

Services for the Support and Advancement of Teaching – A Road Map

A guide to help you navigate and access teaching support services across Seneca College.

Information related more generally to “working at Seneca” is provided locally by the Schools and/or by specific departments such as HR, Facilities, Security, Print Shop, etc. Please visit MySeneca for links to all these departments.

Teaching Support Service	Description and/or Examples	Contact	Ext.
Subject Development			
Developing a subject outline and addendum	<ul style="list-style-type: none"> Write and align learning outcomes with the program/subject descriptions. Build on the knowledge of the college context and work place environment. Work with subject outline templates and college policies. Develop a topic outline. 	Bev Brewer	2883
Library resources & services to support subjects	<ul style="list-style-type: none"> Access to print, electronic, and audio-visual resources at Seneca Libraries. Library instruction classes or one-on-one for faculty and students. 	Liaison Librarians http://tinyurl.com/yub2nc	
Teaching Strategies			
Selecting teaching strategies; general	<ul style="list-style-type: none"> Deliberation about teaching and learning that align with the: <ul style="list-style-type: none"> essence of the discipline subject's learning outcomes learners teaching contexts (class size, field placements, labs). Creating a positive learning environment. 	Bev Brewer	2883
Integrating accommodations into teaching	<ul style="list-style-type: none"> How to incorporate a student's Accommodation Letter into teaching without compromising academic integrity. Professors may also wish to speak to the counselor noted on the letter for further support. 	Kevin Reinhardt Sherri Parkins	2900 6137
Integrating other accommodations (family, religion)	<ul style="list-style-type: none"> How to incorporate accommodations requested by students in regards to: <ul style="list-style-type: none"> family obligation religious holidays or practices. 	REDC Newnham REDC King REDC S@Y REDC Markham	2078 5008 3088 7470
Using MySeneca tools in teaching	<ul style="list-style-type: none"> Communication tools: Discussion groups, blogs, wikis, groups. Content Tools. Assessment Tools; SafeAssign, Test Manager. Grade Centre. Links to online resources, voice tools, communication and collaboration. 	Valerie Lopes	2111
Integrating technology in teaching strategies	<ul style="list-style-type: none"> The integration of educational technologies in teaching and learning. Some examples include: <ul style="list-style-type: none"> virtual learning environments and course management systems blogs, wikis, games, clickers, pod casting and web casting alternative assessment strategies open educational resources. 	Kevin Pitts	3462
Assessment of Student Learning			
Creating tests, exams, assignments...	<ul style="list-style-type: none"> Explore a range of formative and summative approaches to assessment of student learning. Align assessment strategies with learning outcomes. Apply principles of inclusive teaching and learning. 	Bev Brewer	2883
Assessing group work	<ul style="list-style-type: none"> Investigate a broad range of group work strategies. Examine aspects of cooperative and collaborative learning. Provide group work skills. Providing and receiving feedback in group work. 	Bev Brewer	2883
Developing, using rubrics	<ul style="list-style-type: none"> What is a rubric? When is it best to use a rubric? What are the essential components of a rubric? How do rubrics enhance student understanding about learning outcomes and expectations on assignments? 	Bev Brewer	2883
Creating research assignments	<ul style="list-style-type: none"> Course-related research assignments that utilize Seneca Libraries' resources and services. 	Liaison Librarians http://tinyurl.com/yub2nc	
Incorporating accommodations in assessment strategy	<ul style="list-style-type: none"> Specialized technology or assessment considerations. Help on how to have students demonstrate the same learning outcomes while respecting their accommodations. 	Kevin Reinhardt Sherri Parkins	2900 6137
Academic Honesty	<ul style="list-style-type: none"> Guide to Research and Citation, Academic Honesty Plagiarism Tutorial, MLA/APA Tutorials, Research Success Tutorials Centre for Academic Integrity SafeAssign 	Tutorials- Jennifer Peters-Lise Liaison Librarians http://tinyurl.com/yub2nc	2070

Teaching Support Service	Description and/or Examples	Contact	Ext.
Teaching Materials			
Creating, using/integrating learning objects	<ul style="list-style-type: none"> • Create multi-media lessons, games for learning, web-based learning activities. • Search, retrieve, adapt, use existing learning objects. 	Kevin Pitts Dawn Mercer	3462 3086
Course pages	<ul style="list-style-type: none"> • Create a list and seamlessly integrate full-text library and web resources into your course. 	Liaison Librarians http://tinyurl.com/yub2nc	
Online course readings	<ul style="list-style-type: none"> • Online access to your required, recommended and supplementary readings online or from the library. 	Jennifer Peters-Lise	2070
Basic software skills	<ul style="list-style-type: none"> • Microsoft Office suite: <ul style="list-style-type: none"> - Excel - PowerPoint - Word. 	Joseph Crangle	6854
Information Literacy	<ul style="list-style-type: none"> • Provide classroom or in-office instruction covering: <ul style="list-style-type: none"> - information/multimedia research - library resources and web search tools, including source evaluation. • Provide strategies for information literacy inclusion in subject learning outcomes. 	Liaison Librarians http://tinyurl.com/yub2nc	
Copyright	<ul style="list-style-type: none"> • Legally integrate copyright protected materials (text, images, videos, etc.) into learning environments. 	James Buczynski	3159
Alternative textbooks	<ul style="list-style-type: none"> • Students with a 'print disability', with the help of counselors, a learning strategist, and assistive technologists can arrange the acquisition of alternative formats. 	Kevin Reinhardt Sherri Parkins	2900 6137
Classroom Teaching			
Teaching in the classroom	<ul style="list-style-type: none"> • How does your teaching philosophy play out in the classroom? • Exploration of teacher identity and teacher roles, teacher-as-reflective practitioner and classroom practice in a changing world. • Guided exploration of theory/practice. 	Bev Brewer	2883
Managing student behaviour	<ul style="list-style-type: none"> • For assistance in the interpretations and application of the students' rights and responsibilities, in the classroom, and / or with the Faculty Guide to support classroom management, contact the REDC. 	REDC Newnham REDC King REDC S@Y REDC Markham	2078 5008 3088 7470
e-Learning			
Designing and teaching online or blended courses	<ul style="list-style-type: none"> • Effective use of technology to enhance teaching and learning; e-learning consultation; instructional design; web/media production. 	Kevin Pitts	3462
Using MySeneca	<ul style="list-style-type: none"> • For assistance in maximizing the use of MySeneca features. 	Valerie Lopes	2111
Academic Research			
Research	<ul style="list-style-type: none"> • Information on action research in your class. • Research projects on teaching and learning. • Student capstone research projects. • Ethics review. • Research within Applied Degree Programs. 	Dawn Mercer	3086
Research Support	<ul style="list-style-type: none"> • Conduct literature reviews (find articles, books, websites) in a variety of subject areas and disciplines. • Support the legal and ethical use of information and multimedia. 	Liaison Librarians http://tinyurl.com/yub2nc	
Classroom Environment			
Audio-Visual	<ul style="list-style-type: none"> • Access AV hardware and software such as: <ul style="list-style-type: none"> - videos, DVDs, data projectors, laptops, digital cameras, Clickers, etc. • Determine the status of e-classrooms and operating instructions using the MySeneca Electronic Classroom Status module. • Access to: <ul style="list-style-type: none"> - viewing facilities, video-editing services, production support. 	A/V Newnham A/V King A/V S@Y A/V Markham	2065 7521 3054 5110