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# Week 1:

Tuesday, August 6<sup>th</sup>

## NIOP Overview

### TEF Alignment:

- **Course and Curriculum**
- **Instructional Skills**
- **Learning Environment**

Welcome to your journey as a new instructor at Lethbridge College! Here, you'll meet fellow educators to form a teaching community, co-create participation expectations for our learning journey ahead, and receive a comprehensive overview of the orientation program. Our focus is on modeling best teaching practices that you can immediately apply to your own practice and start planning your first day with your students.

## Panel Discussion: Meet the 2nd year NIOPers!

### TEF Alignment:

- **Instructional Skills**
- **Learning Environment**

Join us for an engaging panel discussion featuring second-year New Instructor Orientation Program (NIOP) alumni, sharing their firsthand experiences, learnings, and wisdom from their first year of teaching at Lethbridge College. This conversation will delve into how they navigated challenges, adapted their teaching strategies to meet diverse student needs, and ultimately grew as educators.

## Welcome Lunch

This is an opportunity for new instructors to meet and engage with the college's senior leaders in an informal setting. It's the perfect platform to ask questions, share your thoughts, and gain insights into the strategic direction of Lethbridge College.

## Teaching Excellence Framework Introduction

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Instructional Skills**
- **Learning Environment**
- **Scholarly Teaching and Scholarship**
- **Subject-Matter Expertise**

The Teaching Excellence Framework (TEF) is an important resource developed through collaboration with Lethbridge College instructors. The TEF supports instructors as they seek out opportunities to engage in continuous professional development and lifelong learning to improve their teaching practice and benefit student learning.

## Exploring Lesson Planning

### TEF Alignment:

- **Assessment and Evaluation**
- **Instructional Skills**
- **Learning Environment**

BOPPPS, an acronym for Bridge-In, Outcomes, Pre-Assessment, Participatory Learning, Post-Assessment, and Summary, represents the essential components of an active learning lesson plan. In this session, we'll break down each element of the BOPPPS model, demonstrating how you can use it to structure engaging, learner-centered lessons.

## Mini Lesson Demo

### TEF Alignment:

- **Assessment and Evaluation**
- **Instructional Skills**
- **Learning Environment**

In this demonstration, you'll see the BOPPPS lesson planning model used across various disciplines. By seeing the BOPPPS components in action, you'll gain a deeper understanding of how this model can elevate your teaching and enhance student engagement in your classroom.

Wednesday, August 7<sup>th</sup>

## LP Policies: Part 1

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Learning Environment**

This session takes a hands-on approach to navigating policies that directly impact your role as an instructor, focusing on vital areas such as assessment, grading, academic misconduct, and course outlines.

## Community Building

### TEF Alignment:

- **Learning Environment**

This time will provide an opportunity to build community and develop relationships in a relaxed setting. Options will include coulee walk, VR demonstration, and disc golf basics.

## Mini Lesson Cycle

### TEF Alignment:

- **Assessment and Evaluation**
- **Instructional Skills**
- **Learning Environment**

This session will provide an overview of how the mini lesson process will work. We will discuss how to give and receive constructive feedback from your colleagues and outline the process and feedback structure. This will be an opportunity to clarify the mini lessons process and ask any questions you might have.

## Student Engagement: Active Learning in the Classroom

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Instructional Skills**
- **Learning Environment**

You'll explore strategies that promote critical thinking, problem-solving, and collaboration among students. By the end of this session, you'll be equipped with a toolkit of strategies to create an engaging, active learning environment in your classroom.

## Work Block: Choose Your Path

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Instructional Skills**
- **Learning Environment**

This flexible block of time is tailored to meet your needs as a new instructor. You might opt to prepare for your mini-lesson facilitation coming up on Friday or dedicate this time to completing the Canvas Essentials micro-credential, the Lethbridge College learning management system.

## Thursday, August 8th

## Formative and Summative Assessments

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Instructional Skills**
- **Learning Environment**

We'll discuss how formative assessments can inform your instructional decisions in real-time, and how summative assessments can gauge students' understanding and mastery at the end of a learning period. This session will also help you connect these types of assessment to the BOPPPS lesson planning process.

## Authentic Assessment & Alignment Best Practices

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**

- **Instructional Skills**
- **Learning Environment**

This session will introduce the idea of how to align learning with authentic assessments in the classroom, with a focus on assessments that mirror the tasks and challenges students might encounter in real-world scenarios. We'll explore how to design assessments that measure student learning while inspiring understanding, practical skill application, and critical thinking.

### Mini Lesson #1 Peer Feedback Session

#### **TEF Alignment:**

- **Assessment and Evaluation**
- **Instructional Skills**
- **Learning Environment**

In this interactive and collaborative session, you'll receive constructive feedback on your mini lesson plans from your peers. This session is an opportunity to learn from each other, refine your plans, and gain a variety of perspectives on your teaching strategies.

### Work Block: Mini Lesson Revisions

#### **TEF Alignment:**

- **Assessment and Evaluation**
- **Instructional Skills**
- **Learning Environment**

This flexible block of time is tailored to meet your needs as a new instructor. You might opt to prepare for your mini lesson facilitation, fine-tuning your lesson plan and delivery approach. Alternatively, you could dedicate this time to completing the Canvas Essentials micro-credential, enhancing your mastery of this key learning management platform. If you're facing any challenges or concerns, take advantage of the opportunity to receive support.

Friday, August 9th

## Mini Lesson #1

### TEF Alignment:

- **Assessment and Evaluation**
- **Instructional Skills**
- **Learning Environment**

In small groups, you will have the opportunity to deliver your mini lesson and participate in the mini lessons being delivered by your peers. You will engage in reflective practice with your colleagues, by giving and receiving constructive feedback.

## Instructor Role Descriptions: Part 1

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Instructional Skills**
- **Learning Environment**
- **Scholarly Teaching and Scholarship**
- **Subject-Matter Expertise**

This session will provide an overview of two key parts of the [Instructor Role Description](#): Part 1: Instructional Responsibilities and Part 4: Applied Research.

## Teaching Excellence Framework Self-assessment

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Instructional Skills**
- **Learning Environment**
- **Scholarly Teaching and Scholarship**
- **Subject-Matter Expertise**

This session will walk you through the process of completing the [Teaching Excellence Framework \(TEF\) self-assessment](#). This tool aims to help you develop a robust and reflective teaching practice, guiding you towards areas of improvement and development to prioritize to support your professional growth.

**NOTE:** It is recommended you have a laptop to complete the self-assessment.



## Exploring Canvas Workshop (Leveled)

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Instructional Skills**
- **Learning Environment**

Join the Digital Learning Team for an informative session on mastering the basics (and not-so-basics) of Canvas, the College's Learning Management System (LMS). You will have the opportunity to explore the Canvas interface and essential features such as the dashboard, course setup, assignments and gradebooks, and communication tools so that your courses will be ready for your students!

**NOTE:** *It is strongly recommended you have a laptop to get the most out of this session.*

## Week 2:

### Monday, August 12th

## First Day, First Week, First Month

### TEF Alignment:

- **Learning Environment**
- **Instructional Skills**

Starting a course on the right note can be essential to setting yourself up for a great semester, so we'll talk about what to do on your first day to welcome your students, what to do in the first week to set the tone for your course, and what to do over the course of the first month to ensure that your semester is off to the best possible start.

## Tailoring Support to Meet the Needs of All Learners

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Instructional Skills**

- **Learning Environment**

This session offers a valuable opportunity to understand how to tailor your teaching approaches to accommodate and celebrate diversity, fostering a learning environment that is inclusive, respectful, and conducive to success for all students.

## Mini Lesson #2

### TEF Alignment:

- **Assessment and Evaluation**
- **Instructional Skills**
- **Learning Environment**

In small groups, you will have the opportunity to deliver your mini lesson and participate in the mini lessons delivered by your peers. You will engage in reflective practice with your colleagues, by giving and receiving constructive feedback.

Tuesday, August 13<sup>th</sup>

## LP Policies: Part 2

### TEF Alignment:

- **Course and Curriculum Design**
- **Learning Environment**

This session takes a hands-on approach to navigating policies that directly impact your role as an instructor, focusing on vital areas such as records management, FOIP, leave processes, flexible working, working from home, and hazard assessments.

## Instructor Role Descriptions: Part 2

### TEF Alignment:

- **Course and Curriculum Design**
- **Instructional Skills**
- **Learning Environment**
- **Subject-Matter Expertise**

This session will provide an overview of two key parts of the [Instructor Role Description](#): Part 2: Institutional / Discipline Service and Part 3: Professional Development.

## Panel Discussion: Meet the Faculty Mentors!

### TEF Alignment:

- **Instructional Skills**
- **Learning Environment**

This session brings together Lethbridge College educators who will share insights, experiences, and practical tips that you can immediately implement in your own classroom. As a participant, you'll have the chance to pose your questions and learn directly from the experiences of others.

## Mentorship Meetings

### TEF Alignment:

- **Learning Environment**
- **Instructional Skills**
- **Subject-Matter Expertise**

These informal mentorship discussions are aimed at being geared towards specific areas of expertise. There will be opportunities to chat about teaching in a few different settings: trades, clinical, and lab. There will be an additional round table discussion for those interested in discussing other topics specific to their position.

## Meet Your Campus Community Supports

### TEF Alignment:

- **Learning Environment**

In this session, you'll get to meet representatives from a range of campus services and discover how these services can assist both you and your students, enhancing the learning experience and fostering a supportive, thriving community.

Wednesday, August 14<sup>th</sup>

## Meet Your CTLI Community Supports

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Instructional Skills**
- **Learning Environment**
- **Scholarly Teaching and Scholarship**

In this session, you'll get to meet representatives from a range of services offered by the Centre for Teaching, Learning and Innovation (CTLI) and discover how these services can assist both you and your students, enhancing the learning experience and fostering a supportive, thriving community.

## Accommodate Introduction

### TEF Alignment:

- **Assessment and Evaluation**
- **Instructional Skills**
- **Learning Environment**

Accommodate is the system used by Accessibility Services that connects students, instructors, and Access Specialists. This guided session will show you how to navigate the program so that you are able to locate a list of students registered with Accessibility Services who will be attending your classes, review supports for these students, and sign accommodation letters.

## Lightning Sessions:

### *Integrated Student Supports*

### TEF Alignment:

- **Instructional Skills**
- **Learning Environment**

Explore how Integrated Student Supports uses a holistic approach to assist students by connecting them with essential support services at Lethbridge College. This initiative also promotes collaboration among faculty and specialists, enhancing student success.

### *International Student Services*

#### **TEF Alignment:**

- **Learning Environment**

As one of the first points of contact for international students and their families, International Services connects students with a network of resources and services at Lethbridge College (LC) and the greater community. Learn more about how we support international students and the college community to ensure a successful student experience for all at Lethbridge College.

### *Early Alert w/ Student Affairs*

#### **TEF Alignment:**

- **Learning Environment**

Early intervention often leads to improved student outcomes! Early Alert is a proactive retention initiative designed to connect students with the relevant resources/support needed to reach academic success, relative to each individual student. This system allows instructors to report academic concerns early, prompting tailored and timely outreach from the Student Success Advisor.

### **Centre Orientation Meetings**

This session provides an opportunity for each participant to meet with leadership from their centre to get centre and position specific information and to ask any questions they may have.

### **Letter to Yourself**

#### **TEF Alignment:**

- **Instructional Skill**

This session offers you an opportunity to communicate with your future self as an educator at Lethbridge College. Whether it's advice, a set of goals, or a simple snapshot of your current feelings, this session will help solidify your commitment to continuous growth and self-improvement.

## Work Block: Choose Your Path

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Instructional Skills**
- **Learning Environment**
- **Scholarly Teaching and Scholarship**
- **Subject-Matter Expertise**

This flexible block of time is tailored to meet your needs as a new instructor. You might opt to prepare for your mini lesson facilitation coming up on Friday or you could dedicate this time to completing other micro-credentials of interest or working on your Canvas course.

## Thursday, August 15<sup>th</sup> (Online Day)

### Mini Lesson #3

#### TEF Alignment:

- **Assessment and Evaluation**
- **Instructional Skills**
- **Learning Environment**

In an online session in small groups, you will have the opportunity to deliver your mini lesson and participate in the mini lessons delivered by your peers. You will engage in reflective practice with your colleagues, by giving and receiving constructive feedback.

### Generative AI for Instructors

#### TEF Alignment:

- **Assessment and Evaluation**
- **Instructional Skills**
- **Learning Environment**

This session will give you some hands on experience using generative AI tools such as ChatGPT or Microsoft Copilot. We'll share and try out some incredible time-savers for instructors that will hopefully make your semester even better!

## Student Use of Generative AI

### TEF Alignment:

- **Assessment and Evaluation**
- **Instructional Skills**
- **Learning Environment**

This presentation is one that you can use afterwards with your students! We'll talk about how students can appropriately use AI and give tips that help students and instructors communicate about AI usage.

## “See You Soon” and Reflections

### TEF Alignment:

- **Assessment and Evaluation**
- **Course and Curriculum Design**
- **Instructional Skills**
- **Learning Environment**
- **Scholarly Teaching and Scholarship**
- **Subject-Matter Expertise**

We'll reflect on our collective journey, discuss key takeaways, and explore how we can incorporate them into our teaching practice. But it doesn't end here! We will also preview the monthly follow-up meetings, designed to ensure ongoing support and community as we continue to navigate our teaching paths.