GS 760 College Teaching & Visual Communication

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Grad School 204A
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Spring 2015
Wednesdays 4:40 – 6:10
Link Classroom 3

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. This class counts towards the Certificate in College Teaching.

Objectives

By the end of GS 760, you will
- Write a teaching statement documenting your development as a 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.
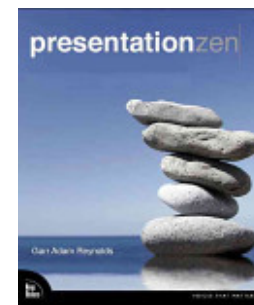
Texts & Materials
- Williams, Robin. *The Non-designer's Design Book, 3rd Edition*.
- Readings/videos as assigned in Sakai.
- Reynolds, Garr. *Presentation Zen*. (suggested)
- Presentation remote. (suggested)

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 (919)684-5917 or disabilities@aas.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 14**		Teaching statements
Week 2 **Jan 21**	Read portfolio articles Read *Shitty First Drafts* Write drafts 1.0 and 1.5, bring 1.5 (printed out before class)	Feedback on teaching statement Intro to Google Sites
Week 3 **Jan 28**	Read Williams 1-4	Google Sites lab time
Week 4 **Feb 4**	Portfolio draft with teaching statement 2.0 Read Williams 5-6	▪ Feedback with rubric: statement 2.0 and website 1.0 ▪ MS Office…
Week 5 **Feb 11**	Read Williams 7-8 Porter. Five principles to design by Reynolds, 3 posts	**Design quiz!**
Week 6 **Feb 18**	CV 1.5 (printed out before class!)	CV hand-around
Week 7 **Feb 25**	Readings/videos (PPT and IP) in *Week 7* folder in Sakai	▪ Avoiding *Death by PowerPoint* ▪ Images, intellectual property and a few tech considerations

Date	Due!	Activities in class
Week 8 **Mar 4**	Readings/videos in *Week 8* folder in Sakai	▪ PPT lab time ▪ Visualization tools
Week 9 **Mar 18**	Round one: PPT, Q & A	▪ 5 min PPT explain your research, in images, to a lay audience
Week 10 **Mar 25**	TBA	▪ Guests TBA
Week 11 **Apr 1**	Round two: PPT, Q & A	▪ 5 min PPT
Week 12 **Apr 8**	Round three: PPT, Q & A Nov 16: Final portfolio including: ▪ Complete navigation, only real content ▪ Statement 3.0 with working links to evidence on invisible materials page ▪ CV 3.0 as html and downloadable pdf Nov 19: Final round of feedback with rubric: statement 3.0 and website 2.0	▪ 5 min PPT
Apr 13-17	Sign up for a 30 minute individual conference with HC: http://crumley.youcanbook.me. Final portfolio due before meeting.	

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