



Faculty Orientation

Teaching and Research Support Services at HKUST

		27 August (Wed)	28 August (Thu)	29 August (Fri)
Morning Session			Design and Printing Services for Teaching and Research by Publishing Technology Center at Room 3027	Support for Teaching and Research by Library at Library Gallery
			Account Services - One Account to Access Multi Services by Information Technology Services Center at Lecture Theater D	Coffee & Tea Break at Foyer, 7/F
Afternoon Session	Welcome and Overview of Teaching Support at HKUST at Exposition Hall		Remote Lecture-videotaping and AV Services by Publishing Technology Center at Room 3027	TEE Off the Semester with CELT by Center for Enhanced Learning and Teaching at Conference Room 7332
			Instructional Support by Information Technology Services Center at Lecture Theater E	

Welcome and Overview of Teaching and Learning at HKUST

Date	:	27 August 2008 (Wed)
Time	:	2:00 pm – 5:00 pm
Venue	:	Exposition Hall (<i>Next to Book Store</i>)

Session Objectives

By the end of the session, you will have:

- broad knowledge of the different types of teaching and learning support services available to you at HKUST
- met and know one or two key personal in each of the teaching and learning support units at HKUST
- knowledge of teaching and learning at the 'chalkface' from HKUST faculty experiences
- knowledge of HKUST students' expectations of faculty for their learning

Rundown

2:00 pm	Registration
2:15 pm	Welcome Note by Dr David Mole , Associate Vice-President for Academic Affairs
2:30 pm	Overview of Teaching Support at UST by <ul style="list-style-type: none"> • Center for Enhanced Learning and Teaching • Information Technology Services Center • Library • Publishing Technology Center
3:30 pm	Sharing session by Prof. P W Leung , Department of Physics
3:45 pm	Wine & Cheese / Refreshment
4:15 pm	Sharing session by Prof. Elizabeth George , Department of Management of Organizations
4:30 pm	Sharing session by UST Student Representatives
5:00 pm	End

Publishing and Technology Center (PTC)

Session One : Design and Printing Services for Teaching and Research

Date : 28 August 2008 (Thu)
 Time : 10:00 am – 10:45 am
 Venue : Room 3027 (*via Lift 2*)

Session Objectives

During the session, you will:

- see samples of design works and find out design resources available for faculty
- meet PTC designers and familiarize with the graphic production processes in PTC
- learn about the copyright clearance process for producing teaching materials (Course Pack)
- visit PTC Printshop and see demos of various printing methods and digital publishing workflow

Information Technology Services Center (ITSC)

Session One : Account Services – One Account to Access Multi Services

Date : 28 August 2008 (Thu)
 Time : 11:00 am – 12:00 pm
 Venue : Lecture Theater D (*close to Coffee Shop*)

Session Objectives

Provides a brief introduction on what ITSC services available to a faculty/staff with a single ITSC account:

- email service
- iHome service – Personal Home page
- iMail service – Useful email related settings
- myPortal Service – view personalized info from various sources in one convenient place
- iStore Service – Internet storage space
- Download Service – Downloading useful software
- Mobilenet
- Unix time sharing
- Windows Logon in Lecture Theaters/Classrooms/Computer Barns

Publishing and Technology Center (PTC)	
Session Two : Remote Lecture–videotaping and AV Services	
Date	: 28 August 2008 (Thu)
Time	: 2:30 pm – 3:15 pm
Venue	: Room 3027 (<i>via Lift 2</i>)
Session Objectives	
<p>During the session, you will:</p> <ul style="list-style-type: none"> • learn about PTC’s campus-wide “Remote Video Capture (RVC)” service for faculty • view samples of remote captured video and explore their potentials for e-learning • find out various AV services and digital media resources for teaching and research • visit PTC’s AV production facilities and meet production staff 	

Information Technology Services Center (ITSC)	
Session Two : ITSC Instructional Support	
Date	: 28 August 2008 (Thu)
Time	: 3:30 pm – 4:30 pm
Venue	: Lecture Theater E (<i>close to Coffee Shop</i>)
Session Objectives	
<p>Provides a brief introduction on ITSC Instructional Support Services:</p> <ul style="list-style-type: none"> • teaching facilities in lecture theater and classroom environment • classroom network registration for own computer • academic software installation in Barns and teaching venues • Computer Barn Teaching Area: when students need to use computer in lectures 	

Library Support for Teaching and Research

Date	:	29 August 2008 (Fri)
Time	:	10:00 am - 11:00 am
Venue	:	Library Gallery (<i>Gathering Place</i>)

Session Objectives

By the end of the session, you will have

- met with your subject librarians who can provide subject specific teaching and research assistance as well as advise on all aspects of library services.
- walked around the Library and been introduced to its collections, facilities and services.
- knowledge of using the Library Catalog to search for books and journals in print or electronic formats as well as media materials.
- knowledge of the major databases in your subject areas.
- an understanding of how to request for services that support your teaching and research, such as :
 - > Course Reserve
 - > Subject or Course Specific Library Classes
 - > Accessing Materials at Other Libraries
 - > Acquiring New Books, Journals or Media Materials
 - > Research Consultation

TEE Off the Semester with Center for Enhanced Learning and Teaching (CELT)

Date	:	29 August 2008 (Fri)
Time	:	11:15 am – 12:15 pm
Venue	:	Conference Room 7332 (<i>via Lifts 13 or 15</i>)

Session Objectives

By the end of the session, you will have:

- knowledge of CELT's different teaching and learning development services
 - > faculty 1:1 consultations
 - > seminars
 - > workshops
 - > funding for projects
 - > researching your own classroom
 - > CELT website resources
 - > HKUST Teaching and Learning Symposium
- an understanding of the student feedback on teaching system at HKUST; its process and deliverables
- knowledge of the various technologies and systems that directly support teaching and learning at HKUST e.g the Learning Management and Evaluation System (LMES), the Online Student Peer Evaluation System (for student team/group project work), the Secure Online Assessment System, etc
- knowledge of learning support services that CELT offers to students if you identify students who might benefit from this support early on