What can ITLAL do for Graduate Students?

ITLAL provides a number of services to help graduate students improve their teaching and prepare for productive and satisfying academic careers.

Courses in Teaching and Professional Development
ITLAL offers three courses to help graduate students planning for faculty careers. Each is offered once a year and may be taken for 0-1 credit hours.

⇒ Seminar in College Teaching (Fall offering)
   This course provides an overview of the scholarship of teaching and learning, emphasizing the skills and knowledge necessary to design and teach a course that effectively facilitates student learning.

⇒ Preparing for the Professoriate (Spring offering)
   Students in this course develop a working knowledge of the typical expectations made of a new faculty member, what it means to be a professional academic, the American system of higher education, and the processes common to tenure-track academic positions.

⇒ Becoming a Reflective Teacher (Fall offering)
   Students in this course develop a familiarity with scholarship and techniques to help them develop as reflective teachers and to construct a teaching portfolio that can be used as part of a job search and as the basis for a professional portfolio.

Future Faculty and Teaching Development Program
The FFTDP is a long-term program (designed to be completed over 2+ years) to help students prepare for success in faculty careers. Participation is open to students who have taken at least one of the courses. Participants also attend workshops, sustain a six-month relationship with a mentor, perform service and create and revise a teaching portfolio. See our website (itlal.org) for application materials.

Future Faculty Leadership Council
The mission of the UAlbany Future Faculty Leadership Council (FFLC) is to create successful faculty members by empowering UAlbany graduate students to enter the job market and progress through the tenure process with confidence. This will be accomplished via peer support in several areas.

A) The orchestration of professionalization efforts across departments through the sharing of information and best practices in the following:
   1. Job seeking, interviewing, portfolios, etc., across departments and disciplines
   2. Teaching and course design in higher education settings
   3. Scholarly productivity and time management

B) Encouraging networking and cross-campus communication and collaboration

C) The continued assessment of student needs

To learn more about the FFLC, visit the Future Faculty at UAlbany blog at uafuturefaculty.blogspot.com.

Academic Job Market Workshops
ITLAL job market workshops are designed to help graduate students face the job market with confidence. Participants leave these sessions with a better understanding of the processes and rhythms of the job market and strategies for representing themselves effectively in documents like CVs and cover letters. These workshops are designed to familiarize graduate students with basic expectations and help them move past the awkward early stages of documenting their work so that they can be prepared before soliciting more specific feedback from faculty in their own fields.

Teaching Workshops
ITLAL workshops are designed to replicate for participants the experience of active, inquiry-driven learning so that they might begin to envision how these methods or strategies could work in your own classroom. These events also present opportunities for graduate students to build community across the university by interacting with colleagues outside their home departments. ITLAL events often feature the work of UAlbany faculty and graduate students who have been successful at instructional innovation.

Special Event: College Teaching Symposium
ITLAL and the Future Faculty Leadership Council (FFLC) present the CTS as a way of helping graduate students focus their thinking on teaching before classes begin. This full-day event features presentations and...
roundtables, most developed and delivered by experienced graduate student instructors, focused on best teaching practices and issues relevant to future faculty. This event is offered every fall on the Friday before classes begin.

**Special Event: Summer Teaching Boot Camp**
ITLAL supports the Future Faculty Leadership Council in presenting a one-day workshop to prepare first-time instructors who will be teaching in the summer. This event is offered every May on the Wednesday after Spring Semester is over.

**One-on-One Consultations**
Sometimes you need to talk with someone about teaching or the academic job market. If you have questions that you don’t feel comfortable discussing with someone in your department, a member of the ITLAL staff is available to consult with you. The consultation process offers such services as assistance with course and learning activity design, direct feedback on assignments, help with documentation, data collection on your innovations and the preparation of materials for the job market.

**Feedback on Teaching**
One of ITLAL’s most requested services is the Early Semester Survey, a rapid, anonymous survey intended to generate actionable data on how students are responding to an ongoing course. Graduate students can request a live observation of a class meeting or even a focus group interview of a class, for purposes of collecting data on a specific teaching practice, or for overall reflection on how one is teaching. ITLAL can also make arrangements to support students who would like to reflect on their own teaching by recording a class session. These are all effective ways to verify the success of a teaching strategy, as well as to build your teaching portfolio.

**Teaching Portfolios**
More and more job ads are requesting “evidence of teaching effectiveness” and teaching portfolios as part of the application process. Creating and maintaining a portfolio helps future faculty keep track of and better communicate their teaching experiences and is excellent preparation for academic job interviews. ITLAL offers support for making key decisions about how to curate the elements that belong in a portfolio.

**Instructional Technology**
It’s hard to escape the influences of technology on teaching and learning. Not having a web presence is less and less an option. Making mediated materials (recordings, web texts) available to students is fundamental to the college courses of the 21st century. ITLAL provides services to help instructors make the most effective use of instructional technologies.

**Media Conversions**
ITLAL offers services that allow you to digitize your existing media into formats that can easily be made available for students in your courses. The new campus-wide streaming media service is Ensemble Video. Ensemble is a content management system that allows you to upload audio and video files and manage your own content. Student access to your content can be managed through Blackboard. Bring your materials to ITLAL and we’ll help you do the rest!

**Clickers**
ITLAL is the first stop for support for instructors who want to use clicker technology in the classroom. Clickers are wireless handheld devices that allow instructors to poll students live during class time, for active learning, quizzes, and other functions. ITLAL’s Clicker service includes training in the technology, materials to help in the development of clicker questions and discussion management, and administrative assistance with coordinating an instructor’s clicker plans with the University bookstore.

**Web Resources**
ITLAL’s website contains a wide array of resources for graduate students who are teaching and planning faculty careers. Please visit itlal.org and click on the “For Graduate Students” tab to take advantage of this information.

**Finding ITLAL UNDERGROUND**
We are located in LI B69, on the lower level of the main campus between the University Library and the Business Administration building. Use the outdoor stairwell leading down from the podium level (marked by the “X” on the map). At the bottom of the stairway make a U-turn and enter the building through the door under those stairs. ITLAL will be directly in front of you.