

Teaching within RWTH

for academic employees

Please note that these are the mandatory teaching skills development modules for permanent academic employees with a teaching load of at least eight SWS.

Apart from the first and the final meeting, the modules can take place in variable order.

Initial meeting

1 meeting (~ 1hour): getting to know the CLS offers

In the initial meeting we would like to get to know you and let you know about us as contact persons and compartments of CLS. Moreover, you will get an overview of our service offers. Together, we discuss which of our offers are suitable for you.

Following the initial meeting, you decide in which course you see potential for optimization or innovation and take these ideas with you to the first meeting of the updating project.

Updating Projekt

2 meetings (1 hour each): change of a course

1. Exchange about the chosen course and specific project definition.

Together with you, we analyze the current status of your course and develop individual questions and goals. Based on these, a concrete project for the optimization of your entire course or individual aspects will be derived. Subsequently, you put the project into practice. Using specific guiding questions (format template), you reflect on your approach and record your findings.

2. Reflection meeting

Based on your findings, a summary of the transfer project and its implementation is drawn together. Furthermore, an exchange about future options for action takes place.

We are available for additional consulting appointments at any time.

Teaching Trends

Number and duration of meetings vary according to the event offers.

RWTH offers a broad training scope for employees. In the [event data base](#), please select and register for at least one of our ExAcT events, depending on your area of interest.

Updating event

Participation in at least one event

In order to exchange ideas on organizational and content-related topics within RWTH, especially in the context of teaching, we offer exchange formats that are individually adapted to your needs, such as the Lunch Lehre or a digital coffee break.

Evaluation

2 meetings (1,5 hours in total): TAP (Teaching Analysis Poll) evaluation of your course

1. meeting (0,5 hours): Implementation in the course
2. meeting (1 hour): Debriefing and specification of the development potential incl. discussion of possible solutions

To evaluate changes in your course, we would like to perform a TAP with you.

What is a TAP?

TAP is a qualitative and interactive feedback format, in which there is a direct exchange between TAP facilitators and students. This way, the students can evaluate the course actively, but anonymously (without teaching personnel present). Since TAP takes place in the middle of the semester, students have the opportunity to help shape the teaching and learning process, and you as the instructor can implement the feedback directly into the current course. In addition to the EvaSys evaluation at the end of the semester, TAP represents a qualitative complement to the „classical“ teaching course evaluations, where the results can be implemented immediately.

Due to COVID-19 and thus digital teaching, we now offer the original TAP (which takes place in presence) as digital TAP (digiTAP).

You can find more information on the process of TAPs and digitTAPs [here](#).

Final meeting

1 meeting (~ 1 hour): Final exchange

In the final meeting, you and we will summarize the training measures and discuss where you and your employees can benefit from the CLS service in the long term.

If you have any questions about the modules, please contact info@exact.rwth-aachen.de.