Welcome to postgraduate coursework teaching in the Faculty of Arts and Social Sciences. This orientation is designed to familiarise you with seminar teaching, including matters related to masters degree programs, student background, the mechanics of teaching and marking, the resources available to you and the responsibilities you have to students. You will also have the opportunity to hear directly from teachers and students involved in postgraduate coursework. Audio and text of the program will be available on the Faculty Teaching and Learning Website (http://www.arts.usyd.edu.au/teaching_learning/) in case you want to refresh your memory or follow up on things you heard about here. We hope you will find postgraduate teaching in the Faculty a rewarding and enriching experience. Should you have further questions, please don't hesitate to contact me at rick.benitez@sydney.edu.au

--Rick Benitez
Academic Support and Development
Arts Teaching and Learning Network

PROGRAM

1. Character and Cohort – Fiona Giles
2. Teacher Views – Jose Borghino
3. Student Views – Maeliosa Stafford
4. The Two-Hour Seminar – Ian Maxwell
5. Marking Student Work – Rick Benitez
6. Teaching to Diversity – Louise Katz
7. Pastoral Care – Nerida Jarkey
8. General Discussion
ORIENTATION PROGRAM FOR MASTERS SEMINAR TEACHERS

USEFUL LINKS

You might find it useful to bookmark these links. There are all sorts of teaching and learning resources available to you on these pages. Some you may use right away, others you may only notice after you've been teaching for a while. (Thanks to Nerida Jarkey and Sheridan Kennedy for some of these links!)

1. Faculty Teaching and Learning Site: http://www.arts.usyd.edu.au/teaching_learning/

USEFUL EMAIL ADDRESSES

Arts Teaching and Learning: arts.tlc@sydney.edu.au
Arts Postgraduate Inquiries: arts.postgraduate@sydney.edu.au
Institute for Teaching and Learning: itl@sydney.edu.au
International Office: io.info@sydney.edu.au

USEFUL DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 February</td>
<td>Classes begin</td>
</tr>
<tr>
<td>11 March</td>
<td>Last day to add a unit of study to your enrolment</td>
</tr>
<tr>
<td>31 March</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>15 April</td>
<td>Last day to discontinue without failure (DNF)</td>
</tr>
<tr>
<td>22 April – 29 April</td>
<td>AVCC Common Week / Non Teaching Easter Period</td>
</tr>
<tr>
<td>3 June</td>
<td>Last day to discontinue (Discontinued – Fail)</td>
</tr>
<tr>
<td>6 June – 10 June</td>
<td>Study Vacation</td>
</tr>
<tr>
<td>13 June – 25 June</td>
<td>Examination Period</td>
</tr>
<tr>
<td>25 June</td>
<td>End of semester</td>
</tr>
</tbody>
</table>
Casual Teaching Staff
Administration Guide
2011

| Faculty of Arts and Social Sciences and Social Sciences
University of Sydney
Welcome

The Faculty of Arts and Social Sciences welcomes its casual teaching staff – we hope your time with us will be rewarding.

As a casual teacher you will be under one of the five schools within the Faculty:
School of Languages & Cultures (SLC)  School of Philosophical and Historical Inquiry (SOPHI)
School of Letters, Art and Media (SLAM)  School of Social and Political Sciences (SSPS).
School of Economics

Each school will have its own particular procedures and you will be given information about them on taking up your contract with a program or department. However, the following is an overview of the main issues most common to all schools.

Administration Matters

Support Staff
At the end of this document there is a list of staff for each school who are able to assist you with your enquiries in the areas listed:
Finance Officer  contracts, payments
Academic Support Officer  office space, mail, access
Teaching Support Officer  result processing, special consideration
Software & Asset Officer  email and unikey accounts
School Administration Manager  general coordination or problems
ICT  desktop computing support

Contracts
On approval of the Chair of Department, your Unit of Study coordinator advises the Finance Officer to draw up a contract. After this has been approved by the Head of School, you receive notification by email of your contract. You sign and return the contract and all documents requested. No payments can be made without all information being supplied. All enquiries should be directed to your school’s Finance Officer.

Please note that it can take up to 2 weeks between the time your coordinator confirms your employment and you receiving your contract.

Office Space
Each School has a room with computing access allocated to casual teaching staff and these are utilized on a share basis. If requested by your supervisor, keys will be ordered for the office and the utility/resource room which contains a photocopier, printer, fax, mail pigeonholes etc. You will be advised when the keys are ready and can be collected from: Security, Services Building G12, Ground Floor, Codrington St. Darlington Campus Mon-Fri 8.30 am-4.00pm http://sydney.edu.au/facilities/
For enquiries regarding access to office space, contact your Academic Support Officer

Please note that access is provided on a personal basis. Keys issued are not transferable, nor are they to be used to admit other students, staff or visitors, or to be loaned to others. At all times, responsibility for a key or card rests with the person to whom it is issued. The loss of keys or access cards should be reported immediately to the Systems Section during business hours. After hours, the Security Patrol should be informed on (02) 9351 3487.

Library access
If you are not a Postgraduate Research or Honours student at this university, you will need to fill in the Library Access form at the end of this document and take it to Fisher Library with your Offer of Contract Letter and Photo identification (eg driver’s license or passport). The form does not need to be signed by your supervisor if you take your contract letter along.

Mail
Your Academic Support Officer will advise you of a designated mail pigeonhole for casual teaching staff. You will also be able to send outgoing mail using the School mailing facility.
Photocopier PIN
A personal identification number (PIN) will be allocated for use when photocopying in the utility/resource room. Please photocopy your materials well before your class as there will be high demand in the beginning of semester. **Please note that these copiers are not for the use of undergraduate or postgraduate students. In order to manage costs, please do not provide students with the pin number.**

Email access
If you are not already a student or staff member at Sydney University, you will need to apply for an email account. Fill in the form at the end of this document and send to your School’s Software and Assets Officer.

UniKey:
To access on-line teaching (if your coordinator uses it for your unit of study), or other university intranet information, you will need a Unikey. If you are a student you will already have one. If not, you will be given a unikey with notification of your email account.

Desktop computer support
The University provides assistance to staff with computing enquiries through their ICT Help Desk:

Audio-Visual Assistance
If you need help with AV in your tutorial/seminars you can request assistance from the University’s AV Unit. The Unit also provides online tutorials at:http://www.usyd.edu.au/ict/audiovisual/
It is advisable to check out your teaching room and the equipment well before your class.

Building Attendant Assistance
If you need help with access to teaching rooms you can call the Precinct Officer help desk 9351 6333

Casual Teacher Development Program
Application for this training can be found at: [http://www.arts.usyd.edu.au/tutors_development_program/](http://www.arts.usyd.edu.au/tutors_development_program/)

Medical
Staff can consult a doctor either on a "WALK-IN" basis or by APPOINTMENT.

<table>
<thead>
<tr>
<th>Wentworth Building G01</th>
<th>Telephone: 9351 3483</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Road, Level 3</td>
<td>Hours: 8.30am to 5.30pm</td>
</tr>
<tr>
<td>(same level as the banks, pharmacy, newsagency,)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Holme Building A09</th>
<th>Telephone: 9351 4095</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Science Road: entry level</td>
<td>Hours: 9.00am to 5.00pm</td>
</tr>
<tr>
<td>(near the newsagent, pharmacy, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

Occupational Health and Safety
If you have an existing disability/health problem that would have implications for accommodation and equipment requirements, you should notify your Academic Support Officer. You can check the university’s office ergonomic guidelines at: [http://www.usyd.edu.au/ohs/ohs_manual/ergonomics/ergoguide.shtml](http://www.usyd.edu.au/ohs/ohs_manual/ergonomics/ergoguide.shtml)

Parking

Security
In case of Emergency phone: 9351 3333

Semester End
At the end of semester please ensure that you remove any personal belongings from the casual teaching staff room and return your key to the admin officer. Due to the extreme lack of space on campus, any items left in the rooms cannot be stored.
Student Matters

Consultation Hours
Notification of your consultation hours will need to be supplied to your students and placed on the door of the Casual Teaching Staff room. You will need to take into account that you will be sharing a room with other casual teaching staff so that consultation hours do not clash.

Tutorial/seminar Groups and Timetables
All students can download their timetable from the start of ‘O’ week. Students can make changes to their tutorial/seminar groups initially through the online timetabling system. If they can’t make the exact change through this way, they can seek permission from you but bear in mind that it is your responsibility to ensure that the number of students in a tutorial/seminar does not exceed the set size.

Class Lists
Class lists are available from the Timetabling System (check with your supervisor). The class list will contain the tutorial/seminar group identifier, SID (student identification number), name, degree, email. Casual teaching staff can keep these lists to mark attendance. However allocations will change as students change their choice or when the tutorial/seminars on offer are changed. You may need to add or delete a student to your list. If you are adding a student, it is essential to record the SID correctly. If you are using a learning management system such as WebCT, your tutorial/seminar group will be allocated through that system.

Essay Submission and Return
Please consult the unit coordinator to check specific arrangements but generally, most coordinators will have already set dates for submission of assessments, which are usually early in the week so the student has the weekend to complete work. Assessments must be accompanied by a Cover Sheet which are for the purpose of:
- Identification of the student, tutorial/seminar or class
- Calculation of penalties for late work
- To ensure that students are aware of the policy on plagiarism
Work is usually submitted in essay boxes located in the School.

Student work is returned during class however sometimes this is not possible:
- When work is to be marked after classes stop
- If student does not attend the tutorial/seminar
In such cases the work should be returned to the School Office for collection.

Please let students know a definite day when work will be available for collection as this then avoids numerous enquiries. If you cannot meet this deadline, please email students with the new date, so as to avoid wasting student time coming and checking with the office if the essay has arrived.

Extensions and Special Consideration
The Faculty of Arts and Social Sciences uses a web-based system for students to apply for: Special Considerations, Special Arrangements and Extensions for all assessments.

Only Unit of Study coordinators approve extensions and special considerations – check with your supervisor about this procedure.

Results
The Faculty uses a web-based system for all teaching and marking staff to enter marks. You will be advised by your Teaching Support Officer in the first few weeks of semester about how to access this system.

Staffs are required to be available for enquiries up until the deadline for the submission of results which is usually four weeks after the end of classes.

Plagiarism
All students must sign off the assignment cover sheet that the work they are submitting is their own. If you suspect plagiarism, you should discuss it immediately with the unit of study coordinator.
Semester and Vacation Dates

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Classes begin</td>
</tr>
<tr>
<td>28 February</td>
<td>25 July</td>
</tr>
<tr>
<td>Easter Recess</td>
<td>Mid-Semester Break</td>
</tr>
<tr>
<td>22-29 April</td>
<td>26 Sept – 30 September</td>
</tr>
<tr>
<td></td>
<td>(Labour Public Holidays</td>
</tr>
<tr>
<td></td>
<td>3 Oct)</td>
</tr>
<tr>
<td>Study Vacation</td>
<td>Study Vacation</td>
</tr>
<tr>
<td>6-10 June</td>
<td>1-4 November</td>
</tr>
<tr>
<td>Exam Period</td>
<td>Exam Period</td>
</tr>
<tr>
<td>13-25 June</td>
<td>8-20 November</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>25 June</td>
<td>19 Nov</td>
</tr>
</tbody>
</table>

General Office Hours
(these may vary between Schools – check with your admin staff)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Mon, Tues, Wed, Fri:  10am – 1pm, 2pm – 4pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester breaks</td>
<td>Mon - Fri: 10am – 1pm, 2pm – 4pm</td>
</tr>
</tbody>
</table>

However, Office staff are available to assist staff from Monday – Friday, 9am – 1pm, 2pm – 5pm.

YOUR CHECKLIST

1. Finalise Contract paperwork
2. Apply for email/library (if not a student)
3. Pick up keys to office space (if required)
4. Confirm teaching times with coordinator
5. Visit teaching rooms
6. Access on-line AV tutorial
7. Confirm consultation times
8. At end of semester - Clear Casual teaching staff Room of your items
9. Return Keys to Admin Officer (for next semester’s casual teaching staff)
University of Sydney

Contract & Casual Employee
CARD APPLICATION

If you are not a Postgraduate Research or Honours student at this university, you will need to fill in the Library Access form and take it to Fisher Library with your Offer of Contract Letter and Photo identification (eg driver’s license or passport). The form does not need to be signed by your supervisor if you take your contract letter along.

Please print CLEARLY

TO BE COMPLETED BY CONTRACT/CASUAL EMPLOYEE*

Surname: ............................................. Given Names: ............................................ Title: .......

Departmental address: .................................................................................................................

Home address: ..............................................................................................................................

Phone: ........................................................... Mobile: ..............................................................

Email address: ..............................................................................................................................

Date of birth: ........................................ Staff ID No: .................................................................

Duration of employment: ............./........../........ until: ............./........../........

Signature: .................................................. Date: .................................................................

Note: Please present proof of identity to staff at the University Card Centre, Level 2, Fisher Library. The following documents are acceptable as proof of your identity:

- a valid passport
- a birth certificate
- a current driver’s licence

TO BE COMPLETED BY HEAD OF DEPARTMENT/SUPERVISOR

I confirm the above person’s employment for the period stated. Should this person’s employment cease before the specified date, I undertake to ensure that the University Card Centre is informed.

Name: .......................................................... Position: ..........................................................

Department: .................................................................................................................................

Signature: .......................................................... Date: ............................................................

*Privacy Statement: By completing this form you are supplying the University of Sydney with personal information about yourself. The University needs this information so that it can process your application for a card. However, should you not supply the information, or supply only part of it, you should be aware that your application might not be processed. You have the right to request access to and/or correct any personal information concerning you held by the University. Routine corrections, changes and enquiries should be directed to the University Card Centre, telephone: 9351 2423, email: university.cards@usyd.edu.au
Application for a University Email/Unikey

Getting and keeping an account is based on your acceptance of and continuing compliance with the **Policy of the Use of University Information and Communication Technology Resources** (ICT Resources). This Policy is available on the web at [http://www.usyd.edu.au/ICTRPolicy/](http://www.usyd.edu.au/ICTRPolicy/)

By filling out this form I confirm that I have read and understood the conditions of use and agree to abide by them.

On completion of this form please email to your School’s Software and Asset Officer

---

**For Continuing and Casual Staff**

<table>
<thead>
<tr>
<th><strong>Title</strong> <em>(Mr/Mrs/Ms/Dr/Prof)</em></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact Email</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact Phone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Birth</strong> <em>(mandatory if Unikey field not filled)</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Start Date</strong> <em>(mandatory if casual)</em></th>
<th><strong>End Date</strong></th>
</tr>
</thead>
</table>

**Classification:**

<table>
<thead>
<tr>
<th>Academic</th>
<th>Casual Academic</th>
<th>General Staff</th>
<th>Postgraduate Student</th>
<th>Other (specify)</th>
</tr>
</thead>
</table>

| **Staff Number** |  |
| **Student Number** |  |
| **Department** |  |
| **Building /Room No** |  |
| **Room Phone No.** |  |

---

**For Postgraduate Students – Not Teaching Staff** *(Your Supervisor must complete the following section)*

This is to certify that the above person is a postgraduate student whom I am supervising and that they require access to Arts’ computer systems.

| **Student’s Degree** |  |
| **Supervisor Name** |  |
| **Supervisor Signature** | **Date** |

---

**Office Use Only**

| **Date Received** |  |
| **ICT Job No** |  |
| **ICT Entered Date/BY** |  |
| **Email Address** |  |

<table>
<thead>
<tr>
<th><strong>Sync with</strong></th>
<th>Arts Server</th>
<th>VPN</th>
<th>WEB</th>
<th>Billing Group</th>
</tr>
</thead>
</table>
### FACULTY OF ARTS AND SOCIAL SCIENCES

#### SCHOOL ADMINISTRATIVE STAFF - SEMESTER 1, 2011

### School of Philosophical and Historical Inquiry

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Extn</th>
<th>Room/Blg</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carter, Carolyne</td>
<td>School Administration Manager</td>
<td>14033</td>
<td>612, A18</td>
<td><a href="mailto:Carolyne.carter@sydney.edu.au">Carolyne.carter@sydney.edu.au</a></td>
</tr>
<tr>
<td>Chen, Jing</td>
<td>Finance</td>
<td>66436</td>
<td>615, A18</td>
<td><a href="mailto:Jing.chen@sydney.edu.au">Jing.chen@sydney.edu.au</a></td>
</tr>
<tr>
<td>Morrison, Stephen</td>
<td>Software &amp; Assets</td>
<td>13094</td>
<td>607, A18</td>
<td><a href="mailto:Stephen.morrison@sydney.edu.au">Stephen.morrison@sydney.edu.au</a></td>
</tr>
<tr>
<td>Walker-Smith, Kaaren</td>
<td>Academic Support</td>
<td>66132</td>
<td>H3.07, A14</td>
<td><a href="mailto:Sophi.enquiries@sydney.edu.au">Sophi.enquiries@sydney.edu.au</a></td>
</tr>
<tr>
<td>Ferrari, Diane</td>
<td>Teaching Support (Thu-Fri)</td>
<td>12271</td>
<td>613, A18</td>
<td><a href="mailto:Diane.ferari@sydney.edu.au">Diane.ferari@sydney.edu.au</a></td>
</tr>
</tbody>
</table>

### School of Social and Political Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Extn</th>
<th>Room/Blg</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardy, Jane</td>
<td>School Administration Manager</td>
<td>69436</td>
<td>142, A26</td>
<td><a href="mailto:Jane.hardy@sydney.edu.au">Jane.hardy@sydney.edu.au</a></td>
</tr>
<tr>
<td>Ondriskova, Danka</td>
<td>Finance</td>
<td>40560</td>
<td>126, A26</td>
<td><a href="mailto:danka.ondriskova@sydney.edu.au">danka.ondriskova@sydney.edu.au</a></td>
</tr>
<tr>
<td>Tanto, Henora</td>
<td>Software &amp; Assets</td>
<td>67654</td>
<td>127, A26</td>
<td><a href="mailto:henora.tanto@sydney.edu.au">henora.tanto@sydney.edu.au</a></td>
</tr>
<tr>
<td>Hauenstein, Coral</td>
<td>Academic Support</td>
<td>41280</td>
<td>140, A26</td>
<td><a href="mailto:coral.hauenstein@sydney.edu.au">coral.hauenstein@sydney.edu.au</a></td>
</tr>
<tr>
<td>Hauenstein, Coral</td>
<td>Teaching Support</td>
<td>41280</td>
<td>140, A26</td>
<td><a href="mailto:coral.hauenstein@sydney.edu.au">coral.hauenstein@sydney.edu.au</a></td>
</tr>
</tbody>
</table>

### School of Letters, Art, and Media

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Extn</th>
<th>Room/Blg</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connor, Elizabeth</td>
<td>School Administration Manager</td>
<td>13551</td>
<td>S308, A20</td>
<td><a href="mailto:Elizabeth.connor@sydney.edu.au">Elizabeth.connor@sydney.edu.au</a></td>
</tr>
<tr>
<td>Datt, Prayag</td>
<td>Finance</td>
<td>12656</td>
<td>S311, A20</td>
<td><a href="mailto:Prayag.datt@sydney.edu.au">Prayag.datt@sydney.edu.au</a></td>
</tr>
<tr>
<td>Johnston, Mark</td>
<td>Software &amp; Assets</td>
<td>15466</td>
<td>S307, A20</td>
<td><a href="mailto:mark.johnston@sydney.edu.au">mark.johnston@sydney.edu.au</a></td>
</tr>
<tr>
<td>Corrigan, Eileen</td>
<td>Academic Support</td>
<td>12226</td>
<td>N401, A20</td>
<td><a href="mailto:Eileen.Corrigan@sydney.edu.au">Eileen.Corrigan@sydney.edu.au</a></td>
</tr>
<tr>
<td>Rodrigo, Deborah</td>
<td>Teaching &amp; Learning Support</td>
<td>66418</td>
<td>S309, A20</td>
<td><a href="mailto:Deborah.rodrigo@sydney.edu.au">Deborah.rodrigo@sydney.edu.au</a></td>
</tr>
</tbody>
</table>

### School of Languages and Cultures

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Extn</th>
<th>Room/Blg</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitrikeski, Drasko</td>
<td>School Administration Manager</td>
<td>67212</td>
<td>511, A18</td>
<td><a href="mailto:drasko.mitrikeski@sydney.edu.au">drasko.mitrikeski@sydney.edu.au</a></td>
</tr>
<tr>
<td>Feng, Helen</td>
<td>Finance</td>
<td>16800</td>
<td>513, A18</td>
<td><a href="mailto:helen.feng@sydney.edu.au">helen.feng@sydney.edu.au</a></td>
</tr>
<tr>
<td>Shaw, Sasha</td>
<td>Software &amp; Assets</td>
<td>16760</td>
<td>512, A18</td>
<td><a href="mailto:sasha.shaw@sydney.edu.au">sasha.shaw@sydney.edu.au</a></td>
</tr>
<tr>
<td>McCabe, Michael</td>
<td>Academic Support</td>
<td>65048</td>
<td>506, A18</td>
<td><a href="mailto:michael.mccabe@sydney.edu.au">michael.mccabe@sydney.edu.au</a></td>
</tr>
<tr>
<td>Isbister, Wayne</td>
<td>Teaching Support</td>
<td>13038</td>
<td>506, A18</td>
<td><a href="mailto:wayne.isbister@sydney.edu.au">wayne.isbister@sydney.edu.au</a></td>
</tr>
</tbody>
</table>

### Other Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Extn</th>
<th>Room/Blg</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICT</td>
<td>Computer Desktop Support</td>
<td>16000</td>
<td></td>
<td>ict <a href="mailto:helpdesk_idd@usyd.edu.au">helpdesk_idd@usyd.edu.au</a></td>
</tr>
<tr>
<td>AV</td>
<td>Audio Visual Support</td>
<td>16000</td>
<td></td>
<td><a href="mailto:av.service@sydney.edu.au">av.service@sydney.edu.au</a></td>
</tr>
<tr>
<td>Precinct Officer</td>
<td>Building Attendant Services</td>
<td>16333</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security</td>
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Sessional Staff Orientation PG 2011

Assessment and Marking

A/Prof. Rick Benitez
Assessment is a species of formal communication between teachers and learners that is designed to allow both to gauge the progress of learners towards desired course outcomes.

- Assessment may be *formative* (designed to gauge and promote progress but without any weight in the overall mark for a course) or,

- Assessment may be *summative* (designed to gauge progress and to record a weighted component of the mark for a course)
  - Summative assessment may have a formative feedback component.
Effective assessment involves giving advice to students in advance about:

- Assessment Aims and Instructions
- Academic Honesty
- Standards
- Elements to be Assessed
- Meaning and forms of feedback
Promoting Academic Honesty

› 1. Remind students why academic honesty is important
› 2. Inform students about University Policy
› 3. Provide guidance on acceptable standards of referencing
› 4. Give examples of unacceptable practices
› 5. Make clear the responsibilities of all students in group work
Norm Referenced Marking
- ‘Norm referenced marking’ refers to marking according to a normal distribution, however well or badly students perform on assessments, e.g.:
  
  7\% HD, 15\% D, 65\% Cr+

- Norm referenced marking uses scaling to arrive at the normal distribution
- Problems with norm referencing
  - class size may be statistically insignificant
  - students may feel that the mark they receive does not fairly reflect their performance

Standards Referenced Marking
- ‘Standards referenced marking’ refers to marking according to clearly identified standards, promulgated to students in advance of assessment tasks
- Standards referenced marking does not employ scaling
- Advantages of standards referencing
  - students have clear expectations
  - students have more reason to believe they achieve the mark they deserve
An Example of Grade Descriptors

› **PASS (50-64%)**

Demonstrates a basic knowledge of fundamental concepts/theories related to the topic. A mark in this range denotes a mainly descriptive essay/project, rather than one which uses analysis and argument. The essay successfully describes concepts/theories, but does not extend beyond.

› **CREDIT (65-74%)**

Demonstrates an understanding of fundamental concepts/theories. The essay shows awareness of the relevance of these concepts and some ability to integrate concepts with issues discussed. There is a successful attempt at analysis, which demonstrates awareness of how parts of the topic relate to each other - i.e. it attempts to analyse the relationships between parts of the topic. The essay attempts to integrate concepts and show the relevance of these concepts to the argument. Linked to the achievement of this grade is a demonstration of competent use of language for the purpose of comprehension and communication of concepts.

› **DISTINCTION (75-84%)**

Demonstrates an understanding of fundamental concepts/theories and the relationship between them. The essay demonstrates understanding of a broad area of knowledge related to the topic and the ability to apply these to an existing theoretical debate. An essay receiving this grade shows by applying them to new situations (i.e. the substantive issue of the essay). Linked to the achievement of this grade is evidence of writing of high literary standard, including structure, style and referencing.

› **HIGH DISTINCTION (85% +)**

Demonstrates outstanding quality in terms of logical argument and critical and creative use of sources and materials to achieve the argument. The essay demonstrates ability to produce original ideas which extend/challenge existing debates, and shows evidence of broad, systematic and creative use of research skills. Linked to this grade criterion is evidence of writing of a high literary standard, including structure, style and referencing.
Example of a Marking Guide

**ESSAY ASSESSMENT SHEET**

<table>
<thead>
<tr>
<th>Category</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Poor</th>
<th>Comment</th>
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<tbody>
<tr>
<td>General Content</td>
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<tr>
<td>Discussion of Key Issues/Relevance of Facts</td>
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<tr>
<td>Logical Development of Argument</td>
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<td>Evidence of Research/Use of References</td>
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<tr>
<td>Essay Structure:</td>
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<tr>
<td>Introduction</td>
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<tr>
<td>Conclusion</td>
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<tr>
<td>General</td>
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</table>
Elements of effective feedback

- Timely return of assessment
- Positive comments on good work
- Constructive, non-personal criticism
- Use of a marking guide that students understand
Mechanics of Marking

Tips for Effective Marking

› 1. Understand the assessment task

› 2. Understand the expectations (Grade Descriptors, Marking Guide)

› 3. Make appropriate comments. Comments should be:
   - specific
   - descriptive
   - constructive
   - individual
   - realistic

› 4. Help students to be better writers

› 5. Use both anchored and relative judgment
Extensions and Special Considerations

Arts Policy for Simple Extension and Special Consideration

› 1. All extensions and Special Considerations must be processed through the online system.

› 2. Extensions of 1-4 days are considered Simple Extensions. These are not automatic;
   - students must still apply for a simple extension through the online system
   - students must still give reasons for requesting the simple extension
   - the same kinds of acceptable reasons apply: illness, misadventure
   - students do not have to provide supporting documentation
   - an email from the Faculty granting the extension must be attached to late work

› 3. Special Consideration applies to work submitted between 5-20 days after the due date.
   - students must apply for special consideration through the online system
   - students must use the faculty pro-forma for professional practitioner statement
Pastoral Care in PG Coursework
Faculty of Arts and Social Sciences
Semester One 2011
What’s my role?

- **Triage**
  - What’s going wrong?
  - What might help?
  - How urgent is it?

- **Monitor**
  - How’s it going now?
  - Is further ‘triage’ necessary?
What can I do to equip myself?

- **Key Resources**
  - **Faculty of Arts Student Administration Services**
  - **Student Services**
    - Learning Centre
    - CAPS
  - **Faculty Liaison Librarians**
    - eSearch to Research
  - **Staff and Student Equal Opportunity Unit**
What can I do to equip myself?

- **Key Policies**
  - Special Consideration
  - Academic Honesty
  - Appeals
FAQs

Pastoral Care in PG Coursework

Q: What’s my role in the pastoral care of PG Coursework Students?

A: Your key role is one of ‘triage’.

Try to work with the student to:
1. understand what is going wrong
2. figure out what might help (and guide them to where they can access that help)
3. decide how urgently the help is needed, and act straight away if the need is urgent.
   (Just in case: http://sydney.edu.au/stuserv/counselling/staff)

If possible, try to follow up by monitoring the student to determine if your initial intervention has helped, or if further ‘triage’ may be necessary.

Q: What else can I do to equip myself for this role?

A1: The first thing you can do is to find out about key support services.

1. Faculty Student Administration Office: http://sydney.edu.au/arts/about/contact_us.shtml … for all questions related to enrolment or faculty policy.

2. Student Services: http://sydney.edu.au/stuserv, in particular:
   Learning Centre: http://sydney.edu.au/stuserv/learning_centre/ (NB > Resources)
   CAPS: http://sydney.edu.au/stuserv/counselling/ (NB: for local and international students)


4. Staff and Student Equal Opportunity Unit: http://sydney.edu.au/eeo
   … for any concerns about harassment or discrimination.

Q: What can I do to equip myself for this role?

A2: As well as finding out about support services, you can also ensure you are familiar with key policies.


3. Appeals against results http://sydney.edu.au/arts/current_students/undergraduate_forms.shtml#appeals
TEACHERS’ DEVELOPMENT PROGRAM
SEMESTER 1, 2011

If you are working as a teacher in the Faculty of Arts and Social Sciences, or the Faculty of Education and Social Work, you are warmly invited to participate in the Teachers’ Development Program. This program provides teachers with an opportunity to develop and reflect on their teaching practice, as well as engage with peers. At the end of the program, your participation will be rewarded with a certificate that you can add to your CV.

Teachers who are new to tertiary teaching are particularly welcome, but more experienced tutors are also encouraged to join in.

ABOUT THE TDP
A wide range of issues will be considered, from the research on effective teaching and learning principles to highly practical matters such as managing classroom dynamics.

The four sessions cover the following topics:

1. Teaching Techniques and Practices
2. Facilitating and Scaffolding Student Learning
3. Techniques for Professional Feedback
4. Developing Your Teaching Skills

Each session runs for two and a half hours, beginning with a one-hour keynote session. After a short break, during which afternoon tea is served, participants are divided into small discussion groups. This provides tutors with an opportunity to discuss the issues presented in the keynote session with their peers, and explore the ways in which they relate to their own teaching practice and experience.

ELEARNING MODULE
This optional module is designed to give you an insight into eLearning. It will help you develop skills and knowledge about how best to complement or even replace some aspects of face-to-face teaching in your unit of study with online activities. Sessions in this module will address the following themes:

1. What is online learning and what does it offer my students?
2. What is my role in eLearning?

PLEASE NOTE: This module is only available to staff from the Faculty of Arts and Social Sciences at present.

REGISTRATION
To register, please visit our website at http://sydney.edu.au/arts/teachers_development_program/register.shtml

The deadline to register is Thursday 17 March. Places are limited and are expected to fill quickly!

For further information about the Tutors’ Development Program visit: