

**Workshop in English Announcement**  
*Preparing Future Faculty:*  
**An Introduction to Teaching and Writing for Graduate Students**  
By lecturers from the University of California, Berkeley

[Center for Research and Development in Higher Education](#) (sponsor),  
[International Education Collaboration Support Team](#) (joint-sponsor),  
Hokkaido University

We are pleased to announce the opening of a workshop for graduate students who wish to improve their teaching and writing skills in English.

Period: March 18 (Thurs.), 19 (Fri.), 22 (Mon.), 23 (Tues.), 24 (Wed.), 2010  
Place: Center for Research and Development in Higher Education, Hokkaido University  
Program: See the syllabus.  
Cost: None

The workshop will be conducted by Dr. Linda von Hoene, Director of the Graduate Student Instructor Teaching and Resource Center, UCB, and Dir. Sabrina Soracco, Director of the Graduate Division Academic Services, UCB, and will be based on the workshop they hold at UCB.

This workshop will enable participants to strengthen their teaching skills to allow better expression of ideas in research writing, and provide a basis for effective teaching skills which is the foundation of a career in teaching.

30 participants and 10 observers will be accepted for the workshop. Affiliation with Hokkaido University is not a prerequisite. Depending on popularity of the workshop, participants will be chosen by lottery if the number exceeds the limit.

The Center for Research and Development in Higher Education will issue a certificate of completion to those who successfully complete the workshop regardless of status as a participant or observer.

Please note that all participants are required to write a short essay (1000 characters in Japanese or 600 words in English) upon completion of the workshop.

Persons interested in participating should fill out the Application Form below and send it via e-mail or fax by the deadline.

Deadline for application: **Friday, February 19, 2010**

\* 30 participants were selected on February 19.

E-mail: [presiden@high.hokudai.ac.jp](mailto:presiden@high.hokudai.ac.jp)  
FAX: 011-706-7521



Dr. Linda von Hoene



Dir. Sabrina Soracco

About the PFF Program at UCB see:

[International Symposium on Professional Development in Higher Education 2009](#), Hokkaido University & University of Tsukuba  
[Graduate Student Instructor Teaching and Resource Center](#), UCB

Application Form (Workshop):

Name: Type of Participation: <u>Participant</u> or <u>Observer</u> (please select one) Affiliation (Graduate School, University): Position: <u>Graduate Student</u> of a <u>Master</u> or <u>Doctor Program</u> , <u>Faculty</u> , or <u>Staff</u> (please select one) Field of Study: Gender: Nationality: Email Address: Mailing Address: Reason for Participation:
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Syllabus:

Course Title	<i>Preparing Future Faculty: An Introduction to Teaching and Writing for Graduate Students</i>
Instructors, Institution	Atsushi Ando, Professor, Graduate School of Letters, Hokkaido University Eijun Senaha, Associate Professor, Graduate School of Letters, Hokkaido University Toshiyuki Hosokawa, Professor, Center for Research and Development in Higher Education, Hokkaido University Linda von Hoene, Director, Graduate Student Instructor Teaching and Resource Center, University of California, Berkeley Sabrina Soracco, Director, Graduate Division Academic Services, University of California, Berkeley
Date	March 18 (Thurs.), 19 (Fri.), 22 (Mon.), 23 (Tues.), 24 (Wed.), 2010
Place	Center for Research and Development in Higher Education, Hokkaido University,
Course Objectives	To enable graduate students of any discipline to obtain basic skills and knowledge to manage education and research through effective English communication skills as a foundation for those considering a career in teaching at the university level. This workshop will introduce teaching and writing skills by the renowned instructors from UC-Berkley and introduce their <u>Preparing Future Faculty (PFF)</u> program.
Course Goal	<ol style="list-style-type: none"> <li>1. Obtain knowledge and skills in teaching as preparation for teaching at the university level.</li> <li>2. Obtain knowledge and skills as a Teaching Assistant.</li> <li>3. Obtain skills to write and edit proposals and essays for academic journals and job applications.</li> <li>4. Obtain knowledge and skills for giving academic presentations, participating in discussions, and giving peer reviews in English.</li> <li>5. Acquire the ability to explain the tasks of academic professions.</li> <li>6. Obtain knowledge and skills as an international, academic professional.</li> </ol>
Course Schedule	<ol style="list-style-type: none"> <li>1. Opening: Keynote Speech and Introduction*</li> <li>2. Basics of Teaching</li> <li>3. Basics of Academic Writing</li> <li>4. Syllabus Making (Course Objectives)</li> <li>5. Conference Applications</li> <li>6. Panel Discussions*</li> <li>7. Syllabus Making (Grading)</li> <li>8. Sending Essays to International Journals</li> <li>9. Abstract Writing</li> <li>10. Large Class Management</li> <li>11. Class Management (harassment, etc)</li> </ol>

	12. Revising English Essays 13. Student Presentations 1 14. Student Presentations 2 15. Closing: Course Reviews
Homework	Preparation for oral presentations and essay writing
Grading System	1. Course work: 50% 2. Presentations: 30% 3. Class Contribution: 20%
Materials	No textbook required. Handouts will be distributed.
Prerequisites	TOEFL 500+ is advised.
Course Limit	Number of students to be accepted is 30.
Contact	<a href="mailto:presiden@high.hokudai.ac.jp">presiden@high.hokudai.ac.jp</a>

#### Schedule in Detail:

		9:00-10:30		10:30-12:00		13:00-14:30		14:45-16:15	16:30-17:30
18-Mar	Thu	Tutor WS	1	Opening	2	H1	3	S1	Office Hour
19-Mar	Fri	Tutor	4	H2	5	S2	6	Discussions	Office Hour
20-Mar	Sat								
21-Mar	Sun								
22-Mar	Mon	Tutor	7	H3	8	S3	9	S4	Office Hour
23-Mar	Tue	Tutor	10	H4	11	H5	12	S5	Office Hour
24-Mar	Wed	Tutor	13	Presentation1	14	Presentation2	15	Closing	

#### Room:

All	
H	von Hoene
S	Sorracco
X	Teaching Support by Tutors

Multimedia Education Building (情報教育館), 3rd floor, Auditorium  
Building E, 2nd floor, E208

Multimedia Education Building (情報教育館), 4th floor, Room 1 & 2

#### Session 1. Opening: Keynote Speech and Introduction

Atsushi Ando, Graduate School of Letters

[Toshiyuki Hosokawa](#), Center for Research and Development in Higher Education

TA Training and PFF Program at HU

[Tetsuhiko Takai](#), President's Office (International), Graduate School of Economics and Business Administration

Challenge for Internationalization of HU

Linda von Hoene, Director, [Graduate Student Instructor Teaching and Resource Center](#), UCB

Sabrina Soracco, Director, Graduate Division Academic Services, UCB

#### Session 6. Panel Discussions: International Career Planning for Japanese and Non-Japanese Graduate Students of HU

Facilitator: [Eijun Senaha](#), Graduate School of Letters

Panelist: [Shunji Kanie](#), President's Office (International) and Prof. of Engineering

HU Vision/Strategy of Internationalization for Students' Career Development: A Personal View

Yoshiharu Hashimoto, President's Office (International) and Prof. of Veterinary Medicine

Learning and Teaching Veterinary Medicine in HU and in Asian and African Universities

[Hiko Tamashiro](#), President's Office (International) and Prof. of the Graduate School of Medicine, Department of Global Health and Epidemiology

A Roadmap to UN: With special reference to WHO

Eugene Boostrom, Meio University [Research Institute](#), Okinawa, and former Senior Public Health Specialist, The World Bank

Roadmap or Random Walk? Rules, Roles, Readiness and Randomness in an International Career

#### Session 15. Closing: Summary and Closing Address

Minoru Wakita, Vice-president, HU

- **Workshops**

- **Linda von Hoene**

### **Session 2. Basics of Teaching**

This workshop will address some of the fundamental questions that instructors need to consider as they begin to teach courses in higher education: who are your students, what are the goals for the course you will be teaching, how do students learn, and what practices can you use as a teacher to promote and assess student learning?

### **Session 4. Designing Course Syllabi and Learning Objectives**

This workshop will assist participants in developing courses that focus on student learning rather than subject matter coverage. Using samples of courses taught at U.S. universities as a point of departure, participants will identify the components of effective courses and course syllabi and create and map out learning objectives for a course they would like to design.

### **Session 7. Creating and Using Grading Rubrics**

Grading rubrics are increasingly being used in higher education to grade everything from research papers to presentations to problem sets. Rubrics enhance learning by making the criteria for grading more transparent and tying grades to specific learning objectives. They also promote fairness and consistency and reduce grade challenges from students. In this workshop participants will learn how to use and design grading rubrics. Sample rubrics from a number of disciplines will be provided.

### **Session 10. Teaching Large Courses**

In this workshop participants will learn basic techniques to promote student learning and engagement in a large enrollment course. Topics addressed include how to plan a class session, how to make the class small by incorporating small-group activities, and how to work effectively with TAs in teaching a large course.

### **Session 11. Professional Standards and Ethics in Teaching**

This workshop will address professional standards, conduct, and ethics that impact teaching and learning in higher education. Using scenarios, participants will work together to collaboratively generate solutions and responses to common ethical problems that arise in teaching.

- **Sabrina Soracco**

### **Session 3. Basics of Academic Writing**

What exactly is academic writing? As a scholar, there are a variety of forms in which you will write about your research, e.g., grant proposals, short papers, longer seminar papers, articles, book reviews, and dissertation chapters. How do you learn these different genres? How do you develop the skills necessary to become a successful academic writer? These are some of the questions that will be addressed in this workshop.

### **Session 5. Writing and Submitting Conference Proposals**

In this workshop, participants will review calls for conference proposals to identify what needs to be included in a successful conference submission. Participants will also have the opportunity to read and assess conference proposals from the perspective of a reviewer.

### **Session 8. Submitting Articles to International Journals**

This workshop will address the steps scholars need to take to successfully submit papers for publication. Participants will learn how to identify and contact appropriate journals and understand what needs to be done at various stages in the process. If time permits, we will also discuss how to respond to reviewer feedback.

### **Session 9. Writing Abstracts**

In this workshop participants will learn about how various types of abstracts are used in academic scholarship. Participants will have the opportunity to review samples and identify the elements of an effective abstract. We will also examine the role abstracts can play in promoting successful academic writing.

### **Session 12. Editing and Revising Writing**

The goal of this workshop is to introduce participants to the skills of a professional editor for the purpose of revising and improving one's own writing. This workshop will cover the following topics: 1) how a professional editor works with a manuscript; 2) how one can use the techniques of an editor to revise one's own writing; and 3) how one can diagnose and avoid common writing errors and weaknesses.

- **Welcome party: 19 Mar, Fri. 18:00-20:00, Multimedia Education Building, 4th floor, Room 2, Fee: 1000 yen.**

- **Farewell party: 24 Mar, Wed. 18:00-20:00, Hotel Aspen, Fee: 5500 yen.**

## Dear Participants

Please write an English essay of approximately 700 words and send it by e-mail to our address by Tuesday, March 8.

The essay is a self-introductory one that includes information of your personal background, academic discipline, and your analysis of writing skills in English and your native language. Dir. Sabrina Soracco will use your essay in the workshop, so make sure you submit this in time.

Please reconfirm that you can join all part of the Workshop because the entire schedule is tightly connected. If you cannot join all of four days, please ask us to excuse yourself.

(Revised, 15/03/2010)

**UC バークレーの講師によるワークショップ**  
**「将来の大学教員・研究職を目指す大学院生のための能力向上(PFF)講座：**  
**ティーチングとライティングの基礎」**  
**参加者募集**

日時：2010年3月18日(木)～19日(金)，22日(月)～24日(水)

場所：北海道大学 [高等教育機能開発総合センター](#)

内容：Syllabus を参照

参加費：無料

カリフォルニア大学バークレー校では、将来の大学教員・研究職を目指す大学院生への支援プログラムとして、ティーチングとライティングの指導を行っています。

これを北大に移入する可能性を探るため、また北大の教育の国際化の方策を探るため、バークレー校のフォンヘーネ先生、ソラッコ先生をお迎えして、上記講座を行います。

受講者30名、見学者10名以内で、参加者を募ります。北大以外の他大学からも若干名の参加を受け付けます。希望者多数の場合は、抽選により参加者を決定します。

修了者には修了証が発行されます。

参加者には講座終了後、プログラムへの感想を含む簡単なレポート(日本語で1,000字、または英語で600語程度)を提出していただきます。

参加希望者は下記に申し込んでください。

申し込み先：[presiden@high.hokudai.ac.jp](mailto:presiden@high.hokudai.ac.jp)，FAX:011-706-7521

申し込み期限：2010年2月19日(金)

申し込み書：別紙([Application Form](#))

問い合わせ先：北海道大学 高等教育機能開発総合センター [高等教育開発研究部](#)

TEL:011-706-7520，FAX:011-706-7521

バークレー校のPFFプログラムについては、下記を参照：

筑波大学・北海道大学共催国際シンポジウム

[「高等教育におけるプロフェッショナル・ディベロップメント」](#)2009.7.27-31

[カリフォルニア大学バークレー校GSIセンター](#)

- 2月19日に受講者30名を抽選により決定し、通知しました。
- 見学希望(日程の一部でも可)はまだ受け付けできます。今後は見学希望のご連絡は不要です。直接会場にお越しください。(2010年3月15日追記)

主催：北海道大学 [高等教育機能開発総合センター](#)

共催：学術国際部国際企画課 [国際教育連携支援チーム](#)