

1. Content of the Induction Programme for Academic Staff

Program duration: 30 days (150 contact hours)

Introduction to the Programme (2.5 hrs)

Aims and objectives of the programme, expectations of participants, matching programme objectives with participants' expectations, pre-test

Module 1 (M1): Orientation as a University Teacher (12.5 hrs)

Aim/s

To create an awareness of the higher education system of Sri Lanka and the role of the University teacher so that the participants are able to contribute maximally to the growth and development of this crucial sector

Objectives and Learning outcomes

- Appreciate the evolution of the Higher Education sector of Sri Lanka
- Appreciate the history of one's own University
- Appreciate the University's contribution to the Higher Education sector
- Discuss the University Act and Legislation and its impact on the High Education sector
- Discuss the national education reforms of the 21st century
- Discuss the current trends of global higher education and its influence on the Sri Lankan Higher Education sector
- Discuss the multi faceted role of the University teacher in a pluralistic society

Module 2 (M2): Personal Development and Counseling (14 hrs)

Aim/s

To impart the knowledge, skills and attitudes to improve personality, interpersonal relationships and emotional intelligence so that professionalism of University teachers is achieved and enhanced

Objectives and Learning outcomes

- Define career goals and Continuous Professional Development to align with Teaching Philosophy (ref: Module 3) and Corporate plan of University (ref: Module 1)
- Plan to manage time
- Determine how to manage stress
- Develop soft skills –e.g. Interpersonal skills, Communication skills
- Improve in emotional intelligence
- Identify how to support students in need of counseling

Module 3 (M3): Teaching and Learning Methods (28 hrs)

Aim/s

To teach the principles and practice of a range of methods of teaching and styles of learning that could be applied in Higher Education so that participants will be able to identify and use the most appropriate instruction techniques to suit their teaching/learning situation.

Objectives and Learning outcomes

- Identify the training needs and target populations
- Determine learning styles and student profiles and identify the significance of catering to different learning styles when teaching
- Set clear learning outcomes for a teaching session
- Select appropriate teaching methods from among a range of teaching methods to optimize student participation and student-centered learning.
- Generate active learning and higher levels of learning in students
- Prepare one's teaching philosophy statement

Module 4 (M4): Assessment and Evaluation (12.5 hrs)

Aim/s

To teach the principle and practice of assessment and evaluation so that participants will be able to

- determine appropriate assessment strategies to ensure validity, reliability and practicability of student assessment, and achieve lesson, course and degree objectives
- Determine appropriate teacher and course evaluation strategies to maximize the effectiveness of lessons, courses and degree programs

Objectives and Learning outcomes

- Generate higher levels of learning in students through assessments
- Ensure reliability and validity of assessments
- Design appropriate assessment strategies for courses
- Choose appropriate alternatives in assessments to match learning outcomes
- Design criteria-based assessments
- Provide actionable feedback to students to improve their performances (verbal and written)
- Design appropriate evaluation strategies for teachers and courses
- Provide actionable feedback to teachers to improve their performances and the quality of courses/programs (verbal and written)

Module 5 (M5): Curriculum Design and Revision (15 hrs)

Aim/s

To teach the principles and practice of curriculum development and revision so that participants will be able to develop curricula at different levels (course, module, degree) in higher education to satisfy stakeholder expectations

Objectives and Learning outcomes

- Identify expected graduate attributes and determine graduate profiles
- Facilitate development of expected graduate attributes
- Develop curricula to suit different levels (such as course, program, degree) in higher education
- Plan for constructive alignment in teaching, learning, and assessment in course design
- Prepare integrated curricula to generate higher levels of learning in students

Module 6 (M6): ICT Skills in Higher Education (15 hrs)

Aim/s

To teach the principles and practice of using ICT in Higher Education so that participants would be able to develop the ability to use technology appropriately for advancement of learning, teaching and assessment in higher education and facilitate development of ICT skills in students through discipline-based teaching

Objectives and Learning outcomes

- Identify appropriate use of IT for academic purposes
- Generate information literacy of university teachers through ICT skills
- Identify aspects of computer aided learning appropriate to one's setting (e.g. emails, blogs, blended, LMS, distance and online teaching)

Module 7 (M7): Teaching Practice (20 hrs)

Aim/s

To provide an opportunity to develop the ability and skills to develop and deliver teaching sessions so that participants will be able to improve their teaching style for the enhancement of students' learning

Objectives and Learning outcomes

- Prepare and deliver a lesson to achieve Intended Learning Outcomes
- Develop presentation skills
- Obtain and act on self, student and peer feedback on teaching

Module 8 (M8): Research in Higher Education (16 hrs)

Aim/s

To teach the principles and practice of engaging in research as an academic in higher education so that it could contribute to career advancement and in national and economic development.

Objectives and Learning outcomes

- Identify the significance of research in the culture of learning and to recognize the professional and societal benefits
- Identify ethical issues in research
- Identify guidelines for scientific/ academic writing
- Determine how to select an appropriate research topic, approach, research design and data analysis
- Devise and bid for research proposal funding
- Plan a strategy for getting one's research published (Ref: Module 6 -Career goals and CPD)
- Engage in classroom/educational and discipline-based research
- Identify how to list and quote references appropriately
- Use appropriate referencing software

Module 9 (M9): University Administrative Procedures (8 hrs)

Aim/s

To impart knowledge, skills and attitudes in taking on the responsibilities of administration and management by a university lecturer so that discharging of duties in teaching, research and administration could be achieved in an effective and efficient manner.

Objectives and Learning outcomes

- Identify the importance and relevance of the Administrative regulations (AR) and financial regulations (FR) for university academics
- Identify how to access documents on administrative and establishment matters (e.g. UGC Circulars on study leave)
- Identify examination procedures in HEIs
- Identify disciplinary regulations in HEIs

Module 10 (M10): Strategic Planning and Management for Universities (4 hrs)

Aim/s

To impart knowledge and generate awareness of the significance of strategic management so that participants could contribute to such starting from early career development.

Objectives and Learning outcomes

- Identify concepts of strategic management
- Identify tools of strategic management

Programme Conclusion (2.5 hrs)

Post-test, programme evaluation, action plans for the future.