

# ACADEMIC STAFF DEVELOPMENT

## COURSE SCHEDULE SECOND SEMESTER 2004

Should you be interested in attending one of these courses, please contact:

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COURSE NAME	DATES CAMPUS & VENUES	COORDINATOR
<b>Introduction to curriculum development</b> <b>Purpose:</b> The purpose of this workshop is to provide an introductory understanding of the curriculum development process as prescribed by SAQA (South African Qualifications Authority). <b>Intended Outcomes:</b> Participant will: <ul style="list-style-type: none"> <li>Engage in reviewing existing qualifications</li> <li>Differentiate between the qualification and the learning programme</li> <li>Write purpose statements, exit level and specific outcomes, assessment criteria for a specific qualification</li> <li>Understand the process and content requirements in developing a qualification and learning programme in accordance with SAQA criteria.</li> </ul>	<p><b>23 August</b> at <u>Pretoria campus</u>, Thupellong, Building 4:151</p> <p><b>21 September</b> at <u>Soshanguve campus</u>, Lecturers' Seminar Room 2031, Main Building</p> <p><b>18 October</b> at <u>GaRankuwa campus</u>, ADC Lecture Hall, 1st Floor, Library Building</p>	Mumthaz Banoobhai <a href="mailto:banoobhaim@tut.ac.za">banoobhaim@tut.ac.za</a> Tel: (012) 799 9516
<b>Assessment + RPL</b> <b>Purpose:</b> There is convincing evidence in the literature that assessment is generally the biggest determinant of student learning behaviour. What is assessed and how it is assessed send clear messages to learners about what is considered important. Assessment should therefore be seen as an integral part of the teaching and learning process. Given the importance of assessment, the University has an obligation to ensure that its policies and practices are designed as far as possible to maximize learning. The aim of this workshop is therefore to introduce participants to Outcomes Based Assessment. <b>Intended outcomes:</b> By the end of the workshop participants will be able to: <ul style="list-style-type: none"> <li>identify the different paradigms (traditional assessment and OBET assessment) and purposes of assessment</li> <li>explain principles of assessment</li> <li>reflect on the different methods and tools of assessment</li> </ul>	<p><b>24 August</b> at <u>Pretoria campus</u>, Thupellong, Building 4:151</p> <p><b>20 September</b> at <u>Soshanguve campus</u>, Lecturers' Seminar Room 2031, Main Building</p> <p><b>19 October</b> at <u>GaRankuwa campus</u>, ADC Lecture Hall, 1st Floor, Library Building</p>	Manoko Seerane Email: <a href="mailto:seeranesm@tut.ac.za">seeranesm@tut.ac.za</a> Tel : (012) 799 9166
<b>Teaching portfolio development</b> <b>Introduction</b> Academic staff in universities throughout the world are increasingly required to develop and produce teaching portfolios. Teaching portfolios are necessary for various purposes within the professional life of academics. For example for applications related to appointments, promotion or confirmation of tenure. The changing times in the higher education sector requires that university academics and managers seek ways to provide reward and recognition for quality teaching. Therefore, portfolios serve a very useful source of evidence for the various purposes of the changing times within the higher education sector. Academic staff develop portfolios to demonstrate their achievements in teaching and to make a case for quality of their teaching. The purpose of this seminar is to introduce and explore the various uses and development of teaching portfolios as a means of demonstrating the quality of teaching and also as a reflection tool towards improving teaching and learning. <b>Outcomes:</b> The participants will demonstrate an understanding of: <ol style="list-style-type: none"> <li>What a teaching portfolio is</li> <li>Purposes of teaching portfolios</li> <li>Framework for portfolio development</li> <li>The process of creating a teaching portfolio</li> <li>Evidence required in a portfolio for various purposes</li> <li>Evaluation of portfolios</li> <li>Setting up a teaching Portfolio Project</li> </ol>	<p><b>25 August</b> at <u>Pretoria campus</u>, Thupellong, Building 4:151</p> <p><b>22 September</b> at <u>Soshanguve campus</u>, Lecturers' Seminar Room 2031, Main Building</p> <p><b>26 October</b> at <u>GaRankuwa campus</u>, ADC Lecture Hall, 1st Floor, Library Building</p>	Caroline Selepe Email: <a href="mailto:selepemc@tut.ac.za">selepemc@tut.ac.za</a> Tel: (012) 799 9748

COURSE NAME	DATES CAMPUS & VENUES	COORDINATOR
<b>Learner-centred teaching methodologies</b> <b>Purpose:</b> The purpose of this one-day workshop is to introduce academic staff to learner-centred teaching methodologies. The goal of the workshop is to provide interested participants with information and knowledge about the philosophy of learner-centred teaching methodologies and to relate it with Outcome-based Education and Training (OBET) principles as well as national Higher Education policies and quality criteria.  <b>Intended outcomes:</b> Participant will be able to: <ul style="list-style-type: none"> <li>Differentiate between the different theories of learning</li> <li>Formulate own theory of how learners learn</li> <li>Relate own theory of learning with theories of learner-centred teaching methodologies</li> <li>Explore principles of various learner-centred teaching methodologies</li> </ul>	<p><b>26 August</b> at <u>Pretoria campus</u>, Thupellong, Building 4:151</p> <p><b>14 September</b> at <u>Soshanguve campus</u>, Lecturers' Seminar Room 2031, Main Building</p> <p><b>14 October</b> at <u>GaRankuwa campus</u>, ADC Lecture Hall, 1st Floor, Library Building</p>	Jeannie Snyman Email: <a href="mailto:snymanjm@tut.ac.za">snymanjm@tut.ac.za</a> Tel: (012) 799 9749
<b>Short course development</b> <b>Purpose</b> The purpose of this one-day workshop is to introduce academic staff to short course development. The goal of the workshop is to provide interested participants with information, knowledge and skills to initiate the development of short courses, which are aligned with Outcomes-based Education and Training (OBET) principles, South African Qualifications Authority (SAQA) requirements and national Higher Education policies and quality criteria.  <b>Intended outcomes:</b> Participants will be able to: <ul style="list-style-type: none"> <li>Relate to, and interpret current HE policy frameworks in terms of short courses</li> <li>Comply with SAQA requirements and apply OBET principles in relation to short course development</li> <li>Apply basic curriculum development principles</li> <li>Initiate short course development processes</li> </ul>	<p><b>31 August</b> at <u>Pretoria campus</u>, Thupellong, Building 4:151</p> <p><b>13 September</b> at <u>Soshanguve campus</u>, Lecturers' Seminar Room 2031, Main Building</p> <p><b>13 October</b> at <u>GaRankuwa campus</u>, ADC Lecture Hall, 1st Floor, Library Building</p>	Jaco Pieterse Email: <a href="mailto:pietersedj@tut.ac.za">pietersedj@tut.ac.za</a> Tel: (012) 799 9747
<b>Learner guide development</b>	<p><b>13 October</b> at <u>Pretoria campus</u>, Thupellong, Building 4:151</p> <p><b>16 November</b> at <u>Soshanguve campus</u>, Lecturers' Seminar Room 2031, Main Building</p> <p><b>24 November</b> at <u>GaRankuwa campus</u>, ADC Lecture Hall, 1st Floor, Library Building</p>	Matete Madiba Email: <a href="mailto:madibanrm@tut.ac.za">madibanrm@tut.ac.za</a> Tel: (012) 799 9293
<b>Unit 1: Conducting research</b> Table of Contents: Day 1: - Foreword (framework of Research proposals) - Research Philosophy, Concepts, Terminology, Process & Ethics - Identify, contextualise, focus and formulate a research problem/hypothesis - Literature surveys and searches and documentation Day 2 - Quantitative research methodology Day 3 - Qualitative research Day 4 - Statistical tools used in research Day 5 - Ethics in Research; -Workshop on research proposals	<p><b>8-12 November</b> at <u>Soshanguve campus</u>, Lecturers' Seminar Room 2031, Main Building</p>	<b>More information:</b> Prof Amanda Lourens <a href="mailto:lourensa@tut.ac.za">lourensa@tut.ac.za</a> Tel: (012) 318 4223  <b>Bookings :</b> Orpa Combrinck <a href="mailto:combrincko@tut.ac.za">combrincko@tut.ac.za</a> Tel: (012) 799 9165
<b>Unit 3: Supervising postgraduate research</b> Table of Contents: Day 1: <ul style="list-style-type: none"> <li>Roles and responsibilities of the supervisor and postgraduate student</li> <li>Contracting with students and project planning</li> </ul> Day 2: <ul style="list-style-type: none"> <li>Conducting an effective mentoring programme</li> <li>Editorial assistance to research students who write their dissertation or thesis in English</li> </ul> Day 3: <ul style="list-style-type: none"> <li>Evaluation of postgraduate studies and compiling examiner's report</li> </ul>	<p><b>22-24 November</b> at <u>Soshanguve campus</u>, Lecturers' Seminar Room 2031, Main Building</p>	