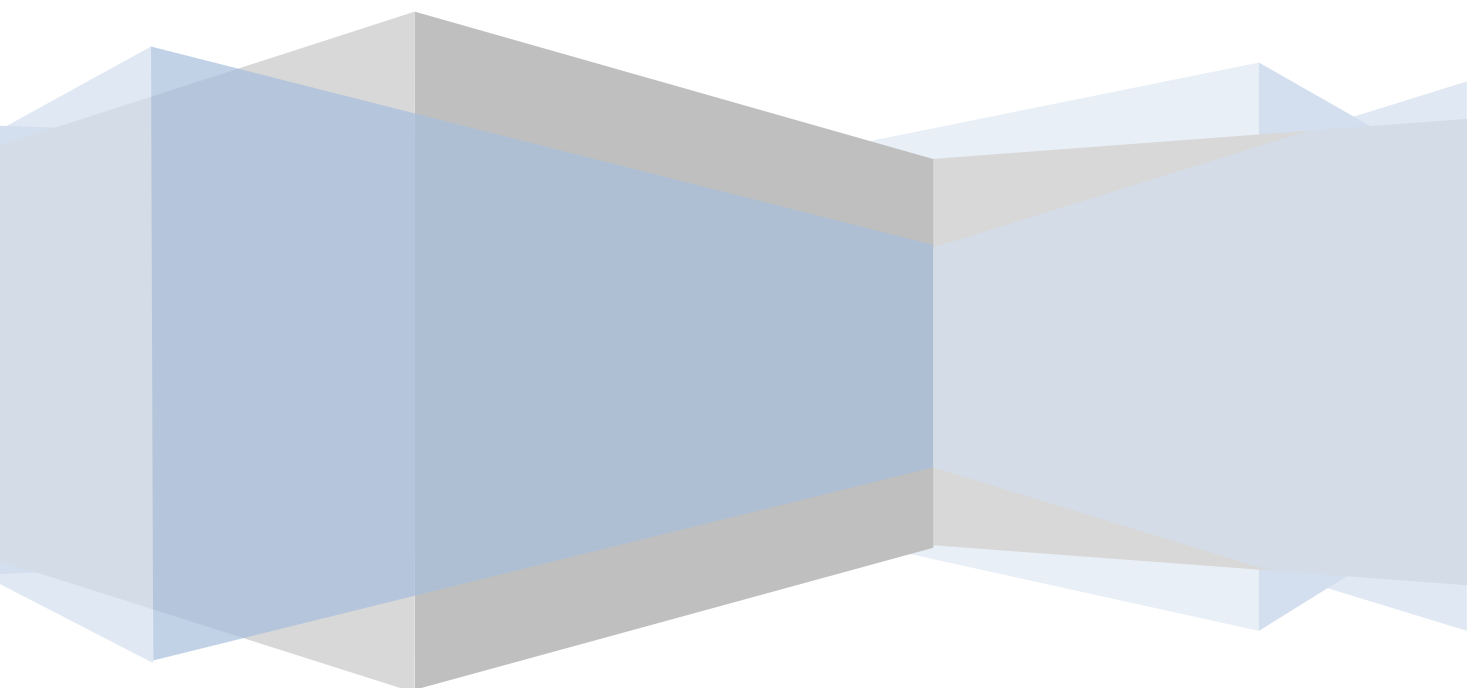


**University of Duhok**



# Documents of Quality Assurance Process

**Directorate of Quality Assurance**



# **Teacher Portfolio**

### **Preface**

In this section the teacher states his/her philosophy and vision of teaching and academic lifetime.

My philosophy and vision regarding students' teaching include the application of modern teaching methods and according to the new educational system in force in the College of Medicine (The Integrated Teaching System). I do my best to practice the principles of the concept of 'Good Teacher' through implementing many tasks including planning, preparing and delivering a learning program and assessing whether the students have achieved the expected learning outcomes. I used to motivate my students so as to achieve the best learning outcomes mainly through practicing the FAIR principles i.e. Feedback, Activity, Individualization, and Relevance.

## Part one: Personal information and academic background

Personal information	
Full Name	<b>Berivan Othman Rashid Muhammad</b>
Academic title	<b>Master degree in Community Medicine</b>
When did you start teaching	<b>9 /10/ 2006 as an associate lecturer محاضر منسب from General Directorate of Health up to 4/3/2014 then as a teacher assistant as I got formal transferring of services from Health Ministry to the Ministry of Higher Education &amp; Scientific Researches on 4/3/2014</b>
Number of years working as university teacher	<b>7 years as an associate lecturer منسب + 7 years as a teacher assistant &amp; a teacher from the 2<sup>nd</sup> semester of 2020-2021.</b>
University	<b>Duhok</b>
Faculty/ college	<b>Medicine</b>
Department	<b>Family &amp; Community Medicine</b>

Education and Academic certificates				
Certificate	Specialization/ department	University	Country	Year granted
Bachelors	<b>MBChB Medicine and General Surgery</b>	<b>Mosul</b>	<b>Iraq</b>	<b>12/7/1989</b>
Master	<b>MSc. Community medicine</b>	<b>Duhok</b>	<b>Iraq</b>	<b>12/12/2004</b>
PhD				

Academic Scientific title				
Academic Scientific title	Year granted	Place	Country	No of papers accomplished for this title
Assistant lecturer	<b>2014</b>	<b>College of medicine - Duhok</b>	<b>Iraq</b>	
Lecturer	<b>2020</b>	<b>College of medicine - Duhok</b>	<b>Iraq</b>	<b>2</b>
Assistant professor				
Professor				

Language qualification					
Language	Mother tongue	Very good	Good	Average	Do not know
Kurdish	√				
Arabic		√			
English		√			
Others (...)					

Computer: list these software programmes that you use. This section does not include knowledge of e.g. Microsoft office.				
Software	Level of use			
	Professional	Very good	Good	Average
Adobe		√		
Word		√		
PowerPoint		√		
Excel			√	

**Part two: teaching and examinations: a copy of lesson timetable and course book should be attached**

Undergraduate				
	Department	Stage	No of hours per week	No of students
1	Teaching undergraduate students	1 <sup>st</sup>	2 hours Theory / week for the 1 <sup>st</sup> semester + 3 hours /week as small group discussion for 2 <sup>nd</sup> semester,	Around 186
2	Teaching undergraduate students	3 <sup>rd</sup>	1 hour. Theory / week during 1 <sup>st</sup> semester + 3 hours /week for the 2 <sup>nd</sup> semester (Student-Selective Components Part)	Around 100
3				
4				

Postgraduate (High diploma, Master, Doctorate)				
	Subject	Level of postgraduate	No of hours per week	No of students
1				
2				

Supervising postgraduate students					
	Research title	Department	Level of postgraduate	Start date	End date
1					
2					
3					
4					

Defending sessions of postgraduate students					
	Name of postgraduate candidate	Department/ college/ faculty	University	Degree	Date of discussion
1					
2					
3					
4					

**Part three: Participation in developing the university through membership in committees in connection to the ministry of higher education, university, faculty/ college or department.**

Committee membership				
	Committee	Place of issuing the committee official document	Issue No and date	Duties of the committee
1	<b>Head of Examination Committee for Building &amp; Maintenance in the college</b>	<b>College of Medicine</b>	<b>Issue No. 758 On 4/9/2016</b>	<b>Diagnosis of deficiencies &amp; problems in the building &amp; follow up treatments &amp; maintenance procedure.</b>
2	<b>Member in the Committee of Updating College Quality.</b>	<b>College of Medicine</b>	<b>Issue No. 513 On 20/6/2017</b>	<b>Determining the requirements of the college and submitting the required suggestions for the development of the college in addition to the policy of developing the college administratively and scientifically.</b>
3	<b>Member in the High committee of Health Education &amp; Prevention from Corona</b>	<b>College of Medicine</b>	<b>Issue No.262 on 24-2-2020</b>	<b>Supervising and participating in Health Education Campaign on the preventive measures against Corona</b>

4				
<b>Administrative and academic positions</b>				
	<b>Position</b>	<b>Place</b>	<b>Issue No and date</b>	<b>Roles and duties</b>
1	<b>Head of Health and Safety Unit</b>	<b>College of Medicine</b>	<b>Issue No. 571 on 12/7/2016</b>	<b>Follow up the Health and Safety roles &amp; instructions over all in the Medical college building including all labs.</b>
2	<b>Head Assistant of Personal &amp; Professional Development Program Unit (PPDP Unit)</b>	<b>College of Medicine</b>	<b>Issue No. 480 on 25/6/2018</b>	<b>Preparing all the teachers for the task of tutor , also the students to be well engaged in this program through building their capacity by several workshops &amp; training courses , with follow up the tutors' activities &amp; the students' feedbacks via their Electronic Portfolios</b>
3	<b>Member in the Student-Social Unit</b>	<b>College of Medicine</b>	<b>Issue No. 476 On 6/6/2017 &amp; updated on 2/2/2022 by the issue no. 139</b>	<b>Deals with the students' social problems</b>
4	<b>Rapporteur of Community Medicine Department</b>	<b>College of Medicine</b>	<b>Issue No.376 on 27-4-2021</b>	<b>Follow the academic process with the administrative matters of the department according to instructions &amp; under the guidance of the head of the department and organize the academic work in coordination with the members of the department</b>
<b>Appreciation letters</b>				
	<b>Place</b>	<b>Issue No and date</b>		<b>Reason</b>
1	<b>College of Medicine</b>	<b>Issue No. 873 on 9/10/2018</b>		<b>Active positive role with good performance</b>
2	<b>College of Medicine</b>	<b>Issue No. 1060 on 3/12/2018</b>		<b>Active positive role with good performance</b>
3	<b>College of Medicine</b>	<b>Issue No. 700 on 15/7/2019</b>		<b>Active positive role with good performance of duties in Health and Safety unit</b>
4	<b>College of Medicine</b>	<b>Issue No. 702 on 15/7/2019</b>		<b>Active positive role with good performance of duties in PPDP unit</b>

5	College of Medicine	Issue No. 712 on 15/7/2019 Roles & duties in the new teaching system	Active positive role with good performance of duties in the Integrated Teaching System
6	College of Medicine	Issue No. 879 on 25/8/2021 Roles & duties in PPDP Unit	Perfect achievement concerning PPDP Unit in spite of the circumstances related to pandemic of Corona
7	College of Medicine	Issue No. 1036 on 27/9/2021 Roles & duties in Health & Safety Unit	Active working during Corona pandemic

**Part four: Continuous Academic Development (this includes the current academic calendar only; activities of previous years should not be included)**

### 1- Papers published

Papers published in local journals				
	Title of paper	Journal	Impact Factor	Place
1	Knowledge, attitudes, and practices of primary health care physician, junior doctors, and medical college students towards autism in Duhok, Iraq	Zanco J. Med. Sci., Vol. 25, No. (2), August, 2021 <a href="https://doi.org/10.15218/zjms.2021.013">https://doi.org/10.15218/zjms.2021.013</a>	-	Hawler
2				
3				
4				
Papers published in international journals				
	Title of paper	Journal	Impact Factor	Place
1				
2				
3				
4				
Papers published in local conferences				
	Title of paper	Conference	Place	Date
1				
2				
3				



4				
Papers published in regional conferences				
	Title of paper	Conference	Place	Date
1				
2				
3				
4				
Papers published in international conferences				
	Title of paper	Conference	Place	Date
1				
2				
3				
4				
Membership at editing board of local academic journals				
	Journal	Date	Place	Impact Factor
1				
2				
3				
4				
Membership at editing board of international academic journals				
	Journal	Date	Place	Impact Factor
1				
2				
3				
4				

Peer review for local journals				
	Title of paper	Journal	Date	Impact Factor
1				
2				
3				
4				
Peer review for international journals				
	Title of paper	Journal	Date	Impact Factor
1				
2				
3				
4				
Peer review for the purpose of academic promotion				

	Title of paper	Name of researcher	Evaluation date	Note
1				
2				
3				
4				
Patent certificates				
	Project	Place	Field	Note
1				
2				
3				
4				

## 2- Scientific and academic books

Books (including translated ones) at local level						
	Title of book (as in its original language)	Language of writing	Place of publication	ISBN	Year	Note
1						
2						
3						
4						
5						
Books (including translated ones) at international level						
1						
2						
3						
4						

## 3- Presentations

International keynote speeches and seminars				
	Title of speech/ seminar	Place/ city/ country	Date of presentation	Name of conference
1				
2				
3				
4				

Local keynote speeches or seminars				
	Title of speech/ seminar	Place/ city/ country	Date of presentation	Name of conference
1	<b>What is Large Group Teaching + It's Advantages &amp; Disadvantages</b>	<b>Medical College- Family &amp; Community Department</b>	<b>23-11-2021</b>	-----
2	<b>Introducing Interactivity + Personal Planner + What to do during &amp; after the lecture</b>	<b>Medical College- Family &amp; Community Department</b>	<b>24-11-2021</b>	-----
3	<b>Covid 19 Vaccination in Pregnancy</b>	<b>Medical College- Family &amp; Community Department</b>	<b>14-2-2022</b>	-----
4	<b>Principles &amp; Ten Golden Rules For Being a Good Tuter</b>	<b>Online via Zoom</b>	<b>19-2-2022</b>	-----
5	<b>Continuous Professional Development (CPD)</b>	<b>Online via Zoom</b>	<b>6-4-2022</b>	-----
6				
7				
8				

#### 4- Attendance at seminars

Attending seminars at department/ college/ faculty				
	Title of seminar	Place	Date of presentation	Note
1	<b>Purpose, Importance &amp; Pitfalls of Feedback &amp; It's relation to the questions</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>2-11-2021</b>	<b>Presented by Prof.Dr.Qaysar Sahib</b>
2	<b>Strategies of Transforming Fixed to Growth Mindset +Differences between both + Educational Principles to Guide Feedback Practices</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>3-11-2021</b>	<b>Presented by Prof. Dr. Qaysar Sahib</b>
3	<b>What is Flipped Classroom+ It's Advantages &amp; Disadvantages</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>9-11-2021</b>	<b>Presented by Dr. Ary Habeeb</b>

4	<b>How Flipped Classroom Works+ Personal Planner &amp; Design the Delivery</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>10-11-2021</b>	<b>Presented by Dr. Ary Habeeb</b>
5	<b>What is Formative Assessment +Problems with Formative Assessment</b>	<b>Medical College- Family &amp; Community Medicine Department</b>	<b>16-11-2021</b>	<b>Presented by Dr. Saad Yonis</b>
6-	<b>Test-Enhanced Learning +Examples of Formative Assessment Types+ Personal Planner</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>17-11-2021</b>	<b>Presented by Dr. Saad Yonis</b>
7	<b>What is the Learning Environment +What Makes an Effective Learning Environment</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>30-11-2021</b>	<b>Dr. Serwan Muhammad</b>
8	<b>The Different Components of Learning Environment + Personal Planner</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>1-12-2021</b>	<b>Dr. Serwan Muhammad</b>
9	<b>What is the Small Group Teaching &amp; Why Teach in Small Groups+ The Role of the Facilitator</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>7-12-2021</b>	<b>Dr. Raghieb</b>
10	<b>Encouraging Active Learning+ Personal Planner &amp; the Useful Techniques for Managing Small Group Discussion</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>8-12-2021</b>	<b>Dr. Raghieb</b>
11	<b>What Causes Students to Struggle + Benefits of Supporting Students +Kind &amp; Examples of Support</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>14-12-2021</b>	<b>Dr. Rajab</b>
12	<b>What Do Struggling Students Value in a Tutor + Personal Planner</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>15-12-2021</b>	<b>Dr. Rajab</b>
13	<b>Study Power</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>7-2-2022</b>	<b>Presented by Prof. Dr. Qaysar Sahib</b>
14	<b>Analysis of Data- Likert Scales</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>8-2-2022</b>	<b>Presented by Dr.. Saad Younis</b>
15	<b>Sample Size Estimation</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>22-2-2022</b>	<b>Presented by Prof. Dr. Qaysar Sahib</b>
16	<b>Categorical Data Analysis</b>	<b>Medical College- Family &amp; Community Medicine department</b>	<b>8-3-2022</b>	<b>Presented by Dr.. Saad Younis</b>

17	<b>Repetitive Data and Study Design</b>	Medical College- Family & Community Medicine department	15-3-2022	<b>Presented by Prof. Dr. Qaysar Sahib</b>
18	<b>Attrition and Loss to Follow up</b>	Medical College- Family & Community Medicine department	29-3-2022	<b>Presented by Prof. Dr. Qaysar Sahib</b>
19	<b>Cause-Effect Relationship</b>	Medical College- Family & Community Medicine department	5-4-2022	<b>Presented by Prof. Dr. Qaysar Sahib</b>
20	<b>Point Estimation and Confidence Interval</b>	Medical College- Family & Community Medicine department	12-4-2022	<b>Presented by Dr.. Saad Younis</b>
21	<b>Case Control Studies</b>	Medical College- Family & Community Medicine department	26-4-2022	<b>Presented by Dr.. Ary Habeeb</b>
22	<b>Estimation of Epidemiological Association</b>	Medical College- Family & Community Medicine department	10-5-2022	<b>Presented by Dr.. Ary Habeeb</b>
23	<b>Meta-Analysis</b>	Medical College- Family & Community Medicine department	17-5-2022	<b>Presented by Prof. Dr. Qaysar Sahib</b>
		Medical College- Family & Community Medicine department		

## 5- Participation in workshops

Local workshops				
	<b>Title of workshop</b>	<b>Place</b>	<b>Date</b>	<b>No of days</b>
1	<b>Workshop on Personal Professional Development for the 4<sup>th</sup> stage tutors</b>	Medical College – Hall no. 7	18-11-2021	1
2	<b>Workshop on Personal Professional Development for the 1<sup>st</sup> stage tutors</b>	Medical College – Hall no. 7	10-1-2022	1
3	<b>Workshop on Personal Professional Development for the 2<sup>nd</sup> stage tutors</b>	Medical College – Hall no. 7	21-2-2022	1

4	Workshop on Personal Professional Development for the 3 <sup>rd</sup> stage tutors	Medical College – Hall no. 7	7-3-2022	1
5	Accreditation of Medical Colleges	Duhok University Conference Centre	6-1-2022	1
6	Workshop on Personal & Professional Development program (PPDP) / Electronic Portfolio for 3 <sup>rd</sup> stage students	Medical College – Hall no. 7	13-10-2021	1
7	Workshop on Personal & Professional Development program (PPDP) / for 1 <sup>st</sup> stage students / First Group	Medical College – Hall no. 7	23-11-2021 Morning time	1
8	Workshop on Personal & Professional Development program (PPDP) / for 1 <sup>st</sup> stage students/ Second Group	Medical College – Hall no. 7	23-11-2021 Evening Time	1
9	Workshop on Personal & Professional Development program (PPDP) / for 1 <sup>st</sup> stage students/ Third Group	Medical College – Hall no. 7	25-11-2021 Morning time	1
10	Workshop on Personal & Professional Development program (PPDP) / for 1 <sup>st</sup> stage students/ Fourth Group	Medical College – Hall no. 7	25-11-2021 Evening Time	1
11				
12				
13				
Regional workshops				
1				
2				
3				
4				
5				
International workshops				
1				

2				
3				
4				
5				

## 6- Training courses

Local training courses				
	Title of training	Place	Date	No of days
1				
2				
3				
4				
5				
Regional training courses				
1				
2				
3				
4				
5				
International training courses				
1				
2				
3				
4				
5				

## 7- Organizing or teaching at seminars and workshops

Organizational/teaching roles at local workshops/ trainings				
	Title of training	Place	Date	No of days
1	Workshop on Personal & Professional Development program (PPDP) / Electronic Portfolio for 3 <sup>rd</sup> stage students	Medical College – Hall no. 7	13-10-2021	1
2	Workshop on Personal & Professional Development program (PPDP) / for 1 <sup>st</sup> stage students / First Group	Medical College – Hall no. 7	23-11-2021 9:00am.- 9:40am.	1
3	Workshop on Personal & Professional Development program (PPDP) / for 1 <sup>st</sup> stage students/ Second Group	Medical College – Hall no. 7	23-11-2021 11:40am.- 12:10pm.	1
4	Workshop on Personal & Professional Development program (PPDP) / for 1st stage students/ Third Group	Medical College – Hall no. 7	25-11-2021 9:00 am- 9:40am.	1
5	Workshop on Personal & Professional Development program (PPDP) / for 1st stage students/ Fourth Group	Medical College – Hall no. 7	25-11-2021 11:40 am- 12:10pm.	1
6	Workshop on Personal & Professional Development program (PPDP) / for 2 <sup>nd</sup> stage tutors/ Duties & Documents	Medical College – Hall no. 7	21-2-2022 9:40am.- 10:10am.	1
Organizational/ teaching roles at international workshops/ trainings				
1				
2				
3				
4				
5				



## 8- General activities

Publishing articles at newspapers and magazines				
	Title of article	Title of newspaper/ magazines	Date of publication	Place of publication of the newspaper/ magazine
1				
2				
3				
4				
5				
General seminars				
	Title of seminar	Place	Date	Note
1				
2				
3				
4				
5				
Press interviews (TV, newspapers and magazines, radio, websites)				
	Main subject	Channel	Place	Note
1				
2				
3				
4				
5				

### 9- Participating or organizing projects with private sector, community and outside university that serve the process of education and learning

List these projects that strengthen the relation between university and private sector and community as well as these projects related to students' trainings such as entrepreneurship.

	Project title	Date	Place	Start date	End date
1					
2					
3					
4					

### 10- Volunteering work

List these volunteering activities conducted with civil organizations, non-profit organizations and syndicates, as well as free consultation work.

	Title of activity	Place	Date	Note
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				