**RE: Preparatory task to complete before the UTQ Kick-Off & Intake Session**

Dear colleague,

Before the UTQ Kick-Off & Intake session you are asked to complete the following preparatory tasks:

1. Create your educational CV; and
2. Complete the self-assessment form (see the Canvas Module UTQ Kick-Off & Intake).

**Please upload both documents to the Assignment box (UTQ Kick-Off & Intake – September 2023) on Canvas 2 working days before the start of the session**.

Both documents will also be part of your UTQ portfolio.

*More information about your Educational CV:*

The educational CV gives an overview of the educational (teaching) experiences and education, including both your current appointments and previous appointments in the past years. This is not a regular CV, and a list of publications is therefore not necessary. It is all about your teaching experience.

Your educational CV includes at least:

1. Personal information: name, date of birth;
2. General information: university, current department;
3. Appointment: current UFO-classification, employed at the UM since, working load in fte, teaching load in fte (or hours). Previous teaching appointments;
4. Development of education: description of roles, tasks and products. Examples: (re)design of curriculum, courses, modules, assignments, tasks, planning group, coordination, etc. Be concrete and specific.
5. Teaching: description of roles and tasks, courses and level. Examples: lecturer, tutor, supervisor, coach etc.
6. Assessment of Students: description of roles, tasks and products. Examples: (re)designing assessment methods, constructing exams, correcting exams, giving feedback on exams, paper, theses etc;
7. Domain specific and educational professionalization: description of study, seminars, conferences, courses, workshops, etc. Show how you keep yourself up to date with the material you teach, and/or how you teach them.

For number 4, 5, 6, make sure to at least list (preferably by year, if convenient also by month) which courses you developed (products for), what your role was in the course and what you developed.

The purpose of this exercise is to start with a good overview of your experience in each competence, including the date, the course, and your role in that course (relevant to that specific competence). It is not a problem to mention some course twice or thrice, if you have developed the materials, taught the materials, and developed/graded the assessment.

*More information about the ‘self-assessment form’:*

At the start of the UTQ programme, you reflect on your teaching competences in the self-assessment form by explaining your experiences in relation to the criteria in 5-10 sentences per competence. Use the UTQ self-assessment form (you can download a Dutch and an English version of the self assessment form/zelfevaluatieformulier).

On the basis of your self-refection and evaluation, you complete the self-assessment form by formulating some personal learning goals. Please think here about SMART goals. You will find more information about formulation SMART goals in the document attached.

Warm regards,

Jennifer Sellin