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### Greenberg Conference Reimbursement Guidelines

*Eligibility contingent on presenting at a professional conference related to your discipline.*

*Reimbursement not exceeding \$250.00; travel must be approved before the conference by John Doolittle.*

Reimbursement steps:

1. Contact John Doolittle, Associate Director of Teaching & Learning Resources, before the conference to get approval. He can be reached by phone at (202) 885-2065 or by email at [doolittle@american.edu](mailto:doolittle@american.edu). Please include the following information (paper copy or email is acceptable):
  - Conference title, date and location
  - Role (Presenter or other participatory role)
  - A pre-report of the conference including an assessment of how this conference will advance or impact your doctoral study.
2. After the conference, provide the following information in hard copy to Alaina Ledden, Hurst 206D – [ledden@american.edu](mailto:ledden@american.edu) or (202) 885-2305:
  - Original receipt(s) including **boarding pass** if air travel
  - Social Security Number
  - Local address
  - Whether you are an AU employee  
*If so, provide your department, office and extension.*
  - Whether you are a US citizen

You will need to sign the disbursement request form, available from Alaina Ledden, after providing the above information. Please note that funding cannot be processed until the form has been signed.



## The Center for Teaching Excellence at American University

presents

# *The Greenberg Seminars Opening Reception*

September 30, 2005  
3:30—5:30 PM  
Butler Board Room



Dr. Milton Greenberg

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## Philosophy

Designed as a complement to the PhD and MFA academic experience, the Greenberg Seminars provide a hands-on, practical introduction to academic professional development and classroom techniques.

Participants convene with faculty mentors several times each year. Greenberg candidates are invited to the Ann Ferren Teaching Conference, allowing participants to interact with current university faculty from broad and distinct pedagogical backgrounds.

*"The program began as a government funded experiment and is now widely imitated in major universities. Three ideas underlie the Greenberg Seminar.*

*First, teaching is both an art and science that can be learned through experiential study and practice. There is more to teaching than talking or listening for 50 minutes. Second, teaching should be prized as highly as research. There is no inherent conflict in being both a scholar and a teacher and dedicating time and energy to their enhancement. Third, college and university teaching represents more than expertise in a scholarly discipline. It means that you are privileged to be part of an extended community that constitutes one of the most important professions in the world."*

(Milton Greenberg, 2002)

## Faculty

*Sarah Irvine-Belson (CAS, Education)*  
<http://www.american.edu/cas/soe/irvine.html>  
[sirvine@american.edu](mailto:sirvine@american.edu) — 202-885-3714

### Year 1

*Victoria Connaughton (CAS, Biology)*  
[http://www.american.edu/cas/bio/faculty\\_media/connaughton/index.html](http://www.american.edu/cas/bio/faculty_media/connaughton/index.html)  
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*Patrick Thaddens Jackson (SIS)*  
<http://www.american.edu/sis/faculty/facultybiographies/jackson.htm>  
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### Year 2

*Marianne Noble (CAS, Literature)*  
[http://www.american.edu/cas/lit/about\\_faculty.cfm](http://www.american.edu/cas/lit/about_faculty.cfm)  
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*Catherine Schaeff (CAS, Biology)*  
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### Year 3

*Alan Kraut (CAS, History)*  
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[akraut@american.edu](mailto:akraut@american.edu) — 202-885-2410

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## Reception Agenda

- 3:30 p.m. Meet & Greet
- 3:45 p.m. Welcome  
– John Doolittle, Associate Director, CTE
- 3:50 p.m. Purpose of Greenberg Seminars  
– John Richardson, Director, CTE
- 4:00 p.m. Keynote Address  
– Milton Greenberg, Professor Emeritus of Government
- 4:30 p.m. Introduction of Faculty  
– John Doolittle
- 4:45 p.m. Cohort Breakout Sessions  
Prospectus for Seminar Sessions  
Nomination of Saturday dates
- 5:15 p.m. Summary of Cohort Sessions  
Receiving Transcript Credit & Conference Reimbursement  
– Kelly Nolin, Training Manager, CTE
- 5:30 p.m. Adjourn

## Receiving Transcript Credit for Participation in the Greenberg Seminars

The specific attendance policy for 2005-2006 is to be determined. Attendance requirements vary by cohort, and include the Ann Ferren Teaching Conference. More specific guidelines will be detailed on the Blackboard site.

At the end of the academic year, each participant will receive a notation on their academic transcript if they are eligible per our attendance guidelines:

Year 1 candidates will receive:

*"Year 1 Greenberg Teaching Seminar Successfully Completed."*

Year 2 candidates will receive:

*"Year 2 Greenberg Teaching Seminar Successfully Completed."*

Year 3 candidates will receive:

*"Year 3 Greenberg Teaching Seminar Successfully Completed."*

Thus, if a candidate attends all three years, that candidate will have three notations on their transcript.