

Effective Teaching Approaches in Biomedical Sciences

Activity Guidelines for Students

Purpose of Training Activity

A significant number of PhD students advance to positions in which they play educational roles, either in academia, schools or other organizations. Moreover, in many other career paths, group leaders are often involved in training and education for employees and other co-workers. The purpose of this training module is to develop teaching skills that will be advantageous in a variety of career settings.

At Monash University, particularly in Biomedical Science, many PhD students serve as Teaching Associates in small group teaching sessions, including practical classes. This training activity is intended to develop a broad range of skills that are relevant to these teaching roles but will also be of benefit in other future activities. These include: critical thinking; communication skills; professional skills such as leadership, group management and time management; understanding of the subject area; and technical expertise.

Overview of Training Activity

This training activity will involve 10 hours of workshops/discussions facilitated by experienced educators in Biomedical Science and some self-directed learning activities. It is expected that those undertaking this module will be appointed as Teaching Associates for the semester in which they are taking this training activity.

The planned activities are:

1. **Orientation to teaching workshop** (4 hours includes pre-class activity): This interactive workshop will encourage participants to consider the characteristics of a 'good' teacher and the responsibilities of sessional teachers before, during and after each class. Scenarios will be used to stimulate discussion about how to handle potentially difficult situations and there will be an opportunity to hear from and ask questions of current TAs about what it is like to start demonstrating and how they have developed their teaching skills. Participants will be required to complete a pre-workshop activity in preparation for the discussions and to set goals for their upcoming teaching activities.
2. **Discipline based training activities** (3 hours): This will involve regular meetings between the training module participant and the coordinator of the unit in which they are acting as a TA. Topics discussed will include discipline-specific information as well as the administration and logistics relevant to the classes.
3. **Assessment and feedback workshop** (2 hours): A separate workshop will consider the importance of aligning assessment with teaching activities as well as the use of marking criteria to ensure consistency in the marking of assessment tasks. Issues of academic integrity (plagiarism, collusion) will be considered as will best practice for providing feedback to students.
4. **Student evaluation, feedback and reflection** (1 hour): All TA's completing this module will be required to have their teaching evaluated by their students. A survey will be organized by the unit

coordinator or relevant administrator. The final component of the module requires participants to complete a short reflection of their teaching experience and discuss it briefly with an assigned mentor. This should include a reflection of how they feel they have progressed with respect to the goals they set at the start of the semester and should also incorporate a response to the student evaluation. As part of this reflection, it is expected that the participants will consider areas of their teaching they feel they can improve on for the next semester.

Scheduling and Attendance

This activity will be offered twice annually (once in each of the standard semesters). **Once you have signed up, you are required to attend all the relevant sessions and complete all associated tasks within a calendar year. On completion of these requirements you will be credited with 10 hours towards the Doctoral Training Program. No partial allocation of hours will be given.**

In order to receive credit for your participation, you will need to complete the **Verification of Attendance Form** by attending both *workshops* and obtaining sign off from the relevant Unit Coordinator for the *discipline based training activities* and from the assigned mentor/teaching module coordinator for *the evaluation, feedback and reflection*. After obtaining all signatures, send the **Verification of Attendance Form** (see end of guidelines) to BDI-Graduate.Program@monash.edu for accreditation of hours.

The departmental unit coordinators are:

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Verification of Attendance Form - Effective Teaching Approaches in Biomedical Sciences

This form is required for hours to be recorded in GRAMS for the **Effective Teaching Approaches in Biomedical Sciences (Demonstrator Training)**. This form will need to be signed by the activity facilitator.

Please send this completed form to BDI-Graduate.Program@monash.edu and ensure you have registered in GRAMS.

STUDENT ID	SURNAME	FIRST NAME	Email	Department	SIGNATURE

Effective Teaching Approaches in Biomedical Sciences (Demonstrator Training)

This is to certify that the above student has completed (please tick box)

1. Discipline based training activities	<input type="checkbox"/>
2. Student evaluation feedback and reflection	<input type="checkbox"/>

Facilitator Name: _____

Facilitator Signature: _____

Date: _____