



OFFICE FOR THE ADVANCEMENT OF TEACHING

Ref. No. OAT-OVCAA-RMT 17-107

30 October 2017

For : Deans, Directors, and Heads of Academic Units

Subject : 8-12 January 2018 Teaching Effectiveness Course (TEC)

The Office for the Advancement of Teaching (OAT). Will be conducting the next Teaching Effectiveness Course (TEC) for the 2nd semester AY 2017-2018 on **8-12 January 2018** at the Teodoro Room, 3rd Floor, UP Institute for Small-Scale Industries (UP-ISSI).


The TEC is a 5-day (40 hours) experiential course leading to the design, development, try-out and revision of teaching plans. The activities are highly structured and cumulatively sequenced to achieve the intended learning outcomes (e.g., design of an effective teaching plan). The course is open to regular faculty, lecturers, teaching assistants, and teaching fellows. Priority is given to new faculty members but more experienced faculty members who wish to be updated on teaching approaches may also join the TEC.

All TEC sessions will start at 8:00 a.m. and end at 5:00 p.m. The course is free of charge but pre-registration is required. Due to the limited slots, we can only accept those who are **seriously interested and committed to attend the entire 5-day training**. Participants will be provided with lunch, snacks, and course kit. A certificate will be awarded to those who will complete the 5-day course.


We would greatly appreciate if you could immediately disseminate information about the TEC schedule to your faculty so that those interested could calendar the activity. We would be grateful receiving the list of interested faculty from your unit on or before **15 December 2017**, attached the **commitment/registration form**. Please email the list together with the said form to ovcaa.oatdiliman@up.edu.ph. Participants can also signify participation in this link: tinyurl.com/TECJanuary2018CommitmentForm.

Thank you very much.

Truly yours,


Rosella M. Torrecampo
Director 20/10/17

Noted by:


Evangeline C. Amor, PhD.
Vice-Chancellor for Academic Affairs



OFFICE FOR THE ADVANCEMENT OF TEACHING

REGISTRATION/COMMITMENT FORM

TEACHING EFFECTIVENESS COURSE

8-12 January 2018, 8:00 AM - 5:30 PM

Kindly fill out and sign this Form if you are committed to attend the entire 5-day Teaching Effectiveness Course (TEC). Please send the accomplished Form directly to the Office for the Advancement of Teaching (Room 101, DILC Bldg., R. Magsaysay Ave. cor. G. Apacible St.), by fax (981-8500 local 2562), or through email (ovcaa.oatdiliman@up.edu.ph). Thank you!

Name:		
Nickname:	Gender:	
Department/College/Unit:		
Highest degree earned:		
Number of years teaching in UP:		Rank:
Office phone	Mobile phone:	Email:

Why are you attending this course?

What do you expect to learn from this course? Please be specific.

Signature