



---

## ONBOARDING NEW EMPLOYEES FOR TEACHING RESPONSIBILITIES

---

**The CED offers an introductory programme on teaching for international colleagues as a supplement to the departments' local onboarding processes.**

Newly appointed international colleagues with teaching responsibilities might find it challenging to understand and navigate the specific teaching practices at their department within Aarhus University. Therefore, the CED offers to assist the department in the best possible way by providing an introduction to the teaching tasks in collaboration with the department.

### Three possible formats

The specific introductory programme is agreed upon between the CED and the department's representatives. The programmes follow one of the three formats below, with the option to customise them to the department's needs regarding teaching methods, etc.

#### One-day programme

5 hours

#### One-day programme with online asyn-chronous activities

10.5 hours

#### Blended learning programme with two morning sessions and an online programme

14 hours

The choice of format depends on the scope of the teaching assignment, the level of the course, and the experience of the staff being onboarded.

### Learning outcomes of the long format

Upon completion of the programme, participants will...

- know the fundamental aspects of teaching at Danish universities,
- be able to compare the Danish system and teaching culture with their previous experiences to understand differences and similarities,
- know where to find the most relevant rules and guidelines, and understand the expectations that influence teaching practices at AU,
- be able to consider how cultural differences may affect interactions with students and adjust their teaching accordingly,
- be familiar with selected teaching strategies and formats relevant to their specific teaching tasks,
- begin developing a personal understanding of how they can contribute to the teaching at their department.

These learning outcomes are specifically chosen to be achievable within a short course of approximately 15 hours and focus on the most essential aspects of providing participants with an introduction to teaching at a Danish university.



AARHUS  
UNIVERSITY

CENTRE FOR EDUCATIONAL DEVELOPMENT

# Content

The specific content is determined through a dialogue between the department and the CED. Certain elements in the formats are intended to be fixed while others are optional, based on the department's priorities.

## Fixed elements

### Introduction to the course by the unit/department

Purpose: Understanding the educational context within the department.

- What degree programme does the department offer?
- Who is who, and who is responsible?
- Motivational part on why excellent teaching is a priority here at our department

### Building a collegial network

Purpose: Creating an opportunity to meet other newly appointed colleagues and discuss the various aspects of teaching in higher education in Denmark.

- What formal/informal mentorship programmes exist at the department
- Is it possible to observe teaching and discuss with peers?

## Fixed elements where you can select one or both – depends on the chosen format

### Meeting the students (guest visit)

Purpose: Getting acquainted with the target audience and the Danish university environment.

- Panel discussion with students
- What is important for me to know as a teacher regarding the target audience?

### The role as a teacher (guest visit)

Purpose: To gain insight and learn from the experiences of a teacher at a university in a foreign country.

- Guest presentation or interview
- Identifying strategies for managing teaching responsibilities, preparing for classes, supervising students, etc.

## Flexible content elements, determined and prioritised through a dialogue between the CED consultants and representatives from the department

Online content

Feedback

Special department practices, e.g., sets of values

Active learning

Teaching planning

Student-centred learning in the context of Danish universities

**Interested?** Please contact our educational consultants:

- Simon Poulsen | +45 61 67 86 45 | srhp@au.dk
- Anders Hjortskov Larsen | +45 42 31 87 04 | ahlarsen@au.dk



AARHUS  
UNIVERSITY

CENTRE FOR EDUCATIONAL DEVELOPMENT