

**Professional Development Programme for University Lecturers  
Provisional Course Outline  
The University of Leeds Language Centre**

## Introduction

This document provides an outline of a 'Professional Development Programme for University Lecturers from Kyushu University.

This document outlines a two week programme to be delivered in Leeds by staff from the University of Leeds Language Centre. The main focus of the proposed course would be to help the participants to develop their knowledge and skills related to teaching modules or whole programmes in English to an international student cohort.

The University of Leeds Language Centre would teach and organise all aspects of the programme (including accommodation) and would be pleased to discuss the proposed training programme specification with the client.

The programme would be designed specifically for the participants who would all be working as university lecturers in any subject area.

## 1. Benefits to the participants of training provided by the University of Leeds

- The opportunity to benefit from staff expertise and the resources from a leading British university. The University of Leeds has been ranked 14 = for the quality of its research in the 2008 Research Assessment Exercise and 97 in the world by the QS 2014 World University Rankings.
- participants would be encouraged to use the Language Centre's 'The Language Zone' which has an extensive range of resources for independent language learning;
- participants would benefit from all of the support services on the University of Leeds campus and use of the learning and recreational facilities;
- participants would have an opportunity to meet lecturers from the University and possibly from their own subject specialism.
- Leeds is an important city in the north of England and very accessible to other parts of the UK.

## 2. Background & experience

The Language Centre is part of the School of Languages, Cultures & Societies within the Faculty of Arts. The Language Centre has more than 40 years' experience of providing English language courses to international students and providing short courses and intensive programmes for professional purposes and has provided teacher training programmes to organisations such as MONKASHO in the past.

The members of staff teaching the programme will be experienced teacher trainers with internationally recognised Teaching English as Foreign Language qualifications and Master's degrees in Applied Linguistics, with lecturing experience. All teaching staff at the Language Centre

are observed regularly by internal and external assessors as part of the British Council's Accreditation Scheme. Teaching staff are also members of the British Association of Lecturers in English for Academic Purposes and the International Association of Teachers of English as a Foreign Language.

### 3. A two week training course at the University of Leeds

The course would be delivered at the University of Leeds by members of staff from the University of Leeds Language Centre.

#### 3.1 Course aims

The overall purpose of the two week course would be to provide the participants with an introduction to delivering lectures in English, as well as an opportunity to develop awareness of some of the practical skills related to the teaching of international students in English. As the course would be delivered in Leeds, participants would have an opportunity to experience British life and culture and to practise their English in everyday situations. However, it must be emphasised that in such a short period of time the focus would be on developing awareness and knowledge of the necessary skills for teaching international students rather than language improvement. The course would not be an English language programme.

#### 3.2 Course Learning Outcomes

##### A. Knowledge / Understanding

By the end of the course participants should have:

1. developed a better awareness of the role of international students and teachers in the classroom.
2. developed a better awareness of the needs of international students when interacting in classes and lectures.
3. developed a better understanding about fostering autonomous and interactive learning.
4. developed an awareness of common assessment methods and appropriate ways to provide feedback to international students.
5. improved knowledge of the range of delivery techniques for teaching and lecturing in English.
6. improved knowledge of the range of English phrases, which are useful in classes and lectures.

##### B. Skills

By the end of the course participants should be able to:

1. participate more effectively in a seminar discussion on a prepared topic in English.
2. give a short talk related to the participant's subject specialism in English of up to 25 minutes.
3. utilise visual aids to help communicate meaning during a talk or lesson.

### 3.3 Sample Course Outline

A sample timetable is provided below of a two week intensive programme:

#### Week 1

	9.30 – 11.00		11.30 – 13.00		14.00 – 15.00		Evening
Monday	Course Introduction & Week 1 task	B R E A K	Delivery Skills 1	L U N C H	Orientation: Library & Campus Tour	B R E A K	
Tuesday	Participants' Introductory Talks		Participants' Introductory Talks		Individual Research		<i>Walking Tour of Leeds*</i>
Wednesday	Delivery Skills 2		Methodology 1		Lecture Observation 1		
Thursday	Class Observations 1		Class Observations 1		Individual Research		<i>Theatre Visit*</i>
Friday	Task 1 Participant Seminar Discussions		Task 1 Evaluation & Feedback		Individual Research		
Saturday	EXCURSION (OPTIONAL)						
Sunday	Rest Day						

Week 1 Tasks: Introductory talks by the participants Seminar discussion

#### Week 2

	9.30 – 11.00		11.30 – 13.00		14.00 – 15.00		
Monday	Delivery Skills 3	B R E A K	Cultural Diversity	L U N C H	Lecture Observation 2	B R E A K	
Tuesday	Methodology 2		Delivery Skills 3		Individual Research		<i>Faculty Networking Reception</i>
Wednesday	Delivery Skills 4		Methodology 3		Individual Research		
Thursday	Class Observations 2		Class Observations 2		Individual Research		
Friday	Participant Short talks		Participant Short talks		Post course Task & Course Evaluation		<i>Farewell Dinner</i>
Saturday	Departure from Leeds						
Sunday	Departure from Leeds						

Week 2 Task: Participants deliver a short talk

Please note: Evening activities (in italics) will be optional.

### 3.4 Course Components

- **Orientation** (1 session)  
To include University registration, participants will be provided with an introduction to the campus facilities (IT service, Library, The Language Zone, Sports Centre).
- **Delivery skills** (4 sessions): The purpose of this component is to help the participants to deliver lectures in English. The following topics will be covered: activating students' attention and retention; structuring and sequencing lectures; using handouts and visual aids; incorporating interaction into lectures; pronunciation, language usage and the lecturer's voice.
- **Methodology** (3 sessions): The purpose of this component is to help the participants to teach classes to international students in English. The following topics will be covered: Teacher and student roles; Teaching v. lecturing; classroom dynamics; managing classroom discussions; setting and assessing students' knowledge and providing students with feedback.
- **Cultural Diversity** (1 session): The purpose of this component is to help the participants to improve their awareness about international students. The following topics will be covered: Challenges faced by international students; learning and teaching styles; intercultural communication; supporting international students.
- **Lecture observation** (2 sessions): This component is designed to give the participants an opportunity to observe lectures and provide an opportunity for reflection.
- **Classroom observation** (2 sessions): This component is designed to give the participants an opportunity to observe the teaching of classes to international students and to provide an opportunity for reflection.
- **Introductory Talk**: Participants will be asked to provide a talk about their teaching or research specialism for up to 15 minutes on the second day of the course. The purpose will be to help the trainers identify the specific needs the participants' have and to provide feedback to each participant.
- **Task 1**: Participants will be required to prepare for and participate in a seminar discussion on a topic related to the teaching of international students. Participants will be provided with some background reading materials in advance of the discussion. The aim of the task is to help the participants to feel more confident about expressing their ideas in English and at the same time to develop their awareness of the central focus of the course, which is the teaching of international students.
- **Task 2**: Participants will be required to deliver a 25 minute talk about a topic related to their subject specialism which would be suitable for a non-specialist audience. The aim of the task is to provide participants with an opportunity to deliver an interactive talk and to gain constructive feedback from the course tutors. It is hoped that the participants will have developed their skills and be able to integrate techniques that have been displayed to them on the course.
- **Post course task**: Participants will be encouraged to prepare and deliver a full lecture related to one of the degree programmes they are teaching on. The Course Tutors will then watch a

recorded version of the lecture and provide constructive feedback to the participants.

- **Optional excursions:** Participants will have the opportunity to visit the historic city of York on the first Saturday, for example.
- **Evening activities:** On two evenings a week there will be optional activities, which participants will be encouraged to join.

### 3.5 Pre and Post course components

At least five weeks before the start of the course, participants would be asked to complete a needs analysis, which would help the trainers in the preparation of the course. Participants would be asked to read an article in advance of arrival in Leeds to help familiarise them with some of the content. After the course, participants would have up to 8 weeks to produce, video record and send the trainers a lecture they had delivered in English. Within four weeks of receipt, the trainers would provide each participant with detailed feedback about their performance with recommendations for further professional development.

### 3.6 Assessment

It is envisaged that there will be no formal assessment on this course; however, the participants will be expected to complete all of the course tasks and each participant will receive detailed feedback and guidance related to their performance on each task. After the end of the course, each participant will be expected to deliver and record a lecture, which the course tutors will provide written feedback.

### 3.7 End of course documentation

At the end of the programme, each participant would be provided with:

- a University of Leeds end of course certificate
- a report providing detailed feedback to the participant about the mini-lecture given during the second week of the course to include suggestions for development activities or additional training.