Teaching at the University of Vienna

Programs for University Teacher Development, Welcome Days, 06 October 2022

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... and much more!

Teaching Manual

Course: Basic Qualification for Junior Staff

Coaching for Predoc University Assistants

Workshop Series: Teaching Competence

Teaching Conversations

Infopool better teaching
Contents:

- An overview of teaching and studying at the University of Vienna
- Preparation of courses
- Holding courses
- Exams and student assessment
- Improving and developing courses and exams
- Supervising and assessing academic theses

Where to find it:

https://wiki.univie.ac.at/pages/viewpage.action?pageId=196229562
Course assignment at the University of Vienna

**Directorates of Study:** responsible for courses offered in one or more study programmes (German: Studienprogrammleitung, SPL)

**Studies service centers (SSC) & studies service units (SSS):** organisation and administration

The processes of "application" and the assignment of courses differ among faculties. Please refer to your director of study for further information.
Faculty Development at the Center for Teaching and Learning (CTL)

https://ctl.univie.ac.at/

Angebote für Lehrende

Hochschuldidaktische Qualifizierung
Faculty Development at the Center for Teaching and Learning (CTL)

Basic Qualification

- course for academics new to teaching, mandatory for predocs, open to all teachers at the University of Vienna (workload: about 20 hrs)

Coaching for Predocs

- additional offer for predocs, coaching in small groups, 3 meetings per semester, registration via email

Teaching Competence

- workshop series, courses of various length, open to all university employees; courses in German and English language

Teaching Conversations

- discussion group on all things teaching (starting in March 2023);
  (more programs in German, started in Sept. 2022: Lehre im Austausch)

Infopool

- online repository of teaching guides, tips, and inspiration (texts and videos):
  https://infopool.univie.ac.at

Further resources at CTL

- various forms of support: individual consultations, resources for remote and blended/hybrid teaching, teaching with writing support: https://ctl.univie.ac.at/
Basic Qualification for Junior Staff

**Basic info:** course in blended learning format (combines on-site sessions with online learning), introduction to issues relevant to teaching your first course (general framework for teaching, course design, methods, assessment & networking opportunity) – see [https://ctl.univie.ac.at/basisqualifizierung/](https://ctl.univie.ac.at/basisqualifizierung/)

**Target group:** All staff new to teaching, mandatory for predoc university assistants (collective agreement §49). This obligation does not apply to persons with prior teaching experience in higher education.

**Our courses:**
- Humanities, Cultural Studies & Social Sciences
- MINT (German)/STEM (English)
- Law
- Basic Qualification in English Language
Teaching in Higher Education - Basic Qualification for Junior Staff - Contents

KICKOFF
Teaching Personality & Teaching Philosophy

MODULE 1
Outcomes-Centered Teaching & Constructive Alignment

MODULE 2
Teaching and Learning Methods

MODULE 3
Assignments & Assessment

MODULE 4
Study Law

WRAP-UP
Teaching Concept

Additional Material:

CORE SUPPLEMENT 1: Teaching with Digital Media
Optional Module: Feedback

CORE SUPPLEMENT 2: Evaluation & Feedback
Optional Module: Diversity

CORE SUPPLEMENT 3: ECTS-Credits
What's next? Coaching & Workshops
Teaching in Higher Education - Basic Qualification for Junior Staff - Structure

Part 1: Preparation
Part 3: Independent work
Part 5: Independent work
Part 7: Finalisation

- Asynchronous
- Synchronous

Part 2: F2F meeting
Part 4: Video conference
Part 6: F2F meeting
Coaching for Predoc University Assistants

Who is it for?
Predoc university assistants new to teaching

Objectives:
▪ to support you in teaching your first course(s)
▪ networking opportunity with predocs from across the university
▪ to practise talking about teaching

How does it work?
▪ 3 meetings per semester (3 hours each)
▪ Small groups of up to 6 participants
▪ The topics we talk about are determined by the participants. We focus on the questions you raise in the coaching sessions.

Further information (on the program, on dates, how to register): Coaching for Predocs
Workshop Series Teaching Competence

Further information and current program:
https://ctl.univie.ac.at/angebote-fuer-lehrende/teaching-competence/

Courses in English at a glance:
Infopool **better teaching**

- **Texts:**
  - Introductions to topics
  - Advice and tips for your teaching

- **Videos:**
  - Expert interviews
  - Teachers at the university of Vienna share their experiences

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**Teaching at the University for the First Time: Our Experiences and Reflections**

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**Introduction and Practical Guidelines**

**Teaching & Learning at the University**

- Outcomes-oriented Teaching and Learning & Constructive Alignment

**Course Planning**

- First Class Meeting
- Getting to Know One Another
- Handling Stage Fright

**How Students Learn**

- Perceived Self-Efficacy

**Further Development of Teaching Skills**

- Peer Observation of Teaching

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**Einstieg in die universitäre Lehre**

Unsere Erfahrungen & Reflexionen
Happy teaching and see you at CTL!

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