

# LINDENWOOD

U N I V E R S I T Y

LEARNING ACADEMY



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## Giving Performance-Related Feedback

Being the recipient of performance feedback is stress inducing for many. So, consider doing something different this year by preparing yourself to receive feedback with an open mind and then committing to learn and grow from the performance evaluation experience. Here are some tips you might use:

1. **Prepare** by knowing what will be evaluated. Review your job profile (job description) in Workday and the [staff evaluation guide](#) or [staff administrator evaluation guide](#).
2. **Use active listening skills** and be aware of body language during the evaluation meeting.
3. **Participate** in the conversation and provide examples when appropriate.
4. **Clarify** any doubts or misunderstandings by asking questions.
5. **Remember the new rating scale**. We moved from a 0–4 to 0–3-point scale last year; take this into account when comparing your rating with previous years.
6. **Show appreciation**. Often, it is more difficult to be the one delivering feedback than it is to be the one receiving it.
7. **Set clear intentions together** for moving forward toward continuous improvement!

# Step-by-Step Feedback



For questions about using the performance evaluation instrument, contact Brittany Brown at [BBrown@lindenwood.edu](mailto:BBrown@lindenwood.edu); all other performance related questions should be directed to Amanda Price, [APrice@lindenwood.edu](mailto:APrice@lindenwood.edu).

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# LinkedIn Learning

## *Giving and Receiving Feedback*

All professionals are trying to get better at what they do. No matter where you work, or what your role, the only way to improve is with feedback. Giving—and receiving—feedback is a skill that's relevant to every member of an organization.



Watch this course to learn how to give and receive high-quality feedback. Whether it's with peers, managers, colleagues, team members, friends, or family, the same principles apply across the board. Instructor Gemma Leigh Roberts shows how to give effective feedback, ask for feedback, and use the responses you receive as a tool to improve personal performance. These tips will help lead you into a cycle of continuous development, and a growth mindset that can help propel your career and your relationships forward. Even if you don't have time to take the full course, *consider using this activity* to increase your ability to give and receive feedback effectively.

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## *Giving Feedback with Empathy*

If you are an administrator and have 3 minutes to spare, watch this quick video to learn how leaders can understand empathy and internalize it to help their teams drive towards results.

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# RISE

RIGOR | INCLUSIVENESS | SUPPORT | ENGAGEMENT

## **Congratulations to the 2022 RISE Award Recipients!**

The R.I.S.E. Team would like to thank everyone that submitted an activity for the 2022 R.I.S.E. Award. We received a total of 28 activities that showcased faculty's commitment to designing courses and creating classroom cultures that align with the RISE framework and facilitate effective learning for all students. While we will recognize all submissions during Welcome Week in August, we would like to take this time to announce the **2022 RISE Award Recipients**.



**Kathleen Hatch, PhD**  
Adjunct Instructor, College of  
Science, Technology, and Health



**Bob Steffes, PhD**  
Associate Professor, Educational  
Leadership, College of Education  
and Human Services





Gabriela Romero-Ghiretti, PhD  
Professor, Spanish, College of Arts  
and Humanities



Shana Youngdahl  
Assistant Professor, Writing,  
College of Arts and Humanities

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## The Learning Academy is Here to Support You

After a taking a well-deserved break during the summer, please remember that the Learning Academy is here to support you as you plan your courses for the fall semester. For some general teaching tips and resources, check out LLA [Topics in Teaching and Learning](#) or contact the [Learning Academy](#) to check out a book or two from the Learning

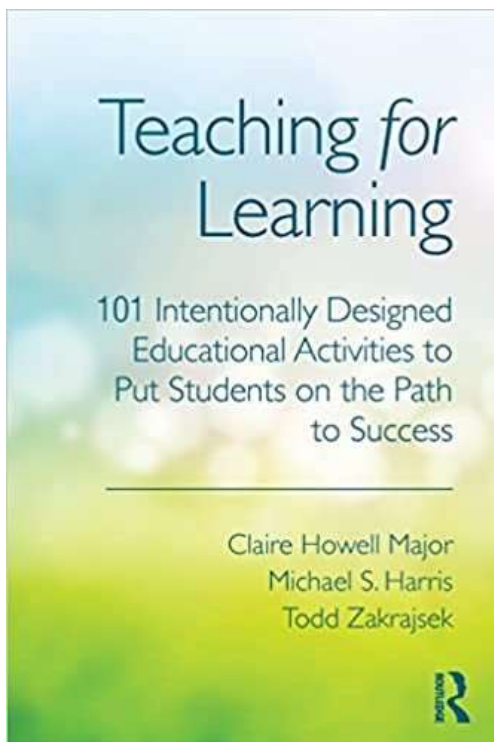
Academy Library. If you prefer one-on-one assistance, [book a consultation](#) through the Learning Academy.

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## Books on Teaching and Learning that are Worth a Read

Contact the Learning Academy to borrow a copy of one of these excellent resources.

### [Teaching for Learning: 101 Intentionally Designed Educational Activities to Put Students on the Path to Success](#)



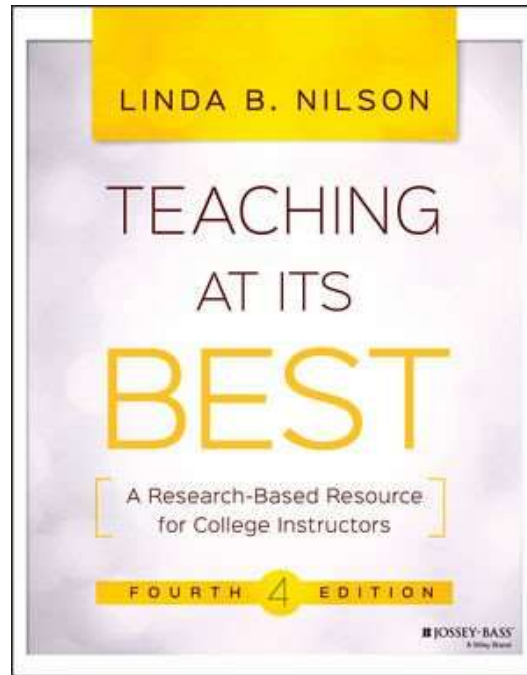
Despite a growing body of research on teaching methods, instructors lack a comprehensive resource that highlights and synthesizes proven approaches. *Teaching for Learning* fills that gap. Each of the one hundred and one entries describes an approach and lists its essential features and elements; demonstrates how that approach has been used in education, including specific examples from different disciplines; reviews findings from the research literature; describes techniques to improve effectiveness. *Teaching for Learning* provides instructors with a resource grounded in the academic knowledge base, written in an easily accessible, engaging, and practical style.



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**[Teaching at Its Best: A Research-Based Resource for College Instructors 4th Edition](#)**

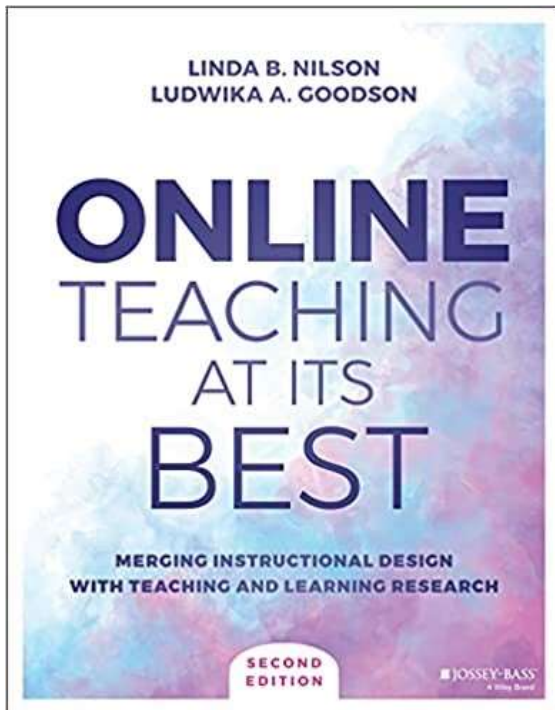
*Teaching at Its Best* is the bestselling, research-based toolbox for college instructors at any level, in any higher education setting. Packed with practical guidance, proven techniques, and expert perspectives, this book helps instructors improve student learning both face-to-face and online.



This new fourth edition features five new chapters on building critical thinking into course design, creating a welcoming classroom environment, helping students learn how to learn, giving and receiving feedback, and teaching in multiple modes, along with the latest research and new questions to facilitate faculty discussion. Topics include new coverage of the flipped classroom, cutting-edge technologies, self-regulated learning, the mental processes involved in learning and memory, and more, in the accessible format and easy-to-understand style that has made this book a much-valued resource among college faculty.

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**[Online Teaching at Its Best: Merging Instructional Design with Teaching and Learning Research, 2nd Edition](#)**



Faculty, instructional designers, and administrators rave about this scholarly resource for online learning. This book addresses course design, teaching, and student motivation across the continuum of online teaching modes—remote, hybrid, hyflex, and fully online—integrating these with pedagogical and cognitive science, and grounding its recommendations in the latest research. The book will help you design or redesign your courses to ensure strong course alignment and effective student learning in any of these teaching modes.

Its emphasis on evidence-based practices makes this one of the most scholarly books of its kind on the market today.

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## Professional Development Opportunities

### **Atomic Habits Summer Book Club**

**Time:** 10 – 11 a.m.

**Location:** Online

No matter your goals, Atomic Habits offers a proven framework for improving--every day. James Clear, one of the world's leading experts on habit formation, reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the tiny behaviors that lead to remarkable results. Throughout this

six-session summer book club, we will focus on the four laws of behavior change: make it obvious, make it attractive, make it easy, and make it satisfying!

We have three sessions left and it's not too late to join!

**Session Four - Make It Easy**

Date: July 13

**Session Five - Make It Satisfying**

Date: July 27

**Session Six - Advanced Tactics**

Date: August 10

**REGISTER**

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**Graduate Attribute Lunch & Learn**

Bring your own lunch (or brunch!) and learn more about the [Graduate Attributes](#) during these virtual or in-person workshops! We will overview the Graduate Attributes, alignment in courses and programs, and assessment using signature assignments. Thursday workshops will be in person at 11:00 in the Learning Academy (LARC 09) and Friday workshops will be virtual at 11:00. Come to one or all and bring your ideas and questions as we workshop our way to the new Graduate Attributes!

**REGISTER**

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**Microsoft Teams in Canvas**

MS Teams is replacing BBB inside of your Canvas Course. This 30-minute training session will provide all you need to be successful in your Canvas Course! Sessions will be offered every M-W at 10 am and 2 pm throughout the month of July.

**REGISTER**

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## **Google Level 1**

**Date: July 27**

**Time: 9 am - 12 pm**

**Location: Hybrid, Lindenwood Learning Academy, LARC 009**

Certified Google Trainer, Ms. Tina Lauer, Instructional Technology Specialist at St Charles School District and Lindenwood School of Education Adjunct Instructor, will host a Google Level 1 Training. She will guide you through a hands-on workshop that will teach you the ins and outs of Google, as you prepare for your Level 1 exam. This session will also be available online.

Familiarity with Google Tools is essential for the LindenTeach Internship and the Student Teaching Experience for College of Education and Human Services students. If students obtain Google Level 1 Certification, they will have an automatic advantage in both courses and have an important assignment accomplished.

**REGISTER**

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“You have your way. I have my way. As for the right way, the correct way, and the only way, it does not exist.” — Friedrich Wilhelm Nietzsche

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**Visit our Website**

**Lindenwood Learning Academy**

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