



**ACADEMIC DEVELOPMENT AND IMPROVEMENT CENTER
FACULTY COMPREHENSIVE TRAINING COORDINATION
DEPARTMENT OF HUMAN RESOURCES**

INDUCTION PROGRAM FOR NEW FACULTY OF CETYS UNIVERSITY

Duration	10 hours
Number of sessions	2
Activities Schedule	January 20 and 21, 2011
Time	5:00 to 9:00 pm

STAFF IN CHARGE OF THE PROGRAM
Norma Valle Olguín
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Mexicali, Baja California, January 2011

Course Description

The following program intends to introduce CETYS University school life to all those instructors who for the first time teach at our institution. Instructors are expected to be strengthened with the following type of information:

(a). -academic and administrative matters. Historical information of our institution, each campus' administrative and organizational structure, as well as relevant information related to aspects of recruitment, among other things.

(b).-academic and pedagogical matters. Information regarding the mission and vision of the institution, philosophical and pedagogical principles, the system of values, the educational model as well as everything related to the learning assessment process.

(c). technology and services. All those tech tools that will provide support for the successful development of the educational practice.

Learning Outcomes.

At the end of the Induction Program instructors will:

- Learn the history and the academic and administrative organizational structure of our institution.
- Understand the Mission and Vision, philosophical and pedagogical principles and the institutional educational model.
- Identify the institutional learning outcomes and the learning matters of the educational model, as well as the activities of the learning assessment process.

Thematic Contents

Day 1: Relevant academic-pedagogical aspects.

1. What is CETYS University?
2. The Educational Model of CETYS University
3. Humanism and Values: Profile of the ideal teacher/ profile of graduates
4. Faculty support services: CDMA.

Day 2: Relevant academic-administrative aspects.

1. Relevant information on administrative aspects.
2. Information Center Services
3. Faculty Assessment and Remuneration System (SERP) and support to the process of academic operations.

Learning Strategies

- a. Exhibition by the guest facilitators, invited to the induction program.
- b. Individual or group readings assigned by the Facilitator, according to the case.
- c. Group discussion on a topic specifically selected by the facilitator

Assessment Criteria

- I. This program is compulsory for all teachers who wish to teach at our institution; they are committed to attend at least 2 of the 3 sessions. (8 hours).
- II. For the obtaining of the certificate of participation and consequently the approval of the induction program, the instructor must go through two assessments:
 - a. Assessment of feedback from the program. This evaluation shall apply for the latest facilitator during the last day of induction.
 - b. Evaluation of contents. The teacher must join the Blackboard Learn platform and answer 12 questions that revolve in relation to the information provided by the facilitators during the sessions, basically everything related to the mission, vision, philosophical principles and system of values and the institutional educational model among other academic-pedagogical aspects. This evaluation shall be presented by Sunday January 30, the latest, before 11:00. The Blackboard Internet address is: <http://cetys.blackboard.com>
 - c. The username and password will be sent to your email account within days after the induction program, to access the platform in order to take the test.

Bibliography

1. 2009-2010 Guide to the Instructor of Higher Education
2. Materials and documents delivered by each guest facilitator