# *Pedagogical training for business school faculty*

# *(6 cr)*

# SYLLABUS

Version 3 (March 29, 2017)

| Instructor’s contact information | Course information |
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| Name: Päivi Kinnunen  E-mail: paivi.kinnunen@aalto.fi  Office: Töölö, A-116  Office Hours: As agreed  Availability: As agreed  Aalto People/Instructor’s Webpage:  <https://people.aalto.fi/index.html?profilepage=isfor#!paivi_kinnunen>  Name: Christa Uusi-Rauva  E-mail: [christa.uusi-rauva@aalto.fi](mailto:christa.uusi-rauva@aalto.fi)  Office: A-408  Office hours: As agreed  Availability: As agreed  Aalto People/Instructor’s Webpage: <https://people.aalto.fi/index.html#christa_uusi-rauva> | Status of the course: For BIZ faculty  Academic Year, Period: 2016-2017, IV  Location: Töölö  Language of Instruction: English  Course Website: https://mycourses.aalto.fi/course/view.php?id=15550 |

1. OVERVIEW

This course is mainly aimed at persons appointed to a tenure track position or the lecturer career system at Aalto BIZ, but it is also open for post doc researchers and PhD students if they are responsible for teaching a course. The participants need no previous pedagogical training.

1. LEARNING OUTCOMES

After the course, the participant is able to:

• Recognize that a variety of issues can impact learning

• Identify and use his/her strengths as a teacher

• Understand a teacher’s role in students’ learning processes

• Understand how educational leadership impacts teaching planning

• Use different methods (such as cases and ICT) in teaching to support student learning

1. ASSESSMENT, GRADING, EXAM FEEDBACK

The course is evaluated pass/fail. Passing the course requires attendance in the contact sessions and completing all the assignments.

1. ASSIGNMENTS AND READINGS

* Five pre-assignments (before each contact session)
* Team assignment related to learning and teaching (20 min teaching session + 1-page abstract)
* Individual teaching practice session (20 min)
* Individual final assignment

All assignment instructions and the required readings for each assignment will be available in MyCourses when the course starts.

1. PRELIMINARY SCHEDULE

| Session | Date | Topic | Visitors | Reading and Assignment Due Date |
| --- | --- | --- | --- | --- |
|  | 8.3. |  |  | **Due:** Pre-assignment 1 |
| 1 | 10.3. | Introduction to university pedagogy | Kristiina Mäkelä |  |
|  | 22.3. |  |  | **Due:** Pre-assignment 2 |
| 2 | 24.3. | Curriculum work: Tools for planning teaching | Pekka Mattila  (teaching at Aalto EE) | **Due in class**:   * Team assignment group 1: activating previous knowledge * Team assignment group 2: learning from best practices in online courses |
|  | 5.4. |  |  | **Due:** Pre-assignment 3 |
| 3 | 7.4. | Using different teaching methods and facilitating interaction | Peter Nyberg  (teaching mass courses engagingly)  Panu Erästö  (using MyCourses extensively) | **Due in class:**   * Team assignment group 3: using icebreakers * Team assignment group 4: facilitating interaction between students and teachers in the classroom |
|  | 26.4. |  |  | **Due**: Pre-assignment 4 |
| 5 | 28.4. | Teaching and writing cases | Tiina Ritvala (practice case)  Ingmar Björkman  (teaching and writing cases, importance of teaching at BIZ) |  |
|  | 3.5. |  |  | **Due:** Pre-assignment 5 |
| 6 | 5.5. | Teaching practice | Mike Baker  (using students as a resource) | **Due in class:**   * Teaching practice session * Team assignment group 5: Giving and getting feedback * Team assignment group 6: Reviewing taught content and assessment |

1. COURSE WORKLOAD

|  |  |  |
| --- | --- | --- |
| Activity | **Breakdown, hours** | **Total time, hours** |
| Classroom hours and time to think | 35+35 | 70 |
| Pre-assignments |  | 45h |
| 1: Write reflection essay | 5 |  |
| 2: Make course syllabus + read 4 articles | 10 |  |
| 3: Prepare short 10-min teaching session, deliver in class | 7 |  |
| 4: Read 2 cases, answer questions on both | 8 |  |
| 5: Write teaching plan for 20-min teaching practice | 15 |  |
| Team assignment |  | 20h |
| Final assignment |  | 25h |
| Total |  | 160h (6 cr) |

1. ETHICAL RULES

Aalto University Code of Academic Integrity and Handling Thereof

https://into.aalto.fi/pages/viewpage.action?pageId=3772443

1. OTHER ISSUES

* Course Policies: Attendance in all sessions is mandatory
* References: APA