

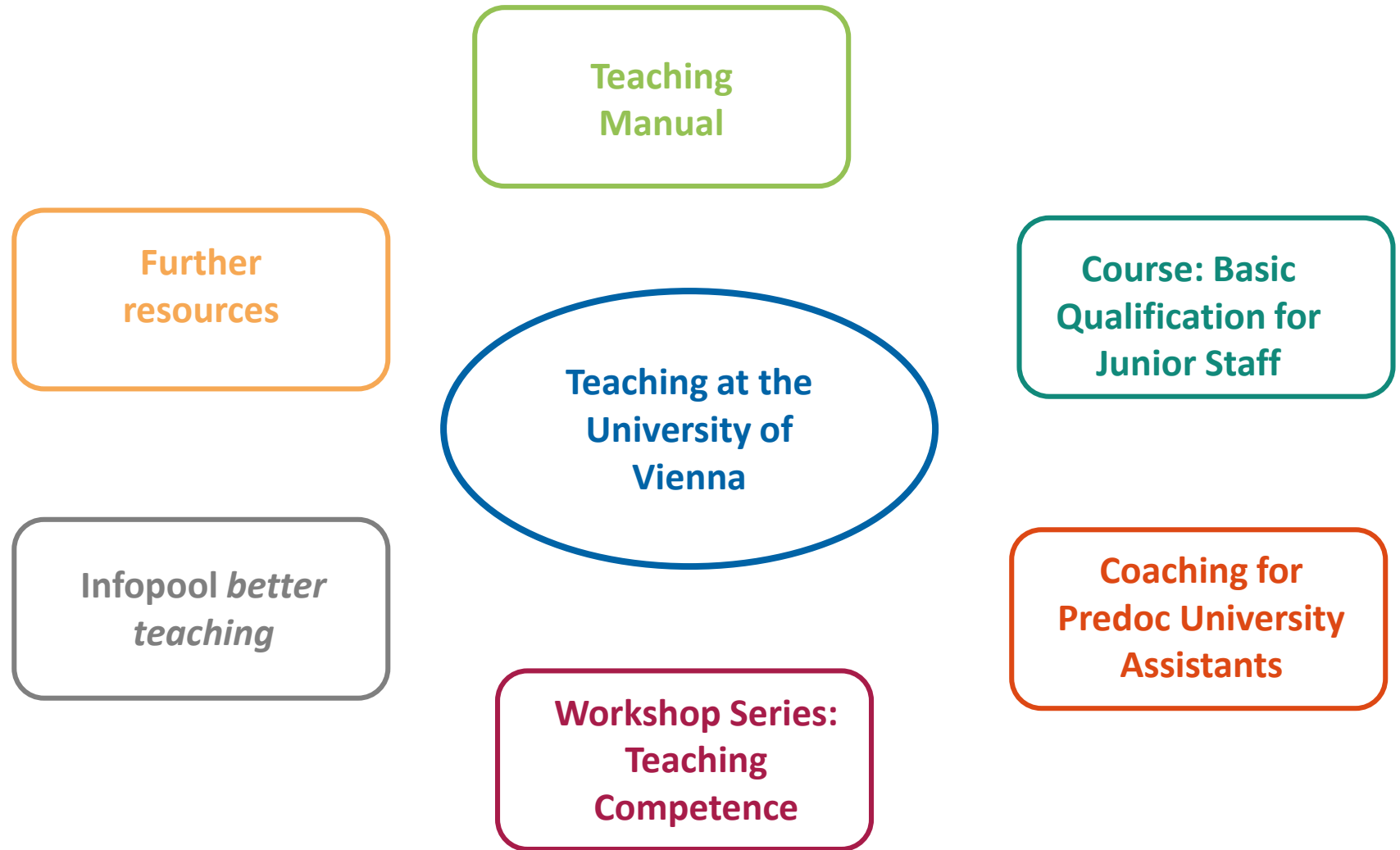
# Teaching at the University of Vienna

Programs for University Teacher Development, Welcome Days, 30 September 2021



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# Teaching Manual

*Handbuch für Lehrende*

English version:

[https://intra.univie.ac.at/fileadmin/download/Teaching\\_Manual.pdf](https://intra.univie.ac.at/fileadmin/download/Teaching_Manual.pdf)

German version:

[https://intra.univie.ac.at/fileadmin/download/Handbuch\\_f%C3%BCr\\_Lehrende.pdf](https://intra.univie.ac.at/fileadmin/download/Handbuch_f%C3%BCr_Lehrende.pdf)

## TEACHING MANUAL



## 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.*

## Qualification Offers 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

### Infopool *better teaching*

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

### Furter resources at CTL

various forms of support: individual consultations, webinars (to attend live or watch recordings), resources for remote and blended/hybrid teaching:  
<https://ctl.univie.ac.at/>

## Teaching in Higher Education - 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/>

**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/STEM

Law

Basic  
Qualification in  
English Language

# Teaching in Higher Education - Basic Qualification for Junior Staff



Photo: Jacob Lund Photography



Photo: © Universität Wien/ Barbara Mair

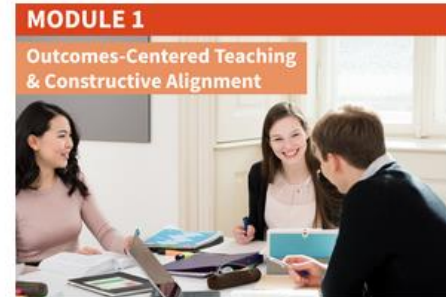


Photo: © Universität Wien/ Barbara Mair



Photo: "Justitia" by Tim Reckmann, Licensed by CC BY 2.0. / extended Background

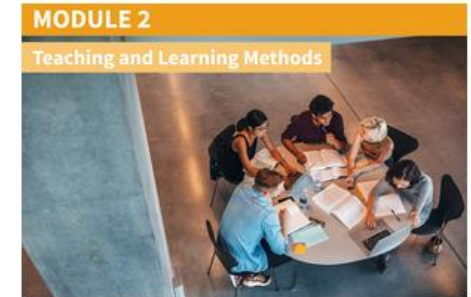
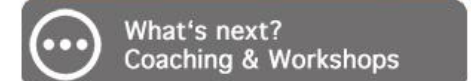
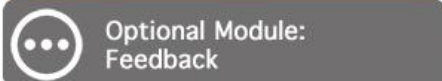


Photo: Jacob Lund Photography



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Additional Material:



# Coaching for Predoc University Assistants

## **Target group:**

specific offer (on a voluntary basis) for predoc university assistants new to teaching

## **Objective:**

- to support you in teaching your first course(s)
- networking opportunity with predocs from other institutes and faculties

## **How does it work?**

- 3 meetings per semester of around 3 hours
- 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:**

<https://ctl.univie.ac.at/en/qualifizierung/coaching-for-staff-new-to-teaching/>



## Workshop Series Teaching Competence

- Addresses a broad range of topics related to teaching and learning.
- Teachers are invited to attend these workshops to hone their teaching skills.
- Registration via the the website of the Department of Human Resources Development: <https://kursdatenbank.univie.ac.at/>

### Topics include:

- |                               |  |
|-------------------------------|--|
| ▪ Course design               | ▪ Teaching in the Laboratory               |
| ▪ Feedback                    | ▪ Assessment                               |
| ▪ Study law                   | ▪ Designing multiple-choice exams          |
| ▪ Teaching methods            | ▪ Designing asynchronous assignments       |
| ▪ Teaching academic writing   | ▪ Voice training                           |
| ▪ Teaching with digital media | ▪ Producing and using videos in teaching   |
| ▪ Moodle                      | ▪ Producing and using podcasts in teaching |
| ▪ Teaching statistics         | ▪ Teaching with group work                 |
| ▪ Flipped Classroom           | ▪ etc.                                     |

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### Further information and current program:

<https://ctl.univie.ac.at/qualifizierung/teaching-competence/>

## 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

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



**Einstieg in die universitäre Lehre**  
Unsere Erfahrungen & Reflexionen

### 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

**Wishing you all the best for your teaching!**



### Contact and Information:

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