

Berkeley-Haas'
New Faculty Orientation and
Teaching Excellence Series

July 22-July 23, 2014

Handouts and Resources

Tuesday, July 22, 2014

- **Welcome and Overview**

Todd Fitch, *Faculty Director, Center for Teaching Excellence, Berkeley-Haas*

This is the opening session of the Orientation and will include comments to welcome the Class of 2013, introductions and an overview of Orientation activities.

[Play Video](#) 

[Presentation](#)

- **Berkeley-Haas School of Business: An Introduction**

Richard Lyons, *Dean, Berkeley-Haas School of Business*

Dean Lyons will present an overview of the unique position and character of the Haas School. His discussion will include a description of our Strategic Vision and the Defining Principles of the School.

[Play Video](#) 

Handout: [Innovative Leader Capabilities Slide](#)

- **Review of Haas Resources**

This presentation will allow faculty to get better acquainted with Haas Program Directors, and selected key administrators at the Haas School of Business. After this presentation, instructors will know who to contact across the Berkeley – Haas eco-system to address your concerns and questions. An overview of the resources on the CTE website will also be provided.

[Play Video](#) 

[Presentation](#)

Handout 1: [Overview of Center for Teaching Excellence Programs](#)

Handout 2: [Haas Administrative Resource List](#)

Handout 3: [Quick Guide to Staff](#)


Handout 4: [Quick Reference Guide - Enterprise Computing & Service Management \(ECSM\)](#)

Video (11 min): [CTE Website Tour](#)

- **Classroom Technology Overview**

Dana Lund, *Director, Media Services, Berkeley-Haas School of Business*

Haas' Media Services technology staff will familiarize new faculty with how the classroom operates.

[Play Video](#) 

- **Teaching at Berkeley-Haas: Norms and Expectations**

Jay Stowsky, *Senior Assistant Dean, Berkeley-Haas School of Business*

This session provides an introduction to the programs offered at Haas and will include student profiles, broad Haas norms for teaching and resources available to instructors. Our Senior Assistant Dean will cover norms and expectations of instructors that are common across programs (e.g. grade distribution, work quantity and quality, dealing with cheating, laptops) as well as an interactive discussion about student desires for instructors who challenge them and their colleagues.



- Handout 1: [Haas Grading Curve Policies](#)
- Handout 2: [FAQ's on Grading](#)
- Handout 3: [Policy on Grading](#)
- Handout 4: [Policy on Academic Dishonesty](#)
- Handout 5: [Course Evaluation Procedures \(TIES\)](#)
- Handout 6: [Teaching Evaluation Form \(TIES\)](#)

- **Experiential Exercises for Millennials**

Lisa Feldman, *Interim Co-Executive Director, Center for Responsible Business, Berkeley-Haas*
Janet Watson, *Faculty Coach, Center for Teaching Excellence, Berkeley-Haas*

Please join us for an interactive workshop on how best to work with the millennial generation. What is special about millennial students? What attributes of this generation can be tapped to enhance student learning? What teaching practices and experiential exercises best work with millennials? These questions about millennials will guide the discussion and inform the best practices exchange.



- Handout 1: [Rules of Engagement](#)
- Handout 2: [Student-Centered Discussion](#)
- Handout 3: [Experiential Exercises](#)

- **Using Technology for Teaching**

Holly Schroth, *Faculty Coach*, Center for Teaching Excellence and *Lecturer (Continuing)*, Berkeley-Haas

This hands-on session will focus on using technology and new media to engage students and will offer suggestions for when and how to enhance teaching with technology that is available at Haas. Standard technology enhancements (e.g. bCourses, PowerPoint, video, and websites) will be covered. Additionally, the session gives participants instructions for implementing iClicker (a student hand-held device to provide instant feedback, answer questions or vote) and suggestions for using it effectively.



Handout 1: [Links to Websites](#)

- **Making Friends with BCourses**

Ellie Hoffman, *Senior Instructional Designer*, Educational Technology Services, UC Berkeley
Brian Gothberg, *Instructional Designer*, Educational Technology Services, UC Berkeley

This session will begin with creating your summer or fall course site, followed by adding your syllabus and grading framework, using the productive and friendly tools of bCourses. We will then import your resources from bSpace (if necessary) to bCourses and set up your contact and other relevant information.

Bring your syllabus in one of the following formats: .pdf or .docx or html on your laptop, on a flash drive, or accessible electronically (e.g. Box, Google Docs)

Objectives for this workshop:

- Instructors will understand the basic navigation of the bCourses Learning Management System
- Instructors will set up a bCourses site for a real course (or a practice site)
- Instructors will construct a grading framework for a bCourses site
- Instructors will add content to their site, drawing from their syllabi and bSpace sites



Handout 1: [Build Your Site Workshop](#)

Wednesday, July 23, 2014

- **Course Design and Structure**

Todd Fitch, *Faculty Director, Center for Teaching Excellence and Lecturer, Berkeley-Haas*
Frank Schultz, *Lecturer (Continuing), Berkeley-Haas*

This session focuses on questions at the course level: organizing the course over the semester, creating a syllabus, developing learning objectives, course policies and procedures and setting expectations. There will also be a discussion of assessment and grading.

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[Presentation](#)

Handout 1: [Course Design Pre-Read](#)
Handout 2: [Syllabus Guidelines](#)
Handout 3: [Example Syllabus from MBA 299](#)
Handout 4: [Example Syllabus from MBA 254](#)
Handout 5: [Early Semester Review Form](#)
Handout 6: [Early Semester Survey](#)
Handout 7: [Mid-Course Feedback](#)
Handout 8: [End-Course Feedback](#)

- **Engaging Students from the First Day**

Frank Schultz, *Lecturer (Continuing), Berkeley-Haas*
Janet Watson, *Faculty Coach, Center for Teaching Excellence, Berkeley-Haas*

The first day can be filled with anxiety. In this workshop, participants learn to set the right tone and expectations for their course. We will also cover strategies for maintaining this momentum throughout the semester and ensuring long-lasting learning.

[Play Video](#) 

[Presentation](#)

- **Case Method Teaching**

Wasim Azhar, *Faculty Coach, Center for Teaching Excellence, Lecturer (Continuing), Berkeley-Haas*

The session will cover the critical steps involved in designing and delivering a case-based course. Topics will include Selecting Cases, Preparing for Class and Managing Class Discussion. Specific teaching strategies and tactics across the value chain of course design and delivery will be discussed. An in-class case simulation will be conducted.

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[Presentation](#)

Handout 1: [Notes](#)
Handout 2: [Computron Case](#)
Handout 3: [Computron Questions](#)

- **Best Practices in Teaching Panel, Todd Fitch, Moderator**

Cristina Banks, *Senior Lecturer (Continuing)*, Berkeley-Haas
Yaniv Konchitchki, *Assistant Professor*, Berkeley-Haas
Holly Schroth, *Senior Lecturer (Continuing)*, Berkeley-Haas

The purpose of this session is to hear perspectives from three successful instructors with different approaches to teaching in the various programs at Berkeley-Haas. Presenters will offer their insights into their individual approaches to their classes and coursework. There will be time for questions and discussion.



- **Closing**

Todd Fitch, *Faculty Director, Center for Teaching Excellence and Lecturer*, Berkeley-Haas



- **Supplemental Resources**

- Handout 1: [Overview of CTE Programs](#)
- Handout 2: [Core Course Takeaways](#)
- Handout 3: [Bloom's Taxonomy](#)
- Handout 4: [PowerPoint Tips](#)
- Handout 5: [Challenges for Presenters](#)
- Handout 6: [Teaching Evaluation Summary](#)
- Handout 7: [Students in Distress](#)
- Handout 4: [Full Time MBA Program Overview](#)
- Handout 5: [Evening & Weekend MBA Program Overview](#)
- Handout 6: [Executive MBA Program Overview](#)
- Handout 7: [Undergraduate Program Learning Goals](#)
- Handout 8: [The Berkeley-Haas PhD Program Overview](#)