

Generic outline – may be changed and adopted to meet specific needs in various different contexts (departments or programmes)

## Supervision and in-service training for lecturers and programme directors in EMI programmes

**Centre for Teaching and Learning (CUL)  
AU, Business and Social Sciences**

### Purpose

The purpose of this programme is to strengthen the individual lecturer’s competence in teaching international programmes in English (EMI programmes). The programme comprises

- The lecturer’s English language proficiency;
- The lecturer’s knowledge about the challenges students meet when learning through English;
- The lecturer’s competence in adapting his/her teaching in order to take the students’ challenges into consideration in the planning and teaching of EMI programmes.

### Action plan

<b>Preparation</b>		Introductory meeting with head of department and/or programme director.	Purpose: Information sharing; transparency in process.
		Info meeting with all members of staff involved.	Purpose: Transparency in process.
		Development of supervision plan.	Overview of when individual members of staff will be supervised.
<b>1st supervision + follow-up</b>	Semester 1 / first half	Supervision of staff in the classroom. The supervisor writes a report for each supervisee and sends it to the supervisee and to the head of department.	Purpose: To determine the individual lecturer’s strengths and weaknesses in EMI teaching. Follow up: Individual action plans to be developed and agreed with the head of department.

	Medio semester 1	A memo summarising the outcomes of the supervisions with a view to determining the follow-up needed.	Report to the head of department and/or programme director. Purpose: Information and amendment of the action plan if/when needed. To be presented at a meeting with the management team.
<b>Mandatory seminar: Teaching in English in the Multicultural Classroom</b>	Two-day retreat / end of semester 1	Focus on how the lecturers may support the students' learning through English. Programme to be planned based on the outcomes of the supervisions.	Purpose: To develop the lecturers' competences in teaching through English, to facilitate the sharing of information and experience.
<b>English courses for the lecturer</b>	At the end of or immediately after semester 1	Individual programmes if/when needed.	Purpose: To develop the individual lecturers' English language proficiency.
<b>2nd supervision</b>	Semester 2 / first half	Supervision of lecturers in the classroom and assessed against the 1st supervision report as well as the action plan that s/he has developed at the seminar (end of semester 1).	Purpose: To document the development that has taken place as a result of the individual language training and joint seminar in the 1 <sup>st</sup> semester of the programme.
<b>Workshop</b>	Medio semester 2	Follow-up on the whole programme; sharing of experience.	Purpose: To wrap up the programme and evaluate it in a transparent fashion.
<b>Final report</b>	Medio semester 2	Final report to the management. To be presented to the management team in a meeting.	Documentation for programme and the outcomes achieved.  End of project.

### **Supervisors / instructors:**

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