In-House Training
to Promote Best Teaching Practices
at Middle East School III

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1. Guiding principles for implementing in-house training at ME3

3. Training provided by the management
   -- Training Holidays, Exodus
   -- Afternoons, Class Breaks

3. Training provided by ME3 faculty members
   -- Training Holidays, Exodus
   -- Afternoons, Class Breaks

4. Action-planning and presentations of Action Plans by ME3 Teams/Departments (Training Holidays)

5. Other school-wide training events
   -- Mini-Conference on Meaningful Homework–May 28-29, 2008
   -- LIFT Open House and Fair – April 16, 2009
1. Guiding Principles

- Implementation of guidance from the Provost and Associate Provost
- Based on continuous assessment of faculty readiness
- Targeting both pedagogical \textit{and} technology-integration aspects
- Alignment of teaching practices with current understanding of brain functioning, other learner-related factors
- Planning and delivery of training by both management \textit{and} faculty
- Objective – to develop solutions to academic issues and encourage implementation of best teaching practices
2. Training by Management

TRAINING HOLIDAYS, EXODUS (EXAMPLES)

Program Updates/Briefs/Panel Discussions led by Dean and A/S:
► ABC Curriculum  ► 4+2  ► Level 3 Challenge  ► LIFT
► Meaningful Homework  ► Adherence to Grading Protocols
► Use of TL in Class  ► Improvement of Evening Study Programs, etc.

Guest presentations and workshops:
► Dr. Kanbar on DLPT5  ► Dr. Tsutagawa and Asian II faculty on 4+2 ECP
► AISO Library Staff on Arabic Language and Culture Resources
► SLC on Developing Student Listening Skills (for Team Leaders)

A/S Presentations:
► Elements of Effective Teaching  ► Overview of CASL Report on
Listening Research and Evaluation Rubrics  ► Effective use of Arabic
dictionaries  ► Recall Protocol as a Diagnostic Tool, etc.

A/S and MLIs: Improving Student Counseling Procedures

LTS and A/S: Effective Use of Blackboard

LTS: Use of iPods, Creating Materials with Adobe Audition and ULead

FTX Specialists: Update on MSA FTX
2. Training by Management (continued)

AFTERNOON, CLASS BREAKS (EXAMPLES)

A/S and MLIs: Integration of FLOs

A/S: ► TBI for 4+2 ► Overview of the ABC Curriculum (3rd Semester Materials, Trimmed Curriculum) ► Overview of Text Levels ► Overview of Learner Styles ► Overview of OPI for Non-Testers (ICPT Speaking Tester Training) ► Arabic Grammar from the Perspective of English Speakers ► Versant Test as a Diagnostic Tool, etc.

LTS and A/S: Effective Use of Blackboard

LTS: Classroom Technology and Web-Based resources (SCOLA, etc.)

FSD: Meaningful Homework ► Effective Lesson Planning ► Team-Building

DAC: Overview of Diagnostic Assessment for Iraqi Teachers

SLC: Developing Students’ Listening Skills

CD: Tasks/FLOs Integration ► Critical Reading and Listening for Iraqi teachers

ES: Principles of Proficiency Test Design ► Meeting DLPT5 Challenge

CPAC: Overview of Employee Benefits
3. Training by Faculty

**TRAINING HOLIDAYS, EXODUS (EXAMPLES)**

- Faculty Exchange of information on FL teaching-related issues:
  - What teachers need to know about learner brain functioning
  - Examining our teaching philosophy and assumptions
  - Semantic classification of Arabic verbs
  - Reports from the MESA Conference

- Faculty Exchange of classroom activities that motivated students:
  - Project-Based Learning activities for Iraqi students
  - Contextualization of Unit vocabulary to aid with vocabulary retention
  - Pre-task activities that prepare students to speak on a topic
  - Using pictures to create meaningful speaking activities

- Pedagogic uses of Blackboard

**AFTERNOONS, CLASS BREAKS (EXAMPLES)**

- Editing Video Materials for Classroom Use
- Using DLPT5 PowerPoint Templates Created by ELTF
- In-Team and In-Department training sessions as determined by Chairs
4. Action Plans

On some Training Holidays, Teams/Departments create Action Plans for an issue needing attention and present the plan to ME3 management and faculty. Chairs follow up on implementation.

EXAMPLES

• Team Action Plans for improvement of 4+2 Program (after management presented the results of 4+2 student survey)

• Department Action Plans for incorporating findings from CASL TTO 101 on Listening Research and Checklists/Rubrics for Evaluating Listening Materials to enhance teaching of listening

• Action Plans on team-identified issues:
  -- Effective Error Correction
  -- Effective Use of Group Work
  -- Designing Tailored 4+2 Materials, etc.
5. Other Training Events

1500-1645 - Team presentations of innovative meaningful homework activities

**EXAMPLES:** ► Class magazine and newsletter ► Student-produced video newscasts ► Using cultural cartoons ► Creative writing assignments
► Creative grammar exercises ► Creative listening assignments
► “Who am I?” – web-based research to identify a famous Arab person
► Critical thinking: Analyzing differences in depiction of US economic crisis by Western and Arab sources, etc.

LIFT Open House and Fair, April 16, 2009
1300-1500 - LIFT Classroom Observations (live demos of LIFT activities prepared and conducted by ME3 students)

**EXAMPLES:** ► Military formation exercises in Arabic ► Play about Israeli-Palestinian conflict ► A variety of listening activities on current events
► Translation/Interpretation practice on the topic of Military Safety
► Cultural presentations and activities ► Jeopardy ► Grammar games, etc.

1500-1645 - “The Best of LIFT at ME3” (team poster presentations of previously conducted LIFT student activities)