

# Resources for Teaching

Providing leadership, advocacy, support,  
faculty development, and instructional services  
for teaching and learning excellence



UNIVERSITY of WYOMING

JOHN P. "JACK" ELLBOGEN CENTER  
FOR TEACHING AND LEARNING



# Programs and Resources



Meg Flanigan Skinner,  
Director



Cathy Gorbett,  
Staff Assistant

The Ellbogen Center for Teaching and Learning (ECTL) provides leadership, advocacy, support, faculty development, and instructional services for teaching and learning excellence. The ECTL serves all members of the university teaching and learning community and sponsors over one-hundred programs during the course of a year. We invite active collaboration and are pleased to co-sponsor events. Contact us by phone or email to develop plans for co-sponsorship. All of our programs and services are free.

**Workshops and Colloquia** Teaching workshops are offered as single sessions or in multiple blocks on such topics as classroom technologies, constructing and evaluating tests and assignments, teaching critical thinking, and revising a course. For university-wide colloquia, we invite nationally renowned experts to conduct plenary sessions, and we organize breakout sessions featuring the work of UW faculty.

**Book Discussions** We purchase and distribute free copies of selected book titles, engage book discussion leaders, and advertise a time and setting for extended discussion of each book. We welcome suggestions for titles and for co-sponsorship of discipline-specific book discussions.

**Grant Programs** With internal and external funding, we co-sponsor a variety of grant programs that involve groups of cross-disciplinary faculty. Watch our Web site for information on grants related to the teaching of ethics, the use of classroom technologies, assessment projects, and course redesign.

**Programs for New Faculty** Each year we create a series focusing on topics that support new faculty in their first years of teaching at UW. The series schedule is available on our Web site. Every fall, all new faculty and lecturers receive an ECTL tote bag with best-selling books on teaching.

*Cover/page headers: "Sky Painting" by Brandon Russell, Oil 96 x 48, 2011 UW Libraries Student Art Purchase Award*



**Programs for Graduate Students** We are the home department for GRAD 5910, a three-credit S/U course that provides graduate students with a broad introduction to the teaching profession. We co-sponsor the symposiums on teaching and learning for all new graduate teaching assistants, and we create a year-long series of seminars and workshops for GAs.

**Online Resources and Lending Library** We have developed a wealth of resources about teaching and learning that are available on our Web site. Our library, located in Coe 510, contains hundreds of books on teaching and learning. Visitors are welcome any time during our regular office hours. We are happy to assist with research on teaching.

**ECTL Off-Campus** Instructors not based in Laramie may be able to participate in our programs through IP videoconferencing, voice-over IP, or telephone. We podcast or WyoCast some of our events. We also co-sponsor programs that are held at sites across Wyoming. Contact us by phone or email to connect through distance technologies or to arrange for co-sponsoring a program.

**ECTL Connections** Sign me up! To ensure that we continue to offer sessions that are meaningful at all levels of faculty development, please go to our Web site and indicate your areas of professional development interest.



Athena Kennedy,  
ECTL Graduate Associate

*“Being a GA and having been given a class where I am the principal instructor, the GA discussion we had today brought light to many of my concerns and dilemmas so far.”*

Jennifer Leilani Erickson  
MM of Vocal Performance

**[www.uwyo.edu/ctl](http://www.uwyo.edu/ctl)**

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# Consultations and Assessments

*“I have looked to the ECTL for instructional and assessment advice over and over. Among the most helpful services are the mid-semester evaluations that the ECTL staff coordinated for my classes for several semesters. They have allowed me to make minor adjustments mid-semester that have yielded major rewards for my students and me.”*

Jill Lovato, Haub School of Environment and Natural Resources

One-on-one consulting constitutes a significant part of the ECTL's services to the UW community. All staff members are available for consulting. For more information about these services, or to make an appointment, contact the ECTL's main office.

**Teaching Consultations** Popular topics for consultations include revising an assignment, making a syllabus adjustment, altering evaluation methods, or adding technology components to a course. We can also help review an entire course, including the syllabus, the exams and assignments, and student teaching evaluations.

**Mid-semester Student Feedback** A short assessment at mid-semester can provide a reality check, and students will appreciate being asked for feedback. The assessment takes 15 minutes of classroom time to survey students on no more than two or three questions. We provide a written summary of students' responses before the next class period.

**Classroom Observation** A formal classroom observation can help determine what is working well and what needs changing in future semesters. The process involves an initial consultation in addition to a designated time for a live observation or for a videotape setup. The process concludes with a detailed written summary and analysis. Observations can be scheduled for courses at the Laramie campus and for Outreach School courses.

[www.uwyo.edu/ctl](http://www.uwyo.edu/ctl)

For more information about these services, or to make an appointment, call (307) 766-4847 or email [ellbogenctl@uwyo.edu](mailto:ellbogenctl@uwyo.edu).

# The Writing Center

The Writing Center works with writers and instructors across UW both on and off campus. The best way to access services is to make an appointment by calling 766-5250 or visiting the Web site. The Writing Center is located in Coe 302 next to the second-floor student computer lab. Hours are 9 a.m.–4 p.m. Monday through Friday with reduced summer hours.

**Writing Assistance** We offer assistance at all stages of the writing process from the prewriting stage to the final editing. We also assist with all kinds of writing, including classroom assignments, applications and personal statements, theses and dissertations, resumes, articles for publication, conference presentations, and grant proposals. A portion of the appointment schedule every week is designated for students in ENGL 1010 courses.

**Classroom Workshops and Consultations** We offer ten-minute presentations for classes to introduce Writing Center services, given in the classroom or at the Writing Center. We also develop longer workshops designed to help students with writing assignments. We assist faculty with designing or revising writing assignments, developing writing-intensive courses, creating rubrics, and providing feedback on student writing.

**Online and Onsite Resources** The Writing Center library contains a variety of general and specialized resources. The Writing Center Web site contains information on citation and documentation, grammar and punctuation, and avoiding plagiarism.

[www.uwyo.edu/writingcenter](http://www.uwyo.edu/writingcenter)

Coe Library, Room 302  
(307) 766-5250 • [writing@uwyo.edu](mailto:writing@uwyo.edu)  
Margaret Garner, Director  
(307) 766-5004 • [mgarner@uwyo.edu](mailto:mgarner@uwyo.edu)



Margaret Garner, Director

*“Working with students one-on-one helps me understand their big-picture goals. I discover that students have sharp ideas but haven’t yet figured out how to clearly structure them. Those are the best conferences because the writer actually leaves feeling excited about moving forward.”*

Rick Fisher,  
Department of English

# Instructional Media Services



Andy Bryson, Coordinator

*“Use of WyoCast has led to richer discussions in class. I enjoyed it so much, I am requesting it again next semester. I thought it was so beneficial to me and my students.”*

Catherine Ross,  
Communication Disorders

Instructional Media Services assists the UW teaching community in the creation of instructional materials and use of technologies to enhance teaching and learning. Hours are 8 a.m.–4 p.m. Monday through Friday, with reduced summer hours.

**Production Services and Assistance** We are happy to provide DVD and CD duplication and to assist with archiving and repurposing of instructional media (VHS to DVD, for example). In our lab, we consult with and assist faculty and their student assistants with digital audio and video production.

**Classroom Technologies** At the beginning of every semester, we offer a regular schedule of one-on-one and group workshops for practice with the technologies in any campus classroom. We assist with classroom response systems (“clickers”) and provide support for IP videoconferencing services.

**Lecture-capture Technologies** We administer the university’s Apple iTunesU site for podcasting and help instructors to use this technology. We also schedule the WyoCast lecture-capture system, which provides server-based delivery of video and audio streams.

**Instructional Technology Loan Program** We provide several devices for checkout: camcorders and audio recorders with accessories; a zone free DVD player; a slide projector; a speaker phone; a portable PA system; and a classroom response system (“clickers”) for up to 40 participants. Contact Andy to reserve a time for checkout.

[www.uwyo.edu/ctl/IMS](http://www.uwyo.edu/ctl/IMS)

Andy Bryson, Coordinator  
Coe Library, Room 510 F  
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# Instructional Computing Services

Instructional Computing Services (ICS) assists faculty in the exploration, creation, and assessment of electronic teaching materials. We provide help on all operating systems. Hours are 9 a.m.–4 p.m. Monday through Friday, with reduced summer hours.

**Course Web Sites** We manage and assist with UW's three online course platforms that are intended as supplements to classroom courses: Course Studio, eCompanion, and WyoSakai.

**Web Sites and Services for Teaching** We help faculty with the Course Sites in WyoWeb (the UW intranet) and with public document services such as Google Docs, Google Wave, and WordPress.

## **Authoring Applications and Digital Materials for Teaching**

We advise and assist with the development and delivery of Web materials and presentations, often for PowerPoint, but also for alternatives such as Slidy and HTML editors. We help with scientific and mathematical typesetters and document processors such as TeX and diagramming software such as Xfig and Creately.

**Workshops** We offer regular introductory workshops, which are the best way for instructors to learn the rudiments of teaching technologies, and we are happy to give brief demonstrations or workshops to departments or other groups.

[www.uwyo.edu/ctl/ICS](http://www.uwyo.edu/ctl/ICS)

Robin Hill, Coordinator  
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Robin Hill, Coordinator



Meg Van Baalen-Wood,  
ECTL Faculty Associate

*Faculty use supplemental course Web sites in over 500 courses that serve more than 18,000 students. The ICS Web site contains everything on how to get started.*



## John P. "Jack" Ellbogen Center for Teaching and Learning

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# CTL JOHN P. "JACK" ELLBOGEN CENTER FOR TEACHING AND LEARNING

The Ellbogen Center is happy to provide accommodations for those who have special needs. Please call or e-mail us to assist with planning.

(307) 766-4847 • Fax (307) 766-4822 • [ellbogenctl@uwyo.edu](mailto:ellbogenctl@uwyo.edu) • [www.uwyo.edu/ctl](http://www.uwyo.edu/ctl)

*Persons seeking admission, employment or access to programs shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation or political belief.*

*Graphic design by Elizabeth Ono Rahel • 2011/3M/BG*