



GENERAL INDUCTION PROGRAM FOR NEW INSTRUCTORS AT CETYS UNIVERSITY

Description:

A required course directed to instructors, delivered before the start of classes, who for the first time give a lecture in CETYS University; it mainly revises the educational model and their pedagogical duties, as well as faculty support services, like Blackboard, information systems, faculty assessment, and administrative aspects of the course. It is developed in 3 or 4 days, in the evening, covering a total of 10 to 12 hours.

Learning Outcomes:

The course is structured in a way that, by the end of the course, the learning outcomes are that the instructor of CETYS University will adequately understand the institutional educational model and their pedagogical principles. Therefore, the fields, the learning and the learning assessment process will be identified within the course's environment.

Program:

Duration	Topic	Description	Who's in charge?
15 minutes	Welcome	Presentation of participants, each instructor is introduced (name, course to be delivered, why he/she teaches, etc.) and presentation of the Induction Program.	Academic Improvement and Development Center
1 hour	Humanism and values	The instructor will reflect on the Mission, Vision and the System Values in the school and the course's environment, through the application of some exercises that identify the profile of the ideal instructor and CETYS' graduates.	College of Humanities and Social Sciences
1 hour	CETYS Educational Model	The instructor will understand the impact of each learning process and the fields in the school and the course; they will also differentiate the educational model at CETYS and the traditional model.	Academic Improvement and Development Center
45 minutes	SERP – Instructor Assessment and Compensation System	Emphasis is made in the assessment of the educational model's assessment and the instructor assessment process, as well as administrative implications.	Academic Improvement and Development Center

3 hours	Blackboard as supporting tool of the education process.	The instructor will learn to use the basic Blackboard tools and will be able to upload information for the course on line (course program, announcements, some presentations, etc.) This is carried on in the computer lab.	Information Systems
30 minutes	Institutional e-portfolio (PEI) and Academic Information Portal (PIA)	The instructor will know the official information consultation systems and the evidence of the teaching-learning process, understanding the importance of learning assessment.	Information Systems
2 hours	Induction to Library and Information sources	The instructor will know about the library's services, as well as access to information sources	Library
30 minutes	The instructor and the institutional tasks	The instructor will have the necessary information regarding the administration of a course, such as completion of attendance rosters, school calendar, academic regulations, etc.	Scholar Registrar
30 minutes	CETYS Organization	The instructor will know the organizational structure of CETYS University, as well as the semester events (teacher's day, mother's day, etc.), additionally, a virtual or real tour will be made, so they can locate, the different departments, classrooms, etc.	Human Resources
30 minutes	Faculty support services	The instructor will know the Academic Improvement and Development Center, and the educational process support, like faculty training program; notify instructors of the semester courses.	Academic Improvement and Development Center

Operation:

The course will be delivered before the start of classes, so instructors have time to plan lessons according to the school calendar, and clear out doubts that may result; variation in the program can be due to the order of the topics and adjustment in the duration of the minutes the course lasts. In addition, it is important to deliver the following materials:

Instructor's Guide (CD)

- ✓ School Calendar
- ✓ Students' Code of Conduct
- ✓ Notice of tardiness
- ✓ *Arquetipos* magazine
- ✓ *Vocetys* newspaper

A suggestion is that hors d'oeuvres be served during the course and instructors be given a welcome present (a mug or pen from CETYS), as well as notifying the Communication Department to be at the event and take a group picture.

Comment: The invitation for new instructors to attend the induction course is responsibility of each Dean of College.

Assessment:

At the end of the course, the following assessment will be made:

It is important to CETYS University to know your opinion. That is why we ask you to respond to the following questions to improve our service. Mark with an **X** the column that best describes each aspect's performance.

Aspects	Poor	Average	Good	Excellent
Content				
Presentation				
Materials				
Organization				
Usefulness				

Mark with an **X** the column that best describes your understanding of each topic.

Topic	Topic clear	Topic confused	Topic clear, but I need more thoroughness
Mission, Vision and Values System			
Learning Process			
Fields			
SERP Instructor Assessment and Compensation System			
Blackboard			
Institutional E-Portfolio (PEI) and Academic Information Portal (PIA)			
Library and Information Sources			
Scholar Registrar			

For future induction programs, as a new instructor, what would you expect from the course?

Suggestions and comments:
