



PROGRAM DETAILS

You want to gain teaching experience and improve your didactic skills?

Your students seem uninterested?

You are uncertain about the local teaching culture?

Then join the International Teaching Professionals (ITP) program!

In this well-structured training program for both international PhD candidates and postdoctoral researchers and German researchers aiming for an international academic career, you will learn how to successfully master the challenges of teaching in higher education. Furthermore, you will get the opportunity to network with other university teachers from different research fields to learn about other approaches to teaching.

The main components of the program are:

1. DIDACTIC TRAINING

Didactic experts will hold eight workshops on different teaching topics in English. They will help you to build up your pedagogical knowledge and systematically professionalize your teaching activities. Attending the workshops is mandatory for all selected program participants.

In addition to this mandatory workshop program, the Potsdam Graduate School offers you optional, complementary workshops on teaching-related topics. You are welcome to participate if you are interested.

You will find a list of the mandatory workshops [here](#).

2. PRACTICAL TEACHING PROJECT

In order to put theoretical ideas into practice, you will teach your own course, usually at the University of Potsdam during the summer semester of 2022. The course should cover 1-2 semester hours per week and have a close connection to your research field.

3. MENTORING

Before starting the program, you have to search for your own mentor who will support you in navigating the teaching culture in your discipline. Your mentor should be an experienced teacher in higher education. The mentor will guide you during the conception and realization of your practical teaching project to develop teaching competence in the academic context. Before the teaching period starts, you will discuss your preferred teaching concept and find ways to implement it. The mentor provides subject-specific guidance and visits your course 1-2 times per semester to give feedback.

Please find a detailed description of the mentoring for you and your mentor [here](#).

4. NETWORKING

The planned networking with peers will consist of two components: the ProTeaching forum and the mutual teaching observation. In the ProTeaching forum, you will have the opportunity to exchange ideas with other participants and reflect on your role as a teacher. The Potsdam Graduate School provides a space for this regular gathering. An expert can be present in the forum meetings if desired. You will conduct the mutual teaching observations at least once during the summer semester in order to give and receive feedback on teaching performance.

These components will help you to reflect on your individual competences and to develop a professional self-concept. In the program, you will work on your profile that covers both research and teaching aspects and strengthen the link between these two performance areas. Furthermore, the networking program will provide you with didactic and methodological expertise and help you to design student-centered concepts for a course in close connection with your own field of research. As a result, the newly acquired options support effective teaching and more successful communication with students in the classroom.

FURTHER DETAILS

Please see the additional information below:

- ✓ **Application procedure:** Please have a look at the flowchart on the [ITP website](#) to learn more about the application procedure
- ✓ **Group:** The ITP program admits 10-12 participants per cycle.
- ✓ **Period:** The program usually runs from August 2021 until July 2022
- ✓ **Childcare:** If needed, free childcare for the workshop times can be arranged in Potsdam.
- ✓ **Certificate:** You have to complete all components of the program and write a reflection (4-8 pages) in order to receive the certificate.



- ✓ **Language:** In order to successfully take part in the program, you must be fluent in English.
- ✓ **Funding:** Funding is available on the basis of membership in the Potsdam Graduate School. In order to compensate for the additional workload in connection with program participation, financial support can be offered in the amount of 1000 € (e.g. for travel/publication/proofreading costs).
- ✓ **Selection procedure:** A multidisciplinary jury will select you according to the following criteria: motivation and engagement, prospects for successful participation in the supplemental qualification program, existence and feasibility of a teaching project in the English language, and completeness of formal requirements regarding the application documents.
- ✓ **Questions:** If you have any questions, please do not hesitate to contact the program coordinator Marie Schneider.



Marie Schneider

Program Coordinator
International Teaching Professionals

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PROGRAM SCHEDULE

August 20 2021	Introductory Meeting
August 30+31 2021	Workshop 1 The Basics of Teaching and Learning in Higher Education Trainer: Dr. Merlinda Dalipi
September 2021 - March 2022	Program accompanying workshop Level UP - Creating Digital Teaching Self-Paced E-Learning
September 7+8 2021	Workshop 2 Diversity-sensitive Teaching in Higher Education Trainer: Dr. Cassandra Ellerbe
In November 2021	ProTeaching Forum
November 30 2021	Workshop 3 Deepening your Teaching Skills Trainer: Dr. Eva Reichmann
January 14 2022	Workshop 4 Advising Students in Higher Education Trainer: Dr. Sabine Brendel
January 24 2022	Workshop 5 Competence-Oriented Examination Based on Constructive Alignment Trainer: Dr. Sandra Linke
March 15 2022	Workshop 6 Feedback on the Concept of the Practical Teaching Project Trainer: Dr. Eva Reichmann
In May/June 2022	ProTeaching Forum
In July 2022	Workshop 7 Reflection
Summer semester 2022	Own Teaching Project

PROGRAM COSTS

	University of Potsdam ¹	Partner ²	External
Co-Payment by Applicant	per workshop 20€ (PhD candidates)/30€ (postdoctoral researchers) → 140€/210€ in total ³	contact partner institution for details	contact partner institution for details
Program Costs	For doctoral and postdoctoral candidates at the University of Potsdam, the UP covers the program costs.	The respective institution should cover the program fees. Please check prior to registration whether a cost absorption of 1,908€ is possible. Confirm this on the prepared form below and attach it to your application.	The respective institution should cover the program fees. Please check prior to registration whether a cost absorption of 2,289€ is possible. Confirm this on the prepared form below and attach it to your application.

1 Applicant must be a PoGS member.

2 Please find the list of partners [here](#).

3 Payment in installments possible.

COST COVERAGE DECLARATION FOR THE ITP PROGRAM

FOR MEMBERS OF A PARTNER INSTITUTION OF THE POTSDAM GRADUATE SCHOOL

Please have your institution complete this form and submit it with your application:

Institution: _____

Contact Person: _____

This is to confirm that the above-named institution is aware that

_____ (applicant name) is applying for the International Teaching Professionals (ITP) 2020/21 program. The institution supports the application and is willing to cover the program costs in the amount of **1,908€**. In case of a successful application, an invoice will be issued by the Potsdam Graduate School.

Place, date, signature and stamp

COST COVERAGE DECLARATION FOR THE ITP PROGRAM FOR EXTERNALS

Please have your institution complete this form and submit it with your application:

Institution: _____

Contact Person: _____

This is to confirm that the above-named institution is aware that
_____ (applicant name) is applying for the
International Teaching Professionals (ITP) 2020/21 program. The institution supports the
application and is willing to cover the program costs in the amount of **2,289€**. In case of
a successful application, an invoice will be issued by the Potsdam Graduate School.

Place, date, signature and stamp



CONSENT FORMS

Please find the required consent forms below.

PRELIMINARY CONFIRMATION OF WILLINGNESS TO PARTICIPATE

First and last name: _____

The *International Teaching Professionals* (ITP) program includes eight mandatory workshops (find the dates [here](#)), the planning and teaching of a course to university students, mentor support, mutual teaching observations, and a written reflection on your learning process during the program.

As of today, I hereby confirm my willingness to participate in all parts of the program as described above.

Date, Applicant's signature¹

CONSENT FORM BY MENTOR

This is to confirm that I, _____ (name of the mentor), support the application of _____ (name of the applicant) for participation in the ITP program 2021.

I am also willing to mentor the applicant during the ITP program and help with subject-specific advice in the case of program admission. (Please find more information about the function of the mentor [here](#))

Date, Mentor's signature¹

CONSENT FORM BY FIRST SUPERVISOR

For PhD candidates only

This is to confirm that I, _____ (name of the supervisor), support the application of _____ (name of the applicant) for participation in the ITP program 2021.

Date, First supervisor's signature¹



LETTER OF MOTIVATION

Please answer the following questions in your letter of motivation (max. 1 page):

- What do you expect from participating in the ITP program?
- What do you want to learn?
- What specific teaching ideas do you have?
- How can your teaching ideas benefit from the program?
- How can your teaching be implemented, for example, at the University of Potsdam?
- How does the program fit into your schedule?

The letter of motivation is one of the mandatory documents for your application. Find a checklist of all components [here](#).



CHECKLIST FOR YOUR APPLICATION

Please compile all required documents into one pdf document, titled with your last name. Send the document to marie.schneider@uni-potsdam.de by **June 11, 2021**. Do not forget to fill in the [online form](#), too.

- Letter of motivation
- Signed consent form
- If applicable (partners or externals): Signed cost coverage declaration



MENTORING GUIDELINES

The International Teaching Professionals (ITP) program is designed to advance the careers of internationally oriented early-stage researchers. Applicants selected to participate in the program receive the opportunity to acquire strong teaching competencies and network with other international researchers.

The program consists of university-level didactic training, teaching an actual course covering 1-2 SWS, teaching observations among the program participants, opportunities for exchange in the ProTeaching forum, and mentoring by experienced university teachers. The program's workshops at Potsdam Graduate School provide participants principles with which to design and/or optimize their courses. In order to put theoretical ideas into practice, program participants will teach their own courses, usually at the University of Potsdam. They will hold this course in the summer semester 2022.

WHY ARE MENTORS IMPORTANT?

Mentors will supervise the selected participants on their way through the program. Mentoring gives the established university teachers the opportunity to pass on their experience and knowledge gained from teaching activities to the next generation of researchers and lecturers. Mentors will advise the participants, not focusing primarily on the subject matter, but rather on the mentees' didactic qualifications as appropriate for the respective discipline. Mentees will benefit from their mentors' wealth of experience and one-on-one advice.

The subject knowledge of the experienced university teachers will aid the mentees in developing teaching competence and pedagogical concepts.

The mentors themselves may likewise benefit from the consultations, e.g. by expanding their advising capabilities and using the opportunity to reflect on their own teaching.

HOW ARE MENTORS SELECTED?

Potential program participants will identify one mentor to build a close relationship based on their subject knowledge and teaching experience. Essential requirements for mentors include a broad teaching experience as university teacher and the willingness to provide feedback on the design and execution of participants' courses.

WHICH TASKS AWAIT ITP MENTORS?

In addition to sharing experience, mentors should complete the following tasks:

Organizational support

Participants will teach a 1-2 SWS course during the summer semester 2022 as part of the program. Mentors advise on the integration of the course into the institute's existing curriculum and take responsibility for adherence to existing formal requirements (e.g. exam requirements). If it is not possible for participants to offer their own unique course, they may teach one of their mentors' courses.

Course design support

Mentors should support their mentees in the course design process by offering their personal teaching experiences and subject knowledge, and providing feedback on the teaching concept. Mentees must of course satisfy all formal degree and exam requirements. For example, the mentor or other instructor may need to evaluate final grades and exams.

Feedback

Mentors should provide regular feedback on their mentees' courses. This should take place in the form of conversations between mentor and mentee, as well as with the students.

Observation

Mentors should observe mentees during course instruction. Ideally, observations will consist in

- a meeting prior to the observation clarifying the goals of the course,
- a visit to one class period, and
- a follow-up discussion.

The Potsdam Graduate School provides Observation Guidelines to assist in structuring the observation, which should take place at least once over the course of the program.



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