

PREPARING FUTURE FACULTY (PFF) PROGRAM Old Dominion University



Annual Report for AY 2016/17

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<http://www.odu.edu/success/programs/pff>
<https://sites.wp.odu.edu/PreparingFutureFaculty/>

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PROGRAM OVERVIEW

It is the mission of the Preparing Future Faculty (PFF) Program at Old Dominion University (ODU) to introduce graduate students and post-doctoral fellows to the diverse roles, the responsibilities, and the rewards of an academic career. In doing so, it focuses particularly on the teaching and service roles sometimes not included in doctoral training. Fundamental research skills, such as grant writing, publishing, and academic job searching, are also addressed.

The PFF program offers a 'Preparing Future Faculty Certificate' to graduate students who document completion of specific activities related to preparing for an academic career. Any ODU and NSU degree-seeking graduate student is eligible for the Certificate. ODU adjunct and post-doctoral students are also eligible. For graduate students, completion of the Preparing Future Faculty Certificate is noted on their academic transcript. All Certificate awardees receive paper certificates. The Preparing Future Faculty Certificate is administered by the PFF Steering Committee Chair.

Requirements for the Preparing Future Faculty Certificate include the completion of a mentored teaching-related experience and participation in at least five academic career-related events (see Appendix A for requirements). These events include a combination of PFF events and non-PFF events. Three of the five events must be PFF events. PFF events are offered directly by the PFF Program and cover topics such as grant writing, classroom management, ethics, the academic job search, and student assessment. Recently, the PFF Program added an online component to its event delivery to allow students to attend and participate in all events via Adobe Connect. PFF events are open university-wide to ODU and Norfolk State University (NSU) graduate students and faculty.

Approved non-PFF events are offered by other departments and organizations on campus, allowing the PFF Program to leverage additional resources on campus while ensuring that graduate students receive needed training not covered within their academic programs. These non-PFF events include workshops and training programs such as those offered by the Center for Learning and Teaching (CLT), the Office of Research, and the Graduate Teaching Assistant Instructor Institute.

PFF Steering Committee

The PFF Program at ODU is governed by the PFF Steering Committee. The Steering Committee includes faculty and student representatives from all 6 colleges, the Career Development Services, and the Center for Learning and Teaching (see Appendix B for the list of PFF Steering Committee members for AY 2016/17). Representatives from Norfolk State University also serve on the PFF Steering Committee. Four graduate students serve on the PFF Steering Committee, ensuring that the student perspective is represented.

The Steering Committee meets 3-4 times each semester to discuss the PFF program, events and programming, and the PFF Certificate. The Steering Committee is led by Steering Committee Co-Chairs. Dr. Wie Yusuf became the Chair of the PFF Steering Committee in July 2013, replacing Dr. Elaine Justice, who had served as Chair since 2004. Dr. Osgood joined as Steering Committee Co-Chair in AY 2016/17. Drs. Yusuf and Osgood will continue as Co-Chairs in AY 2017/18.

Budget

The PFF program is allocated \$15,000 annually from the Office of Academic Affairs. In AY 2016/17, these funds are used for graduate student support, purchase of supplies and equipment, printing, faculty stipend for the PFF Steering Committee Co-Chairs, and other expenses for PFF programming.

PROGRAMMING FOR 2016/17 AND MAJOR ACCOMPLISHMENTS

In the academic year, 2016/17, the Steering Committee focused on: (1) growing awareness among faculty, staff and students of the PFF program and PFF Certificate, (2) improving PFF programming and expanding the PFF program to better engage non-traditional graduate students, such as part-time students and students taking courses at a distance, and (3) offering broad programming to meet varied graduate student needs. To ensure greater connection to graduate education university-wide, the PFF Steering Committee Co-Chairs meet monthly with Dr. Robert Wojtowicz, Dean of The Graduate School.

Much focus has continued on broadly disseminating information about the PFF program and the PFF Certificate. These included frequent communication with and information dissemination to GPDs, hosting an information table at Graduate Research Achievement Day, information sharing during the Graduate Administrators' Council meetings, presenting at Graduate Student Orientation, and providing information in the Graduate School Newsletter. The PFF WordPress site is also maintained to provide up-to-date information on PFF programming.

**A PREPARING FUTURE FACULTY (PFF) EVENT
ON
TECHNOLOGY, TECHNIQUES, AND
TIPS FROM TOP TEACHERS**

Topics and Presenters:

- Flipped classroom: MICHELE WEIGLE, Computer Science
- Teaching large classes: JENNIFER YOUNKIN, Psychology
- Project-based learning: DAN GREENWOOD, CLT
- Effective strategies for grading: BETH VINCELETTE, English
- Basics of course design: HELEN CROMPTON, Education
- SCALE-UP approach: CHARLES SUKENIK, Physics
- Peer review: JENNIFER KIDD, Education

When: Friday, October 14, 2016
Time: Noon - 2pm
Where: Learning Commons, LC 1310-1311

This event is also available via WebEx at
http://vs.odu.edu/kvs/interface/?cid=201510_PreparingFutureFacultyVS_94013
(You can login using MIDAS or as a Guest)

DDU and NSU graduate students, faculty and staff are welcome

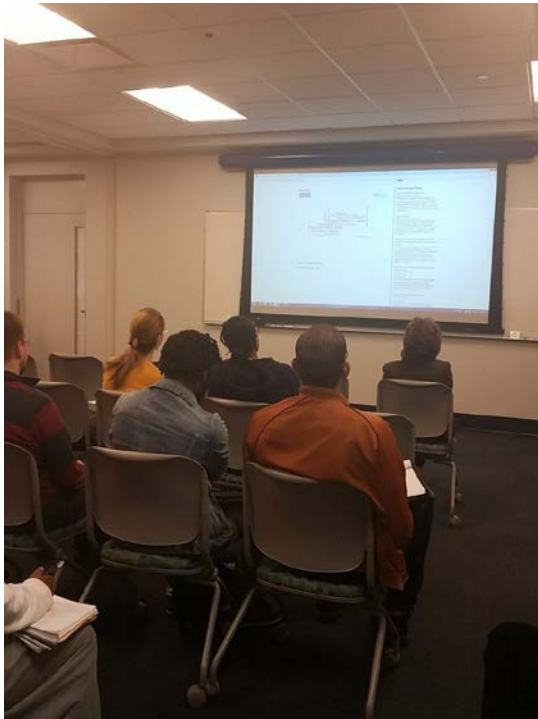
Need more information? E-mail Dr. Wie Yusuif (wyusuif@odu.edu)
<https://www.odu.edu/success/programs/pff#>
<http://sites.wp.odu.edu/preparingfuturefaculty>

Programming highlights for AY 2016/17 include:

1. The following events were offered in AY 2016/17:

- Technology, Techniques and Tips from Top Teachers – October 14, 2016
- The Inside Scoop on Publishing – November 11, 2016
- Developing Effective Writing Assignments – March 24, 2017
- Grant Writing Basics for Graduate Students – April 7, 2017 (workshop conducted by the Office of Research for the PFF program)
- Open Educational Resources: OER the Right Way – the 'Right' Content, the 'Right' Format, the 'Right' Way – May 16, 2017

PFF events were available live and on-line synchronously via WebEx.



During the Grant Writing Basics workshop, ODU graduate students learning how to use the GrantForward search tool to find grant opportunities.

2. PFF website and repository

The PFF program has a static website (<https://www.odu.edu/success/programs/pff>) and a dynamic WordPress site (<https://sites.wp.odu.edu/PreparingFutureFaculty/>) that is regularly updated and kept current. With assistance from the Office of Distance Learning, we have also established a repository of videos from previous PFF events. The repository is located here: http://vs.odu.edu/kvs/interface_reach/?cid=201510_PreparingFutureFacultyVS_94013

ODUOnline

VIDEO ARCHIVES

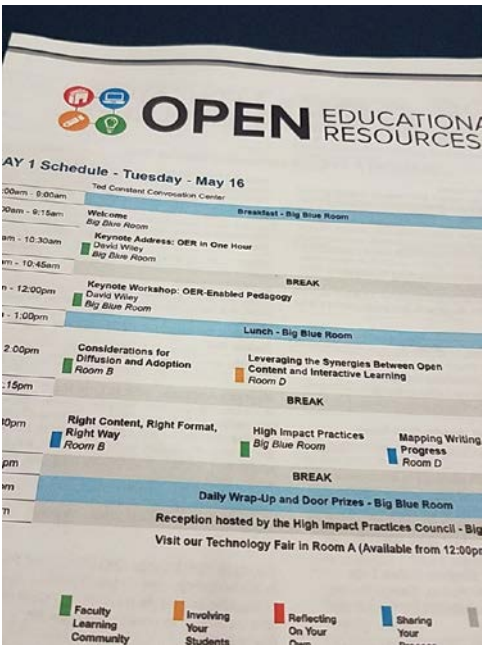
Course: PreparingFutureFaculty | By: Wie Yusuf

Course Video Archives
Please click on the thumbnail to play

- Grant Writing Basics for Graduate Students
Duration: 01:32:58
Date: 04-07-2017
- Developing Effective Writing Assignments
Duration: 01:40:55
Date: 03-24-2017
- The Inside Scoop on Publishing
Duration: 01:47:29
Date: 11-11-2016
- Basics of Course Design
Duration: 00:17:03
Date: 10-14-2016
- Peer Review
Duration: 00:16:16
Date: 10-14-2016

Total 34 media file(s)

3. PFF workshop at the CLT Summer Institute



The PFF Steering Committee recognizes that very limited professional development opportunities are available to graduate students in the summer. To address the gap in summer programming, a PFF workshop on 'Open Educational Resources: OER the Right Way – the 'Right' Content, the 'Right' Format, the 'Right' Way' was offered as part of the CLT Summer Institute on Teaching and Learning. This workshop counted as one PFF event, and students who attended other Summer Institute events were able to count the Summer Institute as one non-PFF event. The workshop was widely attended, with at least 40 participants, about 10 of whom were graduate students.

4. PFF ePortfolio

The template for the ePortfolio in WordPress was developed in Summer 2016 and made available October 2016. In AY 2015/16, the PFF Steering Committee adopted the ePortfolio as a mechanism for tracking PFF participation. The ePortfolio component of the PFF Certificate will be implemented beginning Fall 2017. The ePortfolio template can be viewed here: <http://sites.wp.odu.edu/yusufPFF>. Sample student ePortfolios are also available:

- <https://sites.wp.odu.edu/eric-jenkins/>
- <https://sites.wp.odu.edu/kkoapd/s>
- <https://student.wp.odu.edu/dcoun004/>
- <https://student.wp.odu.edu/gcher002/>
- <https://student.wp.odu.edu/prawa002/>

5. On-line professional development course for graduate students.

GRAD 700: Professional Development, a 1-credit hour asynchronous on-line course, was offered in spring 2017 (8 registered students) and summer 2017 (7 registered students). This course is intended to better prepare graduate students for success in graduate school and careers in the academy. Students develop a professional portfolio to integrate learning, document progress along their professional development plan, and showcase their academic and professional achievements. This course counts as two non-PFF events for meeting the Preparing Future Faculty Certificate requirements.

6. Programming for Post-Doctoral Scholars

In Spring 2017, greater effort was made to connect the PFF program with post-doctoral scholars at ODU. Three post-doctoral scholars participated in PFF workshops and one completed the PFF Certificate.



Graduate students applying newly-found skills in the PFF interactive workshop on developing effective writing assignments. Several post-doctoral scholars participated in this workshop.

PFF Certificates

As of the beginning of the 2016/17 academic year, 90 Preparing Future Faculty Certificates had been awarded. In AY 2016/17, 12 PFF Certificates were awarded.



New ODU graduate and PFF Steering Committee member Dr. Stephen Young (on left) and Dr. David Chapman (on right) discussing affordable and OER course materials during the PFF OER workshop on May 16, 2017.

LOOKING AHEAD TO ACADEMIC YEAR 2017/18

For AY 2017/18, the PFF Steering Committee will continue efforts to (a) increase visibility of the PFF program and PFF Certificate university-wide, (b) engage a wider range of students, including non-traditional graduate students by highlighting the asynchronous options available for fulfilling PFF Certificate requirements, and (c) incorporate ePortfolios into PFF programming and the PFF Certificate. A key emphasis will be on updating the application process for the PFF Certificate to directly incorporate ePortfolio as a tool to document completion of PFF Certificate requirements and showcase graduate student professional development.

The following PFF events are planned for AY 2017/18:

- Teaching Advice from the Trenches – A teaching workshop led by graduate teaching assistants with a focus on providing advice and insight based on their experiences.
- Work-life Balance – A workshop led by junior faculty with a focus on providing students with advice and information on ways to promote a healthy balance of school and personal life.
- How to Manage the Home Stretch – This workshop will focus on how to navigate the period between formal coursework and comprehensive exams and dissertation, and how to work with your advisor and committee.
- Teaching Elements of the Job Search – This workshop will focus on how to prepare for the academic job search with a focus on teaching aspects such as including teaching materials in the application packet, classroom demonstration and the teaching jobtalk.
- In addition, in an effort to provide professional development opportunities in the summer, a PFF workshop will be offered as part of the Summer Institute on Teaching and Learning.
- In summer of 2016, the PFF program offered a Job Market Bootcamp as an intensive, hands-on workshop to prepare students for the academic job market. The Bootcamp was planned for summer 2017, but was cancelled since only 2 students registered to participate. The Steering Committee will explore whether the Bootcamp should be offered in summer 2018.

PREPARING FUTURE PROFESSIONALS (PFP) PROGRAM

In AY 2016/17 Dr. Wie Yusuf worked with The Graduate School to pilot a Preparing Future Professionals (PFP) program that would complement the PFF program. This PFP program is intended to provide professional development opportunities for graduate students interested in non-academic careers such as in industry, governmental or nonprofit organizations. Events offered during the PFP pilot were in collaboration with other organizations on campus, such as the Graduate Student Organization, Career Development Services, and Center for Learning and Teaching.

Examples of PFP events include webinar on 'Finding and Applying for Jobs in the Federal Government,' resume development workshop, and a career development brown bag workshop on 'Managing Your Digital Identity.'

The Preparing Future Professionals program and the accompanying Preparing Future Professionals Certificate will officially begin in AY 2017/18. The PFP program will be jointly managed with the PFF program. The current PFF Steering Committee will be renamed and its membership expanded to ensure broader representation and interests. Dr. Wie Yusuf and Dr. Chris Osgood will co-chair this steering committee.

ACKNOWLEDGEMENTS

The PFF program is a collaborative effort, and successful PFF programming hinges on the support of many organizations and individuals on campus.

The PFF Steering Committee Co-Chairs extend our thanks to:

- Steering Committee members who worked tirelessly to support PFF programming;
- The Graduate School – Dean Robert Wojtowicz, Associate Dean Bryan Porter, and Program Manager Missy Barber – for support and guidance;
- The Student Learning Commons for providing workshop space;
- The Office of Distance Learning for WebEx and video archiving assistance;
- The Center for Learning and Teaching for their varied teaching, learning, and technology-related workshops;
- The Improving Disciplinary Writing program for creating and hosting a mini-workshop for PFF
- The Office of Research for hosting the grantwriting workshop;
- And all GPDs, faculty, staff and students who have supported the PFF program.

APPENDICES

Appendix A: PFF Certificate Requirements (updated Fall 2013)

To earn the PFF Certificate a student must 1) complete one semester-long, mentored teaching-related experience, and 2) attend at least five academic career related events, three of which must be PFF sponsored events. Please note that general lectures or talks hosted by the University do not fulfill the second requirement.

The teaching-related experience must be a mentored experience lasting a minimum of one semester during which the student works with a faculty member to focus on teaching issues and processes. The requirement may be met in the following ways:

1. Serving as a Teaching Assistant or Course Instructor (teaching a course or serving as a TA for a lecture, discussion group, or lab class). A written description of the teaching activities completed and signed by the mentor should be provided to document this experience.
2. Working under a teaching mentor for one semester (giving guest lectures, visiting classrooms at ODU and other institutions, and reading teaching-related literature). A written description of the activities completed and signed by the mentor should be provided to document this experience.
3. Completing a course on teaching in your discipline. The course should be related specifically to the process of teaching and not to specific content in the discipline. Pre-approval to count a course towards the PFF certificate should be obtained from the PFF Steering Committee Chair. A copy of your transcript indicating successful completion of the course should be provided to document this experience.

The PFF Steering Committee is aware that not all graduate students serve as GTAs involved in teaching. Students who want to complete the PFF certificate should identify a teaching mentor in their department who would be willing to work with them to complete the PFF certificate requirement. The PFF Steering Committee Chair may assist students in arranging a mentored teaching experience.

Required attendance at five academic career-related events can be fulfilled by the following:

Required: Attend at least three PFF-sponsored events. Two PFF-sponsored events are offered each semester. You may use more than three PFF events to fulfill the requirement of five events. The remaining two events may be any of the following non-PFF workshops or activities. Completion of these events must be documented by obtaining the signature of the speaker or director of the event.

1. Attend the ODU Graduate Teaching Assistant Institute (open primarily to funded GTAs)
2. Complete the Certificate on College Teaching offered by the Virginia Tidewater Consortium for Higher Education.
3. Attend two of the "Provost's Conversations on Teaching and Learning" or "Connect with Colleagues" events. Attendance at two of these events will count as one non-PFF related event for the PFF Certificate.
4. Attend workshops offered by the Office of Research (Grant Proposal Development, Developing Strategies for Successful Health and Biomedical Sciences Grant Submission, Community of Science Workshop, etc.)
5. Attend Faculty Development workshops offered by the Center for Learning and Teaching (CLT). Acceptable CLT workshops are: Turning Point Clickers in the Classroom: iPad series; Using Prezi for Your Courses; Leveraging Social Media to Enhance Your Courses; Designing and Implementing Assessment in Your Course; Engaging Students in Live Distance Learning Courses; Project-Based Learning.
6. Attend a professional workshop related to teaching in your discipline offered at professional conference or at ODU. Pre-approval to count an event towards the PFF certificate should be obtained from the PFF Steering Committee Chair.
7. Serve as a student representative on a departmental, college, or University committee. Pre-approval to count an event towards the PFF certificate should be obtained from the PFF Steering Committee Chair.
8. Complete a faculty development course offered by ODU's PFF program (or an equivalent course offered by an accredited doctoral institution). Pre-approval to count a non-ODU faculty development course should be obtained from the PFF Steering Committee Chair. Completion of this course will count as two non-PFF events for the PFF certificate.

Appendix B: PFF Steering Committee Members, AY 2016/17

1. Dr. Wie Yusuf, ODU, Public Service, PFF Co-chair
2. Dr. Christopher Osgood, ODU, Biology, PFF Co-Chair
3. Dr. Joyce Armstrong, ODU, Center for Learning and Teaching
4. Dr. Orlando Ayala, ODU, Engineering Technology
5. Dr. Suely Black, Norfolk State University, Chemistry
6. Dr. Abby Braitman, ODU, Psychology
7. Jamila Glover, ODU, GPIS (STUDENT)
8. Dr. Luisa Igloria, ODU, MFA Creative Writing Program/English
9. Alice Jones, ODU, Career Management Center
10. Vanessa Peters, NSU (STUDENT)
11. Dr. Ariel Pinto, ODU, Engineering Management and Systems Engineering
12. Dr. Daniel Russell, ODU, Physical Therapy and Athletic Training
13. Dr. Karen Sanzo, ODU, Educational Foundations and Leadership
14. Amy Stamates, ODU, Psychology (STUDENT)
15. Dr. Barbara Winstead, ODU, Psychology
16. Stephen Young, ODU, Sociology & Criminal Justice (STUDENT)

Appendix C: Graduate Student Professional Development Events for AY 2016/17

February 1 Career event: Finding and Applying for Jobs in the Federal Government
(Co-sponsored with Career Development Services)
1-2pm in the Career Commons, Webb Center

February 21 CV Workshop
(Co-sponsored with Graduate Student Organization)
12.30-1.30pm in Learning Commons, LC 1310-1311

March 2 Resume Workshop
(Co-sponsored with Graduate Student Organization)
12.30-1.30pm in Learning Commons, LC 1310-1311

March 14 Workshop: Introduction to the 3-minute Thesis/Dissertation
(Co-sponsored with Graduate Student Organization)
12.30-1.30pm in the Strome Entrepreneurial Center

March 24 PFF event: Creating Effective Writing Assignments
(Co-sponsored with the Improving Disciplinary Writing program)
Noon-2pm in Learning Commons, LC 1310-1311
Also available live online: http://bit.ly/PFF_archive

March 29 Career event: Graduate Student 'Working Wednesday' – Your Digital Identity
(Co-sponsored with Career Development Services)
Noon-1pm in the Career Commons, Webb Center

April 7 PFF event: Basics of Grantwriting
(Co-sponsored with Office of Research)
Noon-2pm in Learning Commons, LC 1310-1311
Also available live online: http://bit.ly/PFF_archive

May 16 PFF event: Introduction to Open Educational Resources
(Co-sponsored with Center for Learning and Teaching)
2-3.30pm in Room B, the Ted Constant Convocation Center

Appendix D: PFF Informational Sheet

Preparing Future Faculty (PFF) Program

What is PFF?

The mission of ODU's Preparing Future Faculty (PFF) Program is to expose graduate students and post-doctoral fellows to the diverse roles, responsibilities, and rewards of an academic career. It focuses particularly on the teaching and service roles sometimes not included in doctoral training. Fundamental research skills, such as grant writing, publishing, and academic job searching, are also addressed.

Who is PFF for?

All graduate students are welcome! PFF is especially useful for students interested in an academic career at a university, liberal arts college, private college, or community college. Faculty and postdoctoral fellows are welcome to participate.



How can the PFF Help Me?

Less than half of ODU graduate students are prepared for an academic career as a faculty member in higher education.

PFF programming fills professional development needs addressed by graduate programs:

1. Work-life balance
2. Career planning
3. Career exploration
4. Socialization into academia
5. Teaching foundations

PFF events offer lessons, tips, strategies, and advice to help you:

- ✓ Maintain sanity as a graduate student
- ✓ Succeed as a graduate student
- ✓ Become a better teacher
- ✓ Become a better researcher
- ✓ Explore your academic career options

Preparing Future Faculty Certificate

The overall goal of the PFF Program is help you better prepare for an academic career.

PFF hosts at least 2 PFF events each semester.

PFF events are offered as 'live' events on campus, synchronously on the web, and as recordings available on the PFF website.

The **Preparing Future Faculty Certificate** can be earned by:

1. Completing a semester-long, mentored teaching-related experience
2. Attending at least 5 academic career-related events. A minimum of 3 must be PFF-sponsored events. (A list of non-PFF events that count towards the PFF certificate is available on the PFF website).

Completion of the PFF Certificate is noted on your ODU transcript. Any degree-seeking graduate student, adjunct faculty or postdoctoral fellow is eligible for the PFF Certificate.

Questions? Contact Dr. Wie Yusuf
Chair, Preparing Future Faculty Steering Committee
E-mail: jyusuf@odu.edu Phone: 757-683-4437
Web: <https://www.odu.edu/success/programs/pff/>

