



# NDSU OFFICE OF TEACHING AND LEARNING



**WE LEARN TOGETHER**

701.231.7015



[WWW.NDSU.EDU/OTL](http://WWW.NDSU.EDU/OTL)

Assessing the effectiveness of your teaching offers insight into your teaching. The Office of Teaching and Learning is a supportive place to find assistance to better your teaching. We believe in, and support, great teachers who seek professional change because good teaching practices support student success.



QUESTION  
RESEARCH  
HYPOTHESIZE  
EXPERIMENT  
ANALYZE  
DEVELOP  
DESIGN  
IMPROVE

# AVENUES OF SCIENTIFIC DISCOVERY

I ♥ SCIENCE

Using innovative research conducted at North Dakota State University to promote interactive science experiences with area high-school students. Event held annually in April.



[www.ndsu.edu/dce](http://www.ndsu.edu/dce)

# AVENUES OF SCIENTIFIC DISCOVERY

NORTH DAKOTA STATE UNIVERSITY  
**Office of Teaching and Learning**

314 Family Life Center  
Dept. 2020 • P.O. Box 6050  
Fargo, ND 58108 - 6050

701-231-7015  
nds.u.otl@nds.u.edu

## WORKSHOP LEADERS

NDSU faculty and graduate students in science-related fields of study are invited to develop and lead a workshop at this annual conference. Workshop leaders donate time individually or with a group of graduate students in the same academic field.

Connect with K-12 students; build your curriculum vitae, gain experience in public outreach/extension, leadership, and teamwork; and practice presenting research in an engaging and educational way.

## EVENT ASSISTANTS

Another way to be involved is to volunteer as an event assistant. Event assistants help plan the event, guide participants to workshops, give directions to students, guide bus drivers to parking, and assist with conference check-in.

## MORE INFORMATION:

[https://www.ndsu.edu/otl/events/avenues\\_of\\_scientific\\_discovery\\_1/](https://www.ndsu.edu/otl/events/avenues_of_scientific_discovery_1/)

## HIGH-SCHOOL STUDENTS

You are invited to attend this fun and engaging series of hands-on workshops that introduce you to different careers in sciences. Participate in activities, pose questions to the presenters, or just come witness science in action.

There are many opportunities to meet individuals from NDSU who share your interest in these careers. We encourage you to get to know the leaders of the workshops you really enjoy because they have a wealth of knowledge about the subject.

## SCHOOL DISTRICTS

School districts are welcome to bring groups of students to this event. To have your school participate, contact the event coordinators. Register your school today!

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**Read  
Now!**

# WE LEARN TOGETHER

We research and write posts about teaching techniques.



[www.dce.ndsu.nodak.edu/otlweb/blog](http://www.dce.ndsu.nodak.edu/otlweb/blog)



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# WE LEARN TOGETHER BLOG

NORTH DAKOTA STATE UNIVERSITY  
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## SHARING BEST PRACTICES

The Office of Teaching and Learning (OTL) is a supportive place to find assistance to improve your teaching. We continuously seek new ways to support NDSU's faculty and teaching staff because our mission is to "Create and share best practices to enhance inclusive learning and teaching." The We Learn Together Blog is one way we distribute important information to faculty and teaching staff.

The Office of Teaching and Learning and its guest bloggers research and write posts about different teaching techniques and topics that may enhance your teaching.

Interested in learning more about a specific topic? Send topic suggestions to [ndsuo.tl@ndsuo.edu](mailto:ndsuo.tl@ndsuo.edu).

## READ THE BLOG:

[www.dce.ndsu.nodak.edu/otlweb/blog](http://www.dce.ndsu.nodak.edu/otlweb/blog)

## WRITING FOR THE BLOG

Guest bloggers are welcome to write a blog post or a series of blog posts. We are interested in posts about all aspects of teaching from technology tidbits to finding accommodations for students with disabilities and everything in between.

Have you found success with a specific approach or methodology in your class? Share your experience by writing a short blog post about it.

If you would like to write for the NDSU Office of Teaching and Learning We Learn Together Blog, please submit your outline or writing sample to [ndsuo.tl@ndsuo.edu](mailto:ndsuo.tl@ndsuo.edu).

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# COLLEGE TEACHING CERTIFICATE

**APPLY  
TODAY!**

A 9-credit certificate for individuals who plan to teach in a college or university.



[www.ndsu.edu/otl/programs/college\\_teaching\\_certificate](http://www.ndsu.edu/otl/programs/college_teaching_certificate)

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# COLLEGE TEACHING CERTIFICATE

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The College Teaching Certificate (CTC) is a three-semester (9-credit) graduate certificate in pedagogy for NDSU graduate students from across campus who plan to teach in a college or university and individuals who already have a graduate degree and work at NDSU. Students study contemporary education research and gain experience in the teaching and learning process through microteaching modules, field experience, peer observations, and a structured practicum.

Students enrolled in the CTC program must be concurrently enrolled in a graduate program leading to a degree or already have a graduate degree and work on campus.

## LEARN MORE:

[www.ndsu.edu/otl/programs/college\\_teaching\\_certificate/](http://www.ndsu.edu/otl/programs/college_teaching_certificate/)

## ADMISSION REQUIREMENTS & PROCESS

- Hold a baccalaureate degree from an educational institution of recognized standing.
- Earned a cumulative grade point average (GPA) in all baccalaureate courses of at least 3.0 on a 4.0 scale.
- Be a current degree-seeking student enrolled in a graduate program or have a graduate degree and work at NDSU.
- Submit the College Teaching Certificate application.
- Applications should be submitted directly to the NDSU Graduate School.

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# FACULTY RESOURCES

Committed to your teaching success.



[www.ndsu.edu/otl/faculty\\_resources](http://www.ndsu.edu/otl/faculty_resources)

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# FACULTY RESOURCES

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The NDSU Office of Teaching and Learning is committed to your success and offers the following resources.

## FACULTY RESOURCES WEBPAGE

Whether you are teaching face-to-face, online, partially online for the first time, or are an experienced educator seeking additional information, the faculty resource section of our website is designed for you. We have developed these resources to help you prepare for and excel in your course.

## TEACHING AND LEARNING CONFERENCE

A half-day conference addressing current teaching and learning topics for instructors. This event is held annually, immediately after spring semester.

## VIEW THE RESOURCES:

[www.ndsu.edu/otl/faculty\\_resources](http://www.ndsu.edu/otl/faculty_resources)

## PROFESSIONAL DEVELOPMENT PLAN

The annual faculty professional development (PD) plan is designed and offered exclusively through the Office of Teaching and Learning. Each activity helps you improve learning and retention in your courses and allows for learning new teaching strategies. The PD plan includes (but is not limited to) the following:

- Book Clubs
- Faculty Learning Communities
- Instructional Coaching & Dept. Direct Support
- Instructional Rounds
- Peer Teaching
- Refresher Courses
- Webinar and In-Person Educational Speakers

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# GROUP DECISION CENTER

## GENERATE DECISIONS CONFIDENTLY

Get started with MeetingSphere and Qualtrics! Available FREE to NDSU faculty, staff, and students.

[www.ndsu.edu/gdc](http://www.ndsu.edu/gdc)

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OFFICE OF TEACHING  
AND LEARNING  
GROUP DECISION CENTER

# GROUP DECISION CENTER

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## QUALTRICS SURVEY SOFTWARE

NDSU holds a subscription to the Qualtrics survey software which provides all faculty, staff, and students with a FREE account. Qualtrics features a library of surveys, graphics, and questions that can be used as templates for designing your surveys. The point-and-click interface offers enhanced design capabilities and customized polling options.

## SURVEY DISTRIBUTION

Surveys can be directly e-mailed to recipients, complete with tracking, reminders, and follow-up messaging. Surveys can also be sent out seeking anonymous responses.

## SURVEY ANALYSIS

Survey analysis includes a variety of statistical survey tools and graphics. Data can be exported into Excel, SPSS, PDF, PowerPoint, or Word formats for further analysis.

## SET UP YOUR QUALTRICS ACCOUNT:

<https://ndstate.qualtrics.com>

## VIRTUAL MEETINGS

MeetingSphere is a FREE virtual meeting software for NDSU-related projects by faculty, staff, and students. When using MeetingSphere for your meetings, participants can type comments at the same time and remain anonymous, which allows for more meeting participation. Comments, voting sessions, and opinion polls are instantly recorded and available for further analysis after your meeting. The GDC's expert facilitation of meetings using this software allows for more effective meetings. All meetings include a dedicated meeting space equipped with computers for participants.

## USES

- Discussion Groups
- Strategic Planning
- Course Feedback
- Research
- Community Engagement

Reserve your next meeting today.

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# GRADUATE TEACHING

## RESOURCES

ESTABLISHING GOOD TEACHING  
PRACTICES.



[www.ndsu.edu/otl/programs/graduate\\_teaching\\_assistant\\_resources](http://www.ndsu.edu/otl/programs/graduate_teaching_assistant_resources)

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# GRADUATE TEACHING RESOURCES

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## TEACHING & LEARNING CONFERENCE

An annual fall conference for all graduate teaching assistants who want to learn best practices of teaching and learning.

At this conference you will:

- understand effective learning strategies,
- develop confidence and skills to lead your class and lab sessions,
- learn about NDSU policies,
- protect students' educational information, and
- work effectively with students with disabilities.

Develop confidence and skills to lead your class and lab sessions with the highest level of student involvement in learning.

## VIEW THE RESOURCES:

[www.ndsu.edu/otl/programs/graduate\\_teaching\\_assistant\\_resources](http://www.ndsu.edu/otl/programs/graduate_teaching_assistant_resources)

## COLLEGE TEACHING CERTIFICATE

Three-semester (9-credit) program in pedagogy for NDSU graduate students from across campus who plan to teach at a college or university.

Individuals who already have a graduate degree and work on campus are also invited to apply.

Students study contemporary education research and practice focusing on higher education issues, as well as gain experience in the teaching and learning process through microteaching modules, field experience, and peer observations.

## FACEBOOK GROUP

Participate in discussions and stay up to date by joining the private NDSU Graduate Teaching Resources Facebook group.

[www.facebook.com/gradteachingresources](http://www.facebook.com/gradteachingresources)

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# INSTRUCTIONAL COACHING

Refresh or innovate your teaching practices.



[www.ndsu.edu/otl/programs/instructional\\_coaching](http://www.ndsu.edu/otl/programs/instructional_coaching)

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# INSTRUCTIONAL COACHING

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The Office of Teaching and Learning supports you and your department in increasing student learning and retention. This program is designed to provide you with teaching strategies, tips, and encouragement to continue to grow in your role as an instructor, no matter where you are at in your career.

The program can also help develop and implement a professional development plan exclusive to your department's needs.

We provide assistance even if you already have a well-designed class, want to learn more engaging teaching methods, or want to strengthen your assessments. Our coaches assist you and your program in identifying goals and strategies that take your class or program to a new level.

## REQUEST A CONSULTATION:

[www.ndsu.edu/otl/programs/instructional\\_coaching](http://www.ndsu.edu/otl/programs/instructional_coaching)

## WORK WITH AN INSTRUCTIONAL COACH

Our instructional coaches work with departments and individual instructors offering one-on-one consultations. Each coaching session provides personalized guidance to support effective teaching at NDSU.

## PROCESS

1. Request a consultation
2. An instructional coach will contact you within two days to set up an initial consultation.
3. Your coach will listen to what you want to achieve, ask questions, and offer solutions.
4. Additional meetings may be scheduled as needed.

Instructional coaching is a FREE, personalized, and confidential service.

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# K-12

TEACH

PROFESSIONAL

DEVELOPMENT



[www.ndsu.edu/dce](http://www.ndsu.edu/dce)

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# K-12 PROFESSIONAL DEVELOPMENT

NORTH DAKOTA STATE UNIVERSITY  
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## NDSU FACULTY / INSTRUCTIONAL STAFF

Put yourself in a leadership position by offering a high quality K-12 professional development class about a topic in your field. Share what you know so K-12 teachers can use the understanding, skills, and applications in the classroom tomorrow. Establishing a connection with K-12 teachers in your field provides many benefits including:

- understanding the curriculum of different school districts,
- learning together as you grapple with ideas,
- increasing pedagogical knowledge,
- refreshing and deepening your knowledge in your own subject matter, and
- becoming a mentor for educators in a related field.

K-12 teachers depend on professional development classes for staff development, teaching license renewal, and pay scale advancement.

## MORE INFORMATION:

[www.ndsu.edu/dce](http://www.ndsu.edu/dce)

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## SCHOOL DISTRICTS

Establish a solid, ongoing relationship with NDSU by seeking professional development graduate credit for your district's courses.

We also encourage you to open your high-quality courses to K-12 teachers statewide. By offering your courses statewide you allow all teachers in North Dakota to learn together.

## APPROVAL PROCESS

Individuals interested in offering K-12 professional development courses must complete the course proposal and course syllabus forms. After your course has been through the approval process, you will receive a teaching contract via email. Compensation varies.

To learn more about offering a course, contact [Barbara.Schumacher@ndsuo.edu](mailto:Barbara.Schumacher@ndsuo.edu) today!

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APPLY  
TODAY!

# PEER TEACHING

FOR NDSU FACULTY  
& INSTRUCTIONAL STAFF

A personalized teaching program.



[www.ndsu.edu/otl/programs/peer\\_teaching](http://www.ndsu.edu/otl/programs/peer_teaching)

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# PEER TEACHING

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We know that observing each other in the classroom and discussing it with others, is a great way to become a better teacher. In this program, NDSU faculty and teaching staff get involved in those observations and discussions.

There are two available tracks.

## **TRACK 1: FORMAL PEER TEACHING REVIEW**

You will be matched with a senior faculty member trained in formal pedagogy review. Upon completion, you will receive a formal report for promotion, tenure and evaluation (PTE) portfolios, and for career promotion purposes.

## **APPLY TODAY:**

[www.ndsu.edu/otl/programs/peer\\_teaching](http://www.ndsu.edu/otl/programs/peer_teaching)

## **TRACK 2: INFORMAL PEER TEACHING PARTNERSHIP**

This track is an open and personalized teaching partnership between you and your peers that aims to improve individual teaching effectiveness through productive and discreet feedback.

This option can be used as an informal professional development opportunity, or you may choose to write teaching support letters for your portfolios.

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GET  
YOURS  
TODAY!

NORTH DAKOTA STATE UNIVERSITY  
**OFFICE OF  
TEACHING & LEARNING**

TEACHING TIPS

NDSU

1 800 726 1724 / 701 231 7515

www.ndsu.edu/otl

# TEACHING TIPS BOOKLET

FOR NDSU FACULTY  
& INSTRUCTIONAL STAFF

Small changes with a big impact on  
student learning.



[www.ndsu.edu/otl/faculty\\_resources/getting\\_started/](http://www.ndsu.edu/otl/faculty_resources/getting_started/)

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# TEACHING TIPS BOOKLET

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The Office of Teaching and Learning has developed an e-booklet containing tips for instructors. This booklet includes tips for instructors who are new to teaching in higher education, new to North Dakota State University, and/or those who want to continually improve their courses to maximize student learning.

This booklet is updated with new tips each summer just after our annual Teaching and Learning Conference.

In this teaching tips booklet you will find tips on the following items and more:

- Course Setup & Content
- Creating Accessible Documents
- Little Hints For Instructors
- Little Hints To Use With Your Students
- Performance Objectives
- Teaching & Learning Conference Tips
- Tips For Filming Videos
- Writing Course Objectives

If you have a specific topic you would like to get quick tips on or if you would like to write a tip sheet for inclusion in this booklet, contact the Office of Teaching and Learning at [nds.u.otl@nds.u.edu](mailto:nds.u.otl@nds.u.edu).

## DOWNLOAD YOUR COPY NOW:

[www.ndsu.edu/fileadmin/otl/Documents/Faculty\\_Resources/Teaching\\_Tips\\_Booklet.pdf](http://www.ndsu.edu/fileadmin/otl/Documents/Faculty_Resources/Teaching_Tips_Booklet.pdf)

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Mission:  
Creating and sharing best practices  
to enhance teaching and learning.



The Office of Teaching and Learning makes connections with programs, people, and resources to offer innovative and timely solutions in teaching and learning. Together we reinvigorate the teaching mission of North Dakota State University.



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