

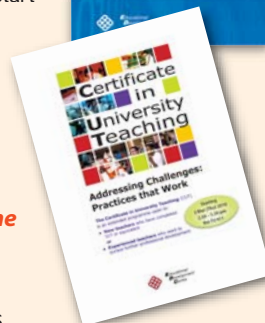
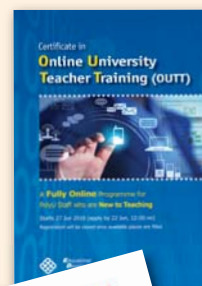
This flipped programme is designed to equip candidates for Teaching Assistantships with the skills to get started in supporting classroom teaching and enhancing student learning.

For part-time PolyU teachers who are new to teaching

• Certificate in Introduction to University Teaching (IUT) or

• Online University Teacher Training (OUTT)

This fully online programme is designed as an introductory course to teaching at PolyU for part-time teachers and a refresher course for experienced teachers



Workshops/Seminars for All Teachers

(<http://eldss.edc.polyu.edu.hk/AMS/activitycalendar.asp>)

We run teaching development workshops throughout the year to provide opportunities for you to:

- learn about new developments in teaching and learning, and work out strategies for improvement,
- keep abreast of the development of the University's educational initiatives and develop skills required to support the initiatives, and
- learn about what other PolyU teachers are doing in their classrooms and share useful ideas.

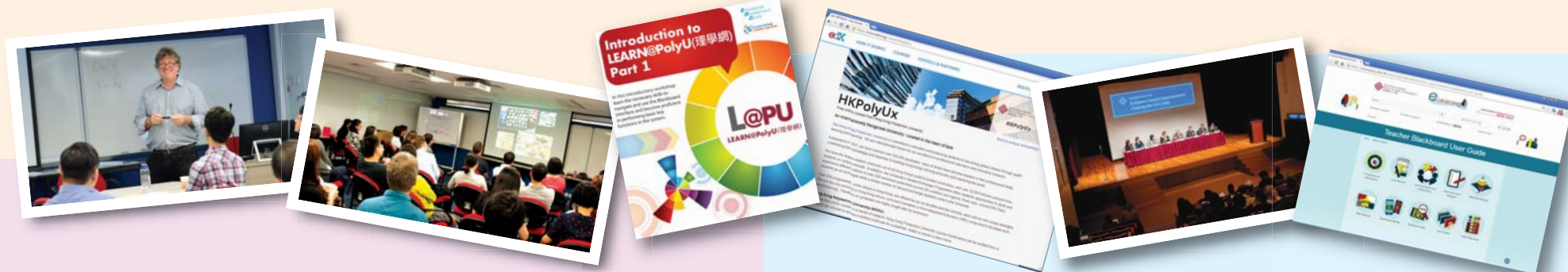
We advertise our workshops in advance with emails, posters and flyers. Surely some will be of interest to you!

Activities Tailored to Meet Your Needs

EDC is happy to organise customised activities upon request from your Faculty/School/Department. Contact **Dr Josie Csete** at josephine.csete@polyu.edu.hk or Ext. 6317.

Extended Programmes	Organised for				Duration (hours)	Schedule												
	Teaching Staff	Full-time		Part-time Teaching Staff		Summer		Semester 1				Semester 2						
		Research Staff	Research Students			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
IUT	✓			✓	23+		✓					✓					✓	
CUT	✓				40+							✓	✓	✓	✓			
BETA		✓	✓		10+	✓		✓			✓						✓	✓
OUTT				✓	9							Fully Online						

+ indicates out-of-class work on top of face-to-face sessions



Institutional Assessment & Evaluation

EDC supports Faculties, Schools, Departments, programme teams and individual teachers to plan and conduct **Learning Outcomes Assessment (LOA)** activities, as well as other forms of **educational or programme evaluation**. We also coordinate the university-wide online **Student Feedback Questionnaire (eSFQ)** exercise.

We can help you:

- develop a Learning Outcomes Assessment Plan (LOAP) for your School/Department/programme/subject
- design and implement LOA activities for your School/Department/programme
- evaluate students' experiences or learning outcomes
- evaluate programmes or teaching development projects
- interpret your SFQ results
- explore alternative ways to collect feedback from students to improve their learning
- develop your teaching portfolio for improvement or appraisal purposes



EDC also runs workshops and seminars on these topics throughout the year. Do look out for those that suit you.

Contact **Dr Christine Armatas** at christine.armatas@polyu.edu.hk or Ext. 6284 if you need advice or assistance.

eLearning Development & Support

<http://www.polyu.edu.hk/elearning/>

eLDSS provides pedagogical advice and technical assistance for online and blended learning. Areas of focus include:

- **LEARN@PolyU (理學網) (Blackboard)**
- **MOOC + SPOC** development
- **Flipped Classroom** adoption
- **Video** for teaching and learning
- **Mobile** technology for active learning
- **Online Assessment**

We offer a broad range of professional development opportunities, including workshops, short courses, online resources and individual/group consultations. We also support funded projects involving eLearning.

For the latest information about our services, contact **Ian Brown** at ian.brown@polyu.edu.hk or Ext. 6287.



Support & Consultancy on Learning & Teaching Enhancement

EDC offers support and consultancy services to programme teams and individual teachers for the enhancement of teaching and learning.

Contact **Dr Julia Chen**, Director of Educational Development (julia.chen@polyu.edu.hk or 3400 3173) or any EDC professional staff to discuss your needs.



Support to LTC & Learning & Teaching Development Projects

EDC provides functional advice and secretarial support to the Learning and Teaching Committee (LTC), and administers the Projects Management System (PMS) which helps School/Departmental LTCs (S/DLTCs) to monitor the progress and quality of teaching and learning development projects based in their School/Department.

We can offer some customised support on preparation of proposals for teaching and learning development projects.

For matters related to LTC, visit <http://ltc.polyu.edu.hk>, or contact **Kenneth Tam**, Secretary, LTC, at kenneth.tam@polyu.edu.hk or Ext. 4103.



EDC Representatives on Faculty/School LTCs

Besides contacting EDC colleagues designated for specific areas of work for assistance, you may also get in touch with our representative serving on your Faculty/School Learning and Teaching Committee (F/SLTC).

Faculty/School	EDC Representative	Email	Tel	Room
FAST	Dr Christine Armatas	christine.armatas@polyu.edu.hk	X6284	TU608
FB	Roy Kam	roy.kam@polyu.edu.hk	X4408	TU621
FCE	John Sager	john.sager@polyu.edu.hk	X5081	TU613
FENG	Darren Harbutt	darren.harbutt@polyu.edu.hk	X4778	TU623
FH	Dr Josie Csete	josephine.csete@polyu.edu.hk	X6317	TU624
FHSS	Dr Patrick Lai	patrick.lai.edc@polyu.edu.hk	X6294	TU607
SD	Ian Brown	ian.brown@polyu.edu.hk	X6287	TU622
SHTM	Barbara Tam	barbara.tam@polyu.edu.hk	X5108	TU610
CPCE	Kenneth Tam	kenneth.tam@polyu.edu.hk	X4103	TU611

For more information, visit our website at:
<http://edc.polyu.edu.hk>

Areas	Staff	Email	Tel	Room
Support to Strategic Educational Initiatives				
Evidence-based improvement	Dr Christine Armatas	christine.armatas@polyu.edu.hk	X6284	TU608
Internationalising student learning experience	Dr Patrick Lai John Sager	patrick.lai.edc@polyu.edu.hk john.sager@polyu.edu.hk	X6294 X5081	TU607 TU613
Outcome-based education (OBE)	Kenneth Tam	kenneth.tam@polyu.edu.hk	X4103	TU611
Design of learning outcomes assessment activities Development & assessment of students' generic competencies Criterion-referenced assessment (CRA)	Dr Patrick Lai	patrick.lai.edc@polyu.edu.hk	X6294	TU607
Preparing teaching development grant	Dr Christine Armatas Dr Josie Csete	christine.armatas@polyu.edu.hk josephine.csete@polyu.edu.hk	X6284 X6317	TU608 TU624
Scholarship of teaching & learning (SoTL)	Dr Josie Csete	josephine.csete@polyu.edu.hk	X6317	TU624
Academic integrity	Barbara Tam	barbara.tam@polyu.edu.hk	X5108	TU610
Active learning	John Sager Barbara Tam	john.sager@polyu.edu.hk barbara.tam@polyu.edu.hk	X5081 X5108	TU613 TU610
Teaching Development				
Extended programmes: IUT, BETA & OUTT	Barbara Tam	barbara.tam@polyu.edu.hk	X5108	TU610
Extended programme: CUT	John Sager	john.sager@polyu.edu.hk	X5081	TU613
Teaching development workshops	Dr Josie Csete	josephine.csete@polyu.edu.hk	X6317	TU624
Peer review & teaching portfolio	Barbara Tam John Sager	barbara.tam@polyu.edu.hk john.sager@polyu.edu.hk	X5108 X5081	TU610 TU613
Institutional Assessment & Evaluation				
Institutional & programme learning outcomes Evaluation of programmes and teaching & learning development projects	Dr Christine Armatas	christine.armatas@polyu.edu.hk	X6284	TU608
Institutional surveys First year experience survey and Alumni survey	Kannass Chan	kannass.chan@polyu.edu.hk	X6289	TU606
Graduating student survey	Dr Joseph Chow	joseph.chow@polyu.edu.hk	X6320	TU612
SFQ	Dr Christine Armatas Debbie Liu	christine.armatas@polyu.edu.hk debbie.liu@polyu.edu.hk	X6284 X6276	TU608 TU603
Collecting formative feedback for improving teaching	Kannass Chan Dr Josie Csete	kannass.chan@polyu.edu.hk josephine.csete@polyu.edu.hk	X6289 X6317	TU606 TU624
eLearning Development & Support				
Strategic planning/getting started in eLearning	Ian Brown	ian.brown@polyu.edu.hk	X6287	TU622
Learning design	Ian Brown Roy Kam David Watson Darren Harbutt Mitesh Patel Indie Chung Dr Laura Zhou	ian.brown@polyu.edu.hk roy.kam@polyu.edu.hk david.watson@polyu.edu.hk darren.harbutt@polyu.edu.hk mitesh.patel@polyu.edu.hk indie.chung@polyu.edu.hk laura.zhou@polyu.edu.hk	X6287 X4408 X4024 X4778 34003647 X6318 X6316	TU622 TU621 TU614 TU623 TU614 TU625 TU605
LEARN@PolyU (理學網)	Mitesh Patel Green Luk	mitesh.patel@polyu.edu.hk wai.to.luk@polyu.edu.hk	34003647 X7149	TU614 TU620
Extended programme: BOLT	Darren Harbutt	darren.harbutt@polyu.edu.hk	X4778	TU623
MOOC + SPOC support	Ian Brown Roy Kam Anthony Ho	ian.brown@polyu.edu.hk roy.kam@polyu.edu.hk anthony.ho@polyu.edu.hk	X6287 X4408 X7148	TU622 TU621 TU618
eAssessment	Roy Kam Green Luk	roy.kam@polyu.edu.hk wai.to.luk@polyu.edu.hk	X4408 X7149	TU621 TU620
Augmented/Virtual reality	David Watson Anthony Ho	david.watson@polyu.edu.hk anthony.ho@polyu.edu.hk	X4024 X7148	TU614 TU618
Learning technologies	Green Luk	wai.to.luk@polyu.edu.hk	X7149	TU620
Data analytics	Green Luk Dick Chan	wai.to.luk@polyu.edu.hk chun.sang.chan@polyu.edu.hk	X7149 X6304	TU620 TU618
Technical support	Anthony Ho Carmen Law Kong Chau Birley Chan Alan Ko Mag Xu	anthony.ho@polyu.edu.hk carmen.km.law@polyu.edu.hk kong.chau@polyu.edu.hk birley.chan@polyu.edu.hk alan.ko@polyu.edu.hk mag.xu@polyu.edu.hk	X7148 X5109 X6304 34003299 X6288 X5109	TU618 TU618 TU618 TU615 TU615 TU618
Projects administration	Shirley Wong Cassy Yeung	shirley.wong@polyu.edu.hk cassy.yeung@polyu.edu.hk	X6311 X5578	TU618 TU615
Support to LTC				
LTC related matters	Kenneth Tam	kenneth.tam@polyu.edu.hk	X4103	TU611
Project administration	Jo Kam	jo.kam@polyu.edu.hk	X4555	TU617a

General Enquiries

Jo Kam jo.kam@polyu.edu.hk X4555 TU617a
Sam Poon wais.poon@polyu.edu.hk X6297 TU629