

GS 301 College Teaching & Visual Communication

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| Instructor | Dr Hugh Crumley | Class time | Wed 4:25 – 6:00 LINK Class 4 |
| Email | crumley@duke.edu | Office | Grad School 304B |
| Phone | 919.660.5975 | Office hours | By appt/drop in |

Course description

This course is offered by the Graduate School to support professional development for graduate instructors and/or future faculty. In this course, you will explore visual communication for teaching and other professional activities in print, in face-to-face situations and online. This includes introductions to web design, graphic design, effective presentations, development of an electronic teaching portfolio and exploration of other instructional technology for college teaching. Completion of this course includes development of an electronic teaching portfolio; numerous students from previous semesters have found this to be extremely helpful in their job searches.

Objectives

By the end of GS 301, you will

- Write a teaching statement documenting your development as an effective, reflective teacher
- Develop an online teaching portfolio that demonstrates web design principles
- Develop a current CV formatted according to design principles
- Collaborate with others to both provide and use peer feedback on design projects
- Make appropriate use of presentation technology in a live presentation
- Clearly explain your research focus to a live lay audience
- Find and use copyright-appropriate materials for presentations, websites and other instructional uses

Activities

In this course, you will participate in a range of activities including hands-on tool use, small group projects, individual projects, synchronous and asynchronous online communication, lectures, class discussions, readings and other activities determined by class interest. You can expect to average about two and a half hours a week on out of class activities.

Required textbook

Williams, Robin. *The Non-designer's Design Book, 3rd Edition*.

<http://www.amazon.com/Non-Designers-Design-Book-Robin-Williams/dp/0321534042>

Attendance & participation

This course is very hands-on and experientially oriented. Activities in class require you to 1) have done the readings, 2) be punctual, and 3) be an active participant. You are expected to attend and participate in every class meeting. If you miss any part of class for any reason, you are still responsible for finding out about any assignments or information from class. Two or more absences may result in no credit for the course.

You are also responsible for checking the Sakai course site regularly for class work and announcements. Sakai is available at <http://sakai.duke.edu>. Support is provided by the OIT Help Desk at 684-2200.

Evaluation

Assignments are due at the beginning of the indicated class meeting as described in the tentative schedule (below); all work must be completed to receive credit for the course.

Disability statement

Students with disabilities who believe that they may need accommodations in the class are encouraged to contact the Office of Services for Students with Disabilities at 684-5917 or disabilities@aes.duke.edu as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

Academic integrity

Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect, and accountability. Citizens of this community commit to reflect upon and uphold these principles in all academic and non-academic endeavors, and to protect and promote a culture of integrity. To uphold the Duke Community Standard:

- I will not lie, cheat, or steal in my academic endeavors;
- I will conduct myself honorably in all my endeavors; and
- I will act if the Standard is compromised.

Tentative Schedule

| Date | Due! | Activities in class |
|--------------------------------|---|---|
| Week 1 Jan 25 | Post a self intro the Sakai forum by Tuesday, Jan 24. Tell us your name, department, what you do, where you are from, what you hope to get out of this class... and a surprising fact about yourself. | Teaching statement |
| Week 2 Feb 1 | Read portfolio articles Read: <i>Shitty First Drafts</i> Write drafts 1.0 and 1.5, bring 1.5 (printed out before class) | Feedback on teaching statement with rubric |
| Week 3 Feb 8 | Read Williams 1-4 | Google Sites overview |
| Week 4 Feb 15 | Portfolio skeleton with teaching statement 2.0 Read Williams 5-6 | Feedback with rubric: statement 2.0 and website 1.0 |
| Week 5 Feb 22 | Read Williams 7-8 Porter. Five principles to design by Reynolds, 3 posts | Design quiz |
| Week 6 Feb 29 | CV 1.5 (printed out before class!) | CV hand-around CVDP Project intro |
| Spring break | | |



| Date | Due! | Activities in class |
|---------------------------------|--|--|
| <h1>Spring break</h1> | | |
| Week 7 Mar 14 | CVDP Due... | Topics & activities in web design IP, Embedables, Materials, slideshare, RSS feeds, WordPress, wikis, |
| Week 8 Mar 21 | Penultimate draft of portfolio. Should include <ul style="list-style-type: none"> ▪ All categories for navigation & only real content (i.e., no greeking) ▪ Statement 3.0 with working links to evidence on invisible materials page ▪ CV 3.0 as html page and downloadable pdf | Final round of feedback with rubric: statement 3.0 and website 2.0 |
| Week 9 Mar 28 | | PPT |
| Week 10 Apr 4 | Your five minute ppt presentation: explain your research to a lay audience | Five minute presentations, feedback in Qualtrics |
| Week 11 Apr 11 | | Five minute presentations, feedback in Qualtrics |
| Week 12 Apr 16 | Final portfolio due. Individual conferences all week. Sign up for 30 minute slot: http://bit.ly/crumley . Be sure to replace the “what” with GS 301. | |



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