



UNIVERSITY OF MACAU

**Faculty and  
Teaching Assistant Training  
Fall Teaching Enhancement  
Days**

*Practice Excellence*

**August 24 to August 26, 2010**

Sponsored by the

*Centre for Teaching and Learning  
Enhancement (CTLE)*



Each session will last for 30 to 40 minutes followed by a 10-minute Question and Answer period. At the end of the 50-minute sessions we will be dismissed to allow for a 10-minute break and passing between rooms.

## 17 CTLE Teaching Enhancement Sessions <sup>1,2</sup>

No.	Presenter	Topic
1	Prof. D'Amato	Hints for Teaching in Asia
2	Prof. D'Amato	How the Centre for Teaching and Learning Enhancement Can Help You
3	Dr. Gertina	Developing Course Outlines and Setting Outcomes and Assessment Criteria
4	Dr. Gertina	Collaborative Teaching Strategies
5	Dr. Gertina	Effective Presentation Strategies for Collaborative Learning Enhancement
6	Mr. Vat	Moodle Teaching for Technology-Enhanced Learning - No Experience Needed Part 1: Getting Started with Effective Teaching
7	Mr. Vat	Moodle Teaching for Technology-Enhanced Learning - No Experience Needed Part 2: Develop the Fun of Interactive Learning
8	Mr. Vat	Moodle Teaching for Technology-Enhanced Learning - No Experience Needed Part 3: Produce Evidence of Student Learning
9	Mr. Lam	General Education at the University of Macau
10	Dr. Poon / Mr. Sou	Recognizing Mental Health Problems in the Classroom and Knowing What to Do and When to Refer
11	Mr. Lo	Using the <i>Turn it in</i> Plagiarism Checker
12	Mr. Jacky Chan / Mr. John Chan	UMMoodle Workshop I – Overview
13	Mr. Jacky Chan / Mr. John Chan	UMMoodle Workshop II – Course Management and Basic Operations
14	Mr. Jacky Chan / Mr. John Chan	UMMoodle Workshop III – Assignments and Quizzes
15	Mr. Jacky Chan / Mr. John Chan	UMMoodle Workshop IV – Grade Book
16	Mr. Tjie / Mr. Nasim	Introduction to Services of the Information and Communication Technology Office
17	Prof. D'Amato	Setting Career Goals For Now and Forever: Professorate Priorities

<sup>1</sup> Each session is limited to 25-30 faculty members and/or teaching assistants.

<sup>2</sup> To register, please call ext. 8434 or 8430. This is to assure space and handouts are available, or email [ctle@umac.mo](mailto:ctle@umac.mo).

Time \ Date \ Room No.	Aug 24 (Tuesday)		Aug 25 (Wednesday)		Aug 26 (Thursday)	
10:00 - 11:00 a.m.	Tea & Regis- tration N203	16 N204	Tea & Regis- tration N203	16 N204	9 N203	11 NG03
11:00 -12:00 a.m.	2 N203	12 NG03	2 N203	13 NG03	10 N203	14 NG03
12:00 - 1:00 p.m.	3 N203	6 NG03	4 N203	7 NG03	5 N203	8 NG03
1:00 – 2:00 p.m.	<b>LUNCH ON YOUR OWN</b>					
2:00 – 3:00 p.m.	12 NG03	1 N204	14 NG03	1 N204	15 NG03	10 N204
3:00 – 4:00 p.m.	13 NG03	9 N204	15 NG03	17 N204	11 NG03	17 N204
4:00 – 5:00 p.m.	6 NG03	3 N204	7 NG03	4 N204	8 NG03	5 N204

# ***Workshop Descriptions***

## **1. Hints for Teaching in Asia**

Teaching in an Asian country is a unique experience. Many students have been taught to be passive learners and they are ready to have new information deposited in them (called the old banking model of learning). However, today's educational system requires skills such as collaboration and problem solving. Some hints on how to develop a philosophy of teaching and which issues are important in Asia will be discussed. Asian learning will be compared to the American or British systems.

## **2. How the Centre for Teaching and Learning Enhancement Can Help You**

This workshop overviews the various ways that *CTLE* can help faculty and teaching assistants. Some basic evaluation techniques used by the university will be discussed including the TEACHING EFFECTIVENESS SURVEY and the TEACHING OBSERVATION FORM. Future activities of the centre will be discussed such as Mentoring Groups and Book Discussion Groups.

## **3. Developing Course Outlines and Setting Outcomes and Assessment Criteria**

The course outline is a contract between the instructor and student. It provides clear and precise information regarding all aspects relevant to the course and for obtaining optimal learning in pursuit of academic excellence. The course outline includes the outcomes and assessment criteria, which are interrelated elements of the learning process. Matching outcomes and assessment is necessary to ensure optimal learning and evaluation of all cognitive abilities and relevant skills.

## **4. Collaborative Teaching Strategies**

Collaborative and cooperative teaching engages both the instructor and students to participate actively in the learning process. This workshop explores several strategies to engage all parties effectively in the learning environment and in the co-constructing of knowledge.

## **5. Effective Presentation Strategies for Collaborative Learning Enhancement**

This workshop explores different strategies for effective classroom interaction and the use of PowerPoint presentations and other technologies in order to enhance the learning environment. The discussion also includes basic issues regarding the use of PowerPoints in the classroom of the future.

## **6. Moodle Teaching for Technology-Enhanced Learning - No Experience Needed**

### **Part 1: Getting Started with Effective Teaching**

This workshop is for faculty who never used Moodle techniques and is designed to help them kick-start their course development with Moodle tools, including creating their course sites and different course materials and course resources. Faculty members will learn how to use different Moodle tools to enhance interactive learning with and among students, including chat tools to keep students in touch, the social forum to do discussion-based teaching and feedback, blogs to develop student learning journals, and the wikis to participate in personalized instructions and collaborative learning.

## **7. Moodle Teaching for Technology-Enhanced Learning - No Experience Needed**

### **Part 2: Develop the Fun of Interactive Learning**

This second workshop develops from the foundation of the first workshop, by introducing the context and rationale of an appropriate course design in blended learning using Moodle. Faculty members learn how to stage learning-centered syllabus online and considerations of related blended learning teaching and learning activities throughout the semester.

## **8. Moodle Teaching for Technology-Enhanced Learning - No Experience Needed**

### **Part 3: Produce Evidence of Student Learning**

This third workshop is built on the first and second workshops, designed to enable faculty members to design and collect online evidence of student learning. Faculty members learn how to use Moodle-based third-party e-portfolio tools to keep an evidence-based profile of authentic student performance in academic work, as an important practice of diagnostic and formative assessment to empower student learning.

## **9. General Education at the University of Macau**

The initiation of General Education opens the curtain for a new paradigm for learning and teaching at the University of Macau. With our General Education pilot programs starting from the year 2010, it is important for us to be familiar with the new program. General Education is a critical issue in developing global, whole-person education.

## **10. Recognizing Mental Health Problems in the Classroom and Knowing What to Do and When to Refer**

College students are susceptible to mental health problems, such as anxiety, depression, and sometimes even psychosis. As a teacher, are you aware of warning signs? What can you do when it happens to your students? Where can you seek support and resources for yourself as well as your students? In this workshop, the speakers will answer these questions for you, and provide the support you need..

## **11. Using the *Turn it in* Plagiarism Checker**

*Turnitin* is a plagiarism prevention tool, which is designed to help faculty members to easily evaluate the originality of student's work by comparing their electronic documents to online sources and *Turnitin*-owned databases. Papers can now be accepted for checking in 30 different languages including Chinese (traditional and simplified), English and Portuguese. This course will cover:

1. How to apply for a *Turnitin* account
2. How to set up Class and create Assignments with *Turnitin*
3. How to submit students' papers for checking
4. How to retrieve Originality Report which helps to detect possible plagiarism

## **12. UMMoodle Workshop 1 - Overview**

This workshop is an introduction aimed at providing course instructors with a broad overview of UM e-Learning platforms focusing on UMMoodle. It will be conducted as a talk (no hands-on practices). Participants will know what UMMoodle is, its basic functions and how to get started. It will cover why a class should have an on-line component.

### **13. UMMoodle Workshop 2 - Course Management & Basic Operations**

This workshop is designed for faculty, teachers and course instructors who would like to learn how to create UMMoodle courses, relevant resources and activities. It will be held in the computer room and will be guided by tutors for hands-on practices. Participants will learn how to build a basic UMMoodle course. Prerequisites: Be familiar with a web browser and attended “*UMMoodle Workshop I – Overview*” or with equivalent knowledge on using Moodle.

### **14. UMMoodle Workshop 3 - Assignments & Quizzes**

This workshop is intended for faculty, teachers and course instructors who would like to use UMMoodle for assignment submission and quizzes in their courses. It will be held in the computer room and will be guided by tutors for hands-on practices. Participants will learn how to create and modify quizzes and assignments, work with different question types, review submissions and grade questions. Prerequisites: Be familiar with a web browser and attended “*UMMoodle Workshop I – Overview*” or with equivalent knowledge on Moodle.

### **15. UMMoodle Workshop 4 - Grade Book**

This workshop is intended for faculty, teachers and course designers who will learn about UMMoodle's grading features. It will be held in the computer room and will be guided by tutors for hands-on practices. Participants will learn how to set up and manage grades, and how to enter and change grades for various activities. Prerequisites: Be familiar with a web browser and attended “*UMMoodle Workshop I – Overview*” or with equivalent knowledge on Moodle.

### **16. Introduction to Services of the Information and Communication Technology Office**

This introduction will provide a broad overview of the Information and Communication Technology Office's services. It will be conducted as an instructor-led seminar (no hands-on practices). Participants will learn the different types of user accounts, printing and home directory service, PC data backup, wireless networking, and how to access Intranet services outside campus.

### **17. Setting Career Goals for Now and Forever: Professorate Priorities**

All faculty are provided with the same amount of time each day. Amazingly, some use this time to develop cutting-edge research and become famous scholars know around-the-world. Others focus on teaching and change many student lives. How, at the start of your career, can you setup a plan that will help you attain the goals that you wish for the next 20 to 30 years. Participants will develop individual yearly goals and long-term career goals as part of the workshop.

# Presenter Biographies

## Professor Rik Carl D'Amato



Director of the *Centre for Teaching and Learning Enhancement*; Professor and Head of the Department of Psychology; Professor Emeritus in Psychology of the University of Northern Colorado, USA

- Professor D'Amato served at the University of Northern Colorado for 19-years as an M. Lucile Harrison Professor of Teaching Excellence and an A. M. and Jo Winchester Distinguished University Scholar. He served as Director of a Research Centre, Associate Dean of the College of Education and Behavioral Sciences, and Director of the Clinical Neuropsychology Laboratory.
- Professor D'Amato served as Editor of the APA, SSCI, *School Psychology Quarterly* Journal.
- He is a Fellow in Clinical Neuropsychology and School Psychology of the American Psychological Association. He has completed more than 300 publications and presentations mostly integrating clinical neuropsychology with learning, schooling, teaching, and assessment. He is the editor of 4 books with 3 more forthcoming.
- He completed his education in the USA in Secondary Education; Psychology, Educational Psychology and Clinical Neuropsychology at Ball State University and the University of Wisconsin-Madison and Whitewater.

## Dr. Gertina J. Van Schalkwyk



Coordinator of Mentoring and Professional Development in the *Centre for Teaching and Learning Enhancement*; Assistant Professor of the Department of Psychology

- Dr. Gertina completed her Bachelor Honors in Psychology, as well as her Master and Doctoral degree programs at the University of Pretoria, South Africa. She taught for 15 years at University of Pretoria before coming to the University of Macau.
- As a distinguished scholar, she received a number of awards including the Faculty Teaching Award 2007-2009 at the University of Macau, the Distinguished Leadership in Education from the IIAS in 2010, Manuscript Review Excellence in 2009, and the Outstanding Scholarly Contribution Award in 2006. She is also an Associate Fellow of the TAOS Institute and the IIAS.
- She has extensive experience teaching ethnically and culturally diverse student groups for who English is a second or third language.
- Her teaching strategies, which include integrating various collaborative processes and in-class research, encourage students to develop critical thinking and become reflective scholars mapping new ideas and thoughts about the subject

## Mr. Kam Hou Vat



Coordinator of E-Learning and Educational Technology in the *Centre for Teaching and Learning Enhancement*; Senior Instructor in the Faculty of Science and Technology

- Mr. Vat received his Bachelor degree in Electrical Engineering in 1988, and his Master degree in Computer Engineering in 1990, both at the University of Louisiana, Lafayette, LA, USA.
- He joined the Faculty of Science & Technology in 1992, and has been teaching ever since. Presently he is actively researching on the area of internet-based software development. This could possibly lead to his accumulation of useful results for publication purpose.
- He has worked as a FST Lecturer in Software Engineering during 1992 to 2008.
- His areas of interest include Learning-Centered Design in Higher Education, Constructivist Teaching and Learning in computing disciplines, Soft Systems Methodology in Organizational Modeling, Scenario-Based Development for Virtual Organizing, and Agile Software Development for Web Applications.

## Mr. Teng Lam



Coordinator of General Education Program in the *Centre for Teaching and Learning Enhancement*; Senior Instructor in the Faculty of Science and Technology

- Mr. Lam received his Bachelor degree of Science and Honors in Computer Science at the University of Newfoundland, Canada in 1986.
- He then received his Master degree of Science in Software Engineering at the University of Macau in 1997.
- He previously served as a Director in the Centre for Pre-University Studies at the University of Macau.
- His research areas include Application of Formal Method and Computer Graphics.

## Dr. Mary Man Yee Poon



Clinic Coordinator of the Department of Psychology's PSYCHOLOGICAL SERVICES CLINIC at the University of Macau;  
Adjunct Professor of Psychology in the Faculty of Social Sciences and Humanities

- Dr. Poon received her Doctoral degree in Clinical Psychology from the Wright Institute, in Berkeley, California and finished her Post Doc training at Harm Reduction Therapy Center with a concentration on substance abuse.
- She is a registered psychologist of the Hong Kong Psychological Society, and a member of the Division of Clinical Psychology.
- Her specialty is in working with addictive behaviors. Besides drug addiction, she has also worked with clients with gambling addiction, internet addiction and done research on smoking cessation at the University of California, San Francisco.

## Mr. Elvo Kuai Long Sou



Functional Head of the Student Development and Counseling Service at Student Affairs Section

- Mr. Sou received his Bachelor degree in Psychology at the Washington State University, Washington, U.S.A. He is now a Master's candidate in Counseling and Psychotherapy at the St. Joseph University, Macau.
- He provides direct counseling, mental health education and developmental training to the UM students.
- He is a member of the Macau Psychology Association.

## Mr. Norman Soi Man Lo



Reference Librarian; Faculty Liaison Librarian for the Faculty of Science and Technology

- Mr. Lo received his Master degree in Chinese Studies at the University of Macau in 2007.
- He works at the Reference and Library Instruction Unit of the UM Library.

## Mr. Jacky Hoi Kei Chan



IT Technician of the Information and Communication Technology Office

- Mr. Chan received his Bachelor degree of Science in Software Engineering at the University of Macau.
- He possesses extensive experience in managing the UMMoodle webcourse system.
- He has been the trainer of the course for UM staff since 2009.

## Mr. John Chun Chan



Assistant IT Technician of the Information and Communication Technology Office

- Mr. Chan received his Bachelor degree of Science in Computer Science at the South China University of Technology.
- He possesses extensive experience in managing the UMMoodle webcourse system.
- He has been the trainer of the course for UM staff since 2008.

## Mr. Eddy Kam Thay Tjie



Functional Head of the Help Desk of the Information and Communication Technology Office

- Mr. Tjie received his Bachelor degree of Science in Mathematics with Computing at the University of East Asia.
- He possesses extensive experience in managing and providing IT services.

## Mr. Adnan Nasim



Senior Administrative Assistant of the Information and Communication Technology Office

- Mr. Nasim received his Master degree of Business Administration at the Asia International Open University, Macau.
- He possesses extensive experience in using the Lotus Notes Email system as well as providing and supporting IT services.
- He received the UM Best Frontline Staff Award for year 2008 and 2009.



*Learning without thought is labor lost;  
thought without learning is perilous. ~Confucius*

## *CTLE enabling excellence*

**CTLE offers training in all areas related to teaching and learning enhancement across the academic school year. We also oversee the University of Macau General Education (GE) program and all on-line learning activities. We work for the faculty. We collaborate with other units on-campus such as ICTO to accomplish these critical goals.**

