

Sessional Handbook

An introduction to teaching at ECU

November 2011



Welcome to ECU!

ECU places a very high value on the knowledge, skills and contributions of our sessional staff. You are now an important member of our teaching staff and an integral part of our collaborative endeavours to constantly improve our students' learning experiences and outcomes.

Through various mechanisms we will endeavour to treat you fairly, respectfully and professionally; we will ensure that we support you in the often complex tasks of understanding ECU policies and procedures; and we will make sure you are informed about how to access relevant resources and services.

In this booklet we aim to help you understand ECU, how it works, where to go, who can help, and why you're here. This booklet should serve as a great starter in getting around, understanding the jargon used and answering queries you probably will have.

There are two main sections in this book. The first is about getting you known in the system (contracts, IT, desk, phone) and getting you to know the systems, policies and procedures. The second is about teaching at ECU. Both sections are important.

Additional information and resources relating to your teaching at ECU are available on our [ECU website](#). Login to the **Student/Staff Portal**, select **Learning Intranet** tab, **for Academic Staff**, then **Leading Learning at ECU**. Whether you are a new or experienced academic staff member, this section will assist you to become more knowledgeable and effective in the teaching environment at ECU. It covers a diverse range of topics and is a valuable resource for enabling you to develop and refine your teaching to support students' learning. It is designed to act as a reference point, not necessarily to be read cover to cover.

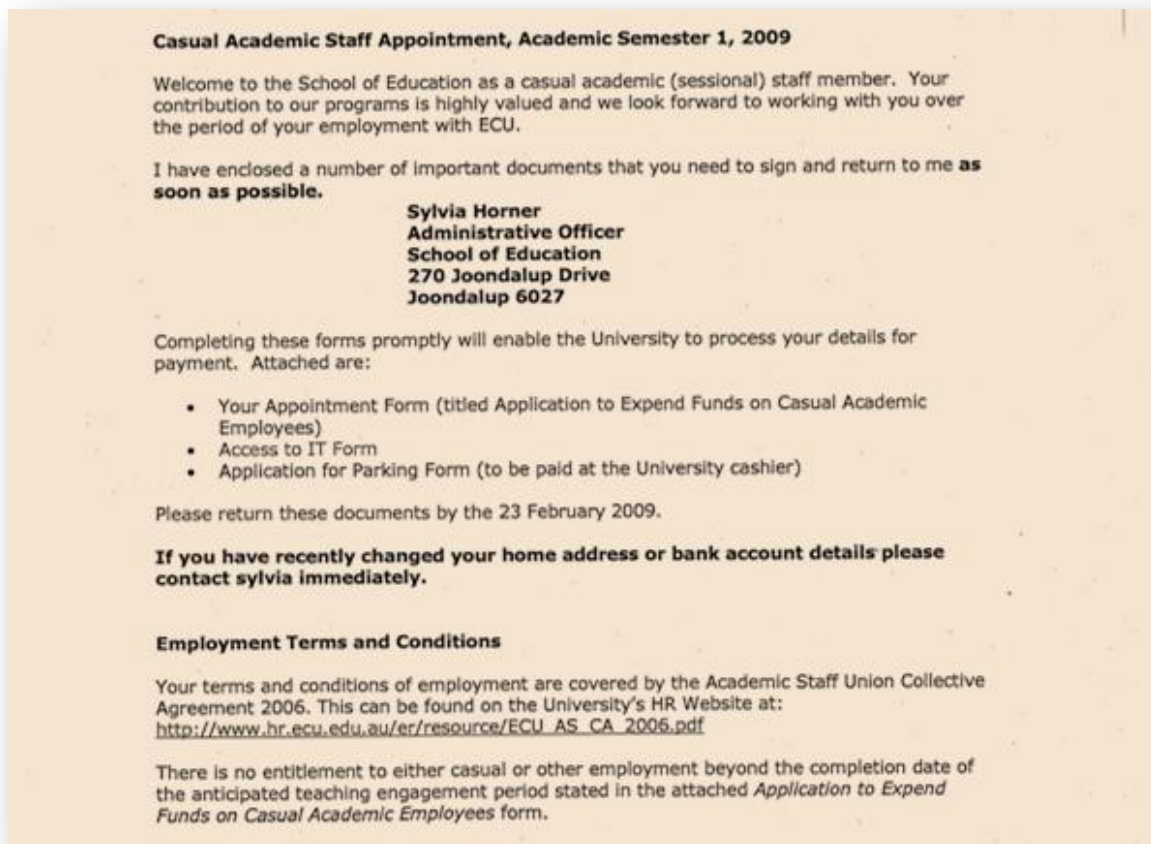
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Getting started

At this stage you would have received an invitation to become part of our teaching staff. This may have come about through an informal contact, a telephone call, or by responding to an advertisement. The first step in actually becoming a sessional staff member is to sign a contract. You are not an employee until that contract is signed. To get this underway you will usually receive a letter from the university that looks a little like this:



The important part of this letter is the contact details of the Administrative Officer in your school who is handling your details. Make contact with this person and complete any documentation as soon as possible, in particular:

- Application to Expend Funds on Casual Academic Employees;
- Taxation form;
- Staff Details Form (*bank details for payment of salary*);
- Application for Computer System Account (this has to be signed for you to obtain a login to the ECU Staff Portal).

Things change quickly in regard to sessional work, as enrolments vary in weeks close to start of semester, which means staff workloads change as well. It is possible that your sessional work may change – increase or decrease - but most times you will be asked to do more!

You should know:

- sessional teachers are paid a fortnight in arrears;
- if you don't sign your contract then it can't be processed and you can't be paid;
- if your contract is not signed then you cannot access facilities like email, office and phone;
- it takes time to process your form so if you sign the contract the week before your teaching period starts, it may be as long as a month before you are paid.

Pay Disbursement details

Make sure you enter your bank account details, BSB and account number, on your pay documentation. Pays are sent to your bank account every second Wednesday night.

Qualifications

You have to specify your qualifications and as a sessional teacher you are expected to have a University degree or the equivalent. You must supply certified copies of your qualification with your other paperwork before you can be employed.

Birth certificate or passport

We want to know how old you are – no, really we just need to know that you are who you say you are so a certified copy of either of these is required.

Medical Statutory Declaration

This form basically asks you sign that you have no medical condition that will prevent you from doing your job. It's a Statutory Declaration so needs to be signed in front of certain people like a Nurse, Police Officer, Legal practitioner or JP. A full list of those eligible to sign is on the back of the form.

Teaching jobs within Faculties are categorised as Category A low risk. These positions are deemed to have limited exposure to recognised occupational hazards and include casual staff and sessional staff who are employed for single lectures or tutorials or employed to undertake work that will not expose them to recognised occupational hazards;

Please fill in and return your Pre Employment Medical Form to your Line Manager, Senior Administrative Officer or the HR Account Manager.

Taxation Declaration

All new staff must fill in a Taxation Declaration form. This notifies ECU of your Tax File Number and enables the University to tax you at the appropriate level.

Application for Computer System Account

This form helps you access ECU computer networks – that is it gives you an email address and lets you access items like Blackboard, Staff Directory and Staff Kiosk. Submit this form as early as possible, as it will make life much easier. This form cannot be processed until you sign the offer of employment. No contract, no email. ECU will provide you with an ECU email address (initial.surname@ecu.edu.au). This will last as long as your contract and can be extended to the end of semester but if you are a continuing sessional staff member the email will keep working. The IT Services website will provide you with further information (<http://it.ecu.edu.au/services/index.asp>).

You can find information about proxy settings and internet authentication at <http://www.ecu.edu.au/centres/information-technology-services/overview>.

People you should know about

It's time you met some other staff in your School. The School in which you teach is part of a Faculty and this Faculty has a Dean. The Head of School reports to this Dean. Heads of School generally devolve responsibilities for various aspects of teaching to Course Coordinators.

There are several Course Coordinators, lots of Unit Coordinators, plenty of Lecturers, and a whole bunch of students!

There is also a great team of administration staff who can really make your life easy if you get to know them. Each School has appointed a person, usually a General Staff member, to be the Sessional Staff Support Officer whose role is to coordinate all activities associate with Sessional Staff teaching in that School. Your School administration officer can be contacted with any questions you may have concerning your appointment and for assistance (apart from unit related inquiries).

Training and Development

As a new staff member you are required to attend a short course entitled PDC111 Teaching@ECU: Getting Started before commencing your teaching duties. This unit is **compulsory** for all new staff, regardless of your previous qualifications. You are paid for attendance so collect your certificate of attendance and pass this onto your administrative officer so that they can arrange payment.

- **PDC111 Teaching@ECU: Getting Started** is a 3-hour workshop to enable new teaching staff to understand ECU's aims in teaching and learning, key policies and procedures and the facilities and services associated with learning and teaching at ECU. This should be completed prior to working with students.

You are also required to complete PDC112 Teaching@ECU: Sessional Teaching in the first six months of your employment in teaching with ECU.

- **PDC112 Teaching@ECU: Sessional Teaching** is a staff development programme to enable all new sessional teaching staff to have a basic understanding of the relevant principles, techniques and skills necessary for effective learning and teaching.

As a sessional staff member, you are also welcome to attend other professional development opportunities which are available to all staff. We want you to have the opportunity to improve your teaching and there are a range of courses available to help you. As these professional development opportunities are optional, you will not be paid for attending. You will need to login to your Staff Kiosk, Professional Development tab to locate the professional development training calendar. In particular, you may be interested in PDC113 Teaching@ECU and PDC114 Teaching Online@ECU.

You may be eligible to enrol in the Graduate Certificate in Higher Education and are eligible to apply for a University Scholarship. You are also eligible to have your good teaching recognised through the Vice Chancellor's Award Scheme.

Working at ECU

Parking on campus

You need a permit to park at ECU and at certain times parking can be hard to find (well, actually it can be a real nightmare). Basically, get here early and never move!

Yes – it costs to park and the parking inspector doesn't care that you work here. Parking offences are all photographed.

There are annual parking stickers you can get for your car from Student Central that enable you to park in designated areas. If you park in the Vice Chancellors bay, you are either the Vice Chancellor or planning a new career.

You will need to complete a Staff Parking Form, which requires your vehicle registration details and a staff number (which you can't get until the contract is signed). You can park in either the blue staff zones or the red student zones, but you must purchase a staff permit. Staff are not permitted to purchase Student Parking permits.

Permits can either be purchased in full or via fortnightly salary deduction. Please see your Senior Administrative Officer or Student Central on your campus. Further information is available at: <http://www.ecu.edu.au/centres/facilities-and-services/our-services/parking/staff-permits>

It may be cheaper to pay for visitor parking if you infrequently come to a campus. Visitor parking is in the green zones. You need to buy a ticket each time you park.

Access to buildings and ID cards

You will be provided with a staff number once your completed contract has been submitted and processed by Human Resources. Once you have your staff number, you will need to arrange to get a photo ID card. This can be obtained from the Multimedia Services counter on any campus. Multimedia Services are located inside the Library building on each campus. You will need to bring with you proof of employment and your staff number to obtain your Staff ID Card.

Please ensure that you carry this card with you. If you require access to a building outside standard operating hours, Campus Security can let you in. They will need to see your photo/staff ID card first. If you will regularly require after hours access to buildings, then you should arrange for a building access card. Contact your School Administration Officer for assistance with this. Access cards are issued by the Facilities Management Office. Their contact details are available from <http://www.ecu.edu.au/fas/fmo/aboutus.html>.

Campus facilities

The Facilities Management Office looks after all the locks, keys and maintenance at ECU (*actually they run most things and are secretly in charge*). This includes room equipment such as boards, desks and chairs. Be sure to get approval before ordering anything!

Facilities Management Offices are open Monday to Friday, 8am to 5pm. If you need to contact the Facilities Management Office outside of these hours, please contact security as they will be able to assist.

Campus	Location	Contact Number	Email
Joondalup Campus	Building 1.208	5444	fmo.jo@ecu.edu.au
Mt Lawley Campus	Building 3.151	6444	fmo.ml@ecu.edu.au
Bunbury Campus	Building 7.101A	7706	fmo.bunbury@ecu.edu.au

You may wish to refer to the Facilities Management Office (FMO) for further information (<http://www.ecu.edu.au/centres/facilities-and-services/our-services>).

Campus security

Campus security is available on all ECU campuses. Security will let you into a building if you are locked out, can escort you to your car at night and attend to any disturbances on the campus. There are security phones on the outside of each building in case you need to contact them. When on campus, you can dial the extension 3333 to be connected to a campus security officer.

Security Numbers	
Mt Lawley	6304 3333
Joondalup	6304 3333
Bunbury	6304 3333

Campus Maps

You will find maps for each campus on the ECU website at <http://www.ecu.edu.au/about-ecu/our-campuses/campus-maps>. The campus maps show parking areas, building numbers and other facilities available on each campus.

Room numbering

Room numbering is set up as Building/ Level/ Room. So room 1.217 is in building 1, level 2, room 17.

Public Transport

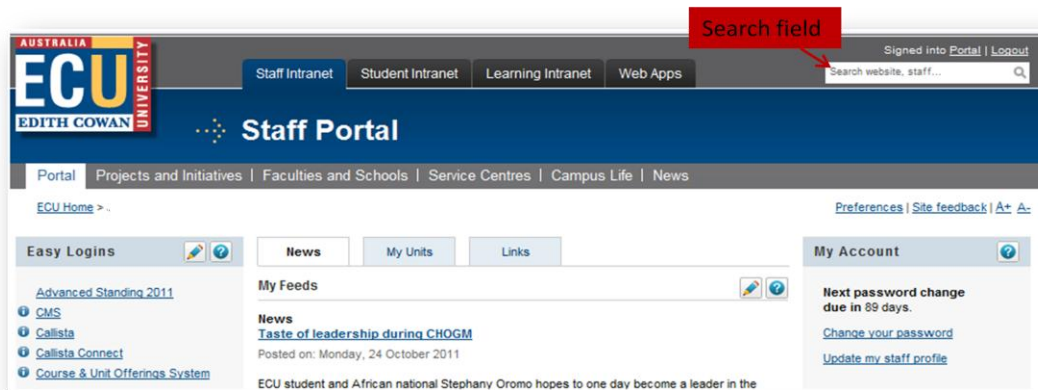
The Joondalup CAT (Central Area Transit) operates between Joondalup Campus, TAFE, the library, council, Centrelink, Joondalup Health Campus and Lakeside shopping centre and departs

from the campus every fifteen minutes from 8am to 6pm, Monday to Friday (and less frequently during inter semester times). The CAT departs from Kendrew Crescent near Building 2, near the Police Academy, near Student Housing and on Lakeside Drive near the childcare centre.

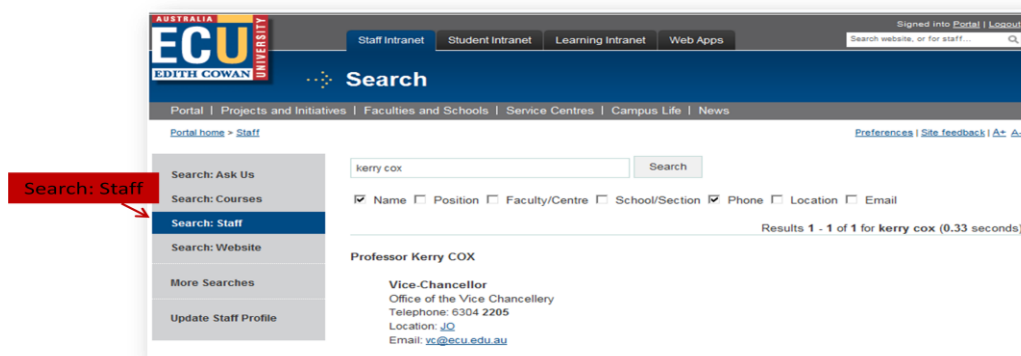
Public transport to the Mount Lawley Campus is by bus with most buses leaving or arriving at the Perth Bus Station. Buses are frequent.

Staff Directory

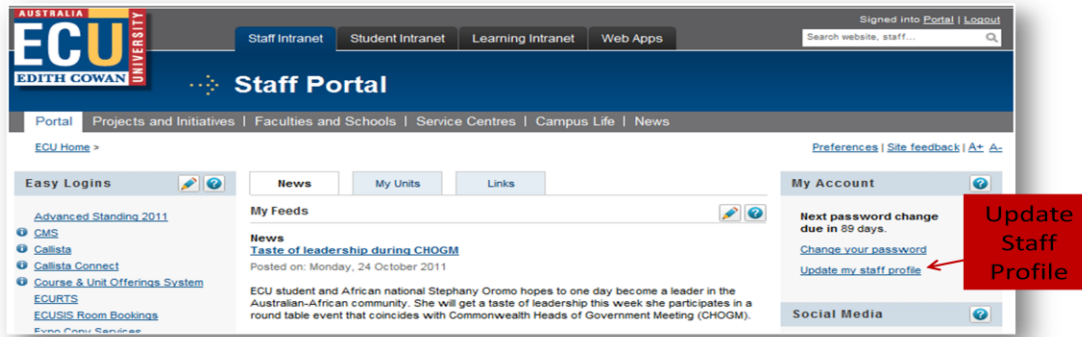
Once your details have been entered into the ECU System, you will appear in the Staff Directory. The ECU staff directory is online and available via the Staff Portal. Use the **Search** field to enter the name of the staff member,



Then select the **Search: Staff** option which will direct you to the Staff Directory. If you are not sure of a staff member's name, you can search by other data, such as the Faculty or School where they work. These options will provide you with a list of staff members who work in Faculties or Schools and their contact information.



It is important to check your contact details on the Directory to ensure they are correct. If you need to make changes or add information (such as a phone extension number), then login to the Staff Portal and select the Update Staff Profile button.



Telephones

All staff offices are normally equipped with a telephone allowing internal and external local calls. Make sure you can access a telephone and record the number upon which you can be reached.

To make calls to other phones on any ECU campus, you can simply dial the extension number – **the last 4 digits of the phone number** – without dialing the prefix.

To get an **outside line dial 0** and then the phone number.

STD calls must be connected via the ECU Contact Centre. Dial 2000 to speak to an operator. If you regularly require STD access (and mobile phone number access), you can request that your phone has STD access. Your School Support Officer should be able to assist you with this. A form will need to be completed and signed by a Manager.

You might consider leaving a **voicemail** message if you are going to use a certain phone number for student contact. If the voicemail is not activated then email phones@ecu.edu.au advising them about this and requesting that voicemail be activated. In some instances, you may need to email them advising that you are the new person using that extension.

When a voicemail message has been left, there is an automatic message reminder in the telephone that will give a short ring. Dial 8099 to access these messages.

If you share an office space you can have what's called a Phantom Mailbox set-up. This means you can be allocated an extension number specific to you but this number won't actually ring anywhere. However students can leave messages on that number. These messages can then be accessed from any ECU handset (or at home) by using the normal voicemail process but keying in the allocated extension number. Contact phones@ecu.edu.au to set this up.


You will find further information about voicemail and phone services at ECU from our intranet, at <http://intranet.ecu.edu.au/staff/centres/information-technology-services/our-services/using-your-ecu-desktop-phone-and-mobile-phone>.

Email

ECU has email etiquette guidelines which all staff are required to adhere to. Please consider carefully how you word things, and what you send to students, as many issues between staff and students have arisen due to inappropriate email content and/or wording.

A copy of the email guidelines are available at
http://www.hr.ecu.edu.au/main/resource/email_etiquette.pdf.

Here are some email etiquette hints:

- 
- Be concise and to the point.
 - Ensure correct spelling, grammar & punctuation.
 - Be polite.
 - Answer promptly.
 - Use correct structure & layout.
 - Do not write in CAPTIALS – it's shouting.
 - Include your position title, faculty/centre details, ECU campus address, telephone and website details
 - Check the email for clarity and errors before you send it.
 - Do not overuse Reply to All.
 - Do not forward virus hoaxes and chain letters.
 - Do not copy a message or attachment without permission.
 - Do not use email to discuss confidential information.
 - Use a meaningful subject.
 - Avoid using URGENT/High Priority option.
 - Don't send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.

The ECU email policy is available from:

http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000099

This is an example of one policy item:

- 4.4.** *Any expression of personal opinion must not be made in such a way as to appear to be representative of Edith Cowan University.*

Global emails (*emails to everybody in a school for example*) require special permission from the Head of Faculty/School and it is hard to think of circumstances where a sessional staff member would need to send one.

Occupational Health and Safety (OSH)

By law, staff have certain responsibilities for occupational safety and health issues.

Staff have a duty of care towards students and must take reasonable care for safety of students and themselves. This means different things in different teaching contexts and you need to be aware of your duty within the School you work in.

This is an important responsibility so be aware of safety at all times. To assist you with understanding your duty of care responsibilities, ask yourself these questions;

1. Do you know where to assemble when a fire breaks out?
2. Where is the nearest fire extinguisher?
3. Where is the security telephone?
4. Who is the fire warden?
5. Where is the first aid kit?

Make it your mission to find out who the OHS, Fire and First aid officers are in your School.

Teaching in your particular school may mean that you have specific OHS requirements. Please be aware of these, particularly in laboratories and in other practical situations such as in Visual Art studios. You are still responsible even if you are not in the room so think carefully before you leave a room during a session.

If you wish to report any safety concerns in relation to your work space or building please contact your School Support Officer.

There are specific procedures for handling the very rare difficult or dangerous student. Alert your Unit coordinator to the issue as soon as possible and if the problem places anyone in immediate danger then call security.

Your general responsibilities include:

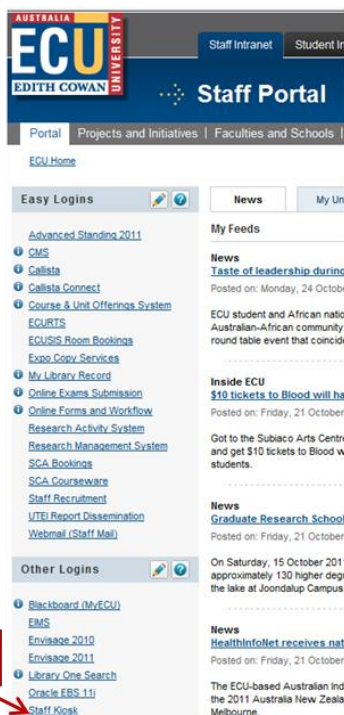
- Following safety and health instructions;
- Using personal protective clothing and equipment;
- Taking good care of equipment;
- Reporting hazards;
- Reporting work-related injuries or harm to health; and
- Co-operating with employers so that employers are able to carry out their duties under the Act.

Be aware that all ECU campuses are SmokeFree from 2012. This means that you cannot smoke on campus.

Further information about Occupational Safety and Health at ECU is available from the Human Resources website at <http://www.hr.ecu.edu.au/osh/html/index.cfm>.

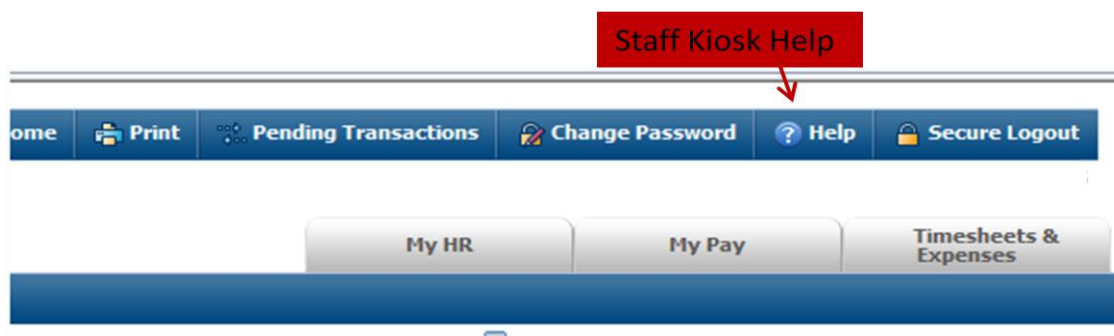
Pay slips, policies and agreements

Printed pay slips are no longer distributed. Instead, staff can access their pay information from the Staff Kiosk. Login to the Staff Portal and select Staff Kiosk. Your Staff Kiosk login is different to your normal ADS login and password. You use your staff id number to login to the staff kiosk.



Staff Kiosk

Instructions on how to use the Staff Kiosk are available via the Help button within the Staff Kiosk. You will need to login to the Staff Kiosk to access this information.



Staff Kiosk Help

If you need assistance prior to obtaining your Staff Kiosk login, then contact your Administrative Officer, who will direct you to the appropriate Payroll Officer. They can help you with information relating to your pay, leave, superannuation and employment details.

All staff employed by the University are governed by the relevant industrial instruments depending upon the nature of work undertaken. Further information on employee terms and

conditions can be found on the Employee Relations web site at
<http://www.hr.ecu.edu.au/er/html/index.cfm>.

Medical Suites

Medical Services operate on the Joondalup and Mt Lawley campuses, between the hours of 8.30am to 4.30pm, Monday to Friday. They can be found at the following locations

Joondalup Campus

Building Number 6.105

Tel: +61 (0)8 6304 5618

Mount Lawley Campus

Building Number 8.109

Tel: +61 (0)8 9370 6814

For medical attention after hours Telephone: +61 (0)8 9328 711 for the locum service.

Staff Amenities

There is a staff tearoom on each campus, which is open to all staff. On Joondalup campus, the staff room is located in Building 8, Level 2. On Mt Lawley campus the staff room is located adjacent to lecture theatre 17.157. Your Administration Support Officer will be able to update you as to the staff room location on the South West campus.

Bookshops

ECU Bookshops are located on all campuses. Normal opening hours are from 8.30 - 4.45pm, Monday to Thursday; 8.30 to 4.30pm, Friday. The Bookshops operate on extended hours at the beginning of each semester.

Important information for Academics regarding the ordering of any textbooks is located at
<http://www.ecu.edu.au/fas/bookshop/lecturer.html>.

Library

ECU has a library on each Campus staffed with highly supportive, good looking and intelligent people. To use the library facilities you need a Staff ID card. Each Faculty has a dedicated Librarian. For Library location and contact details, refer to the Library website at
<https://www.ecu.edu.au/about-ecu/campus-facilities/library>.

Photocopying

Most photocopiers on campus also serve as printers and scanners - for staff only. Some may even act as fax machines. If you need assistance or come across an issue with the photocopier, seek assistance from the Administrative Support person. Most photocopiers will require you to input a code before you can use them. You can obtain a code from your Administrative Support person.

If you need to print large documents or class sets of materials, you should use the printing service called Expo copy services. They are available on Joondalup and Mt Lawley campuses, details as follows:

Joondalup Campus
Building 26, 270 Joondalup Drive
Joondalup WA 6027
Telephone: (61 8) 6304 2281

Mount Lawley Campus
Building 12, 2 Bradford Street
Mount Lawley WA 6050
Telephone: (61 8) 9370 6599

Expo printing services are quick and can double side, staple and bind. It does cost money and your unit coordinator will explain to you how it is paid for. You need a cost centre number and permission to use the services. Most schools are trying to avoid a lot of photocopying because of cost and you are urged to explore the use of BlackBoard as one alternative. Further information about their services are available at <http://www.ecu.edu.au/about-ecu/campus-facilities/printing-services>.

Support Services

There are specialist support services available to provide help and advice to students and staff of ECU. They are confidential and free of charge. The services are listed below with web addresses where you can obtain further information:

Careers

<http://www.ecu.edu.au/career-services/overview>

Multifaith chaplaincy

<http://intranet.ecu.edu.au/student/campus-life/campus-facilities/multifaith-centre>

Counselling

<http://intranet.ecu.edu.au/student/support/counselling>

Equity, Diversity and Disabilities

<http://intranet.ecu.edu.au/student/support/student-equity>

Learning advisers

<http://intranet.ecu.edu.au/student/my-studies/study-advice/learning-advisors>.

Information Technology (IT)

Here is a short overview of the important information technology systems that you may use as part of your job. Training is recommended for some of these and is provided by the Centre for Learning and Teaching. You will need to login through your Staff Kiosk

IMPORTANT, please be aware of the following:

*If you wish to use your own laptop in lecture theatres and rooms, you must have **ManageSoft** installed on your machine, otherwise you will not be able to access an internet connection;*

You will need an ADS login to access an internet connection from these rooms;

A lot of lecture theaters have computers already configured and connected to projectors but you will need an ADS login to use them;

You should always try out your presentation arrangements well before your first lecture or tutorial.

ADS (Login)

This refers to your username and password. It actually refers to the machine that processes the information and ensures that you are who you say you are – or at least that the username matches the password. This is an essential piece of information required to interact with IT at ECU. It is supplied when your contract is signed and processed. The password has to be changed every 90 days and you will receive notice about this via email or when you access the ECU site.

Callista Student Management System (Callista SMS)

This is the student management system where all students' academic records are maintained. It is the spot where the unit coordinator starts the marks entering process and where you can access the unit and exam timetable. You get your class list from here! To access Callista, login to your Staff Portal and locate the Callista link in the left-hand menu.

Course Management System (CMS)

All courses, majors and units are maintained in CMS. Access may be restricted as training is required before CMS access is provided. If you want to know whether you have access to CMS, login to the Staff Portal. CMS should be listed in the left-hand menu. It is unlikely that you, as a sessional lecturer, will be required to do this. Changes to unit outlines are made on this system. It is possible to make small changes to a unit in CMS, less than 20%, without having to create a new version of the unit outline. CMS contains the true and accurate unit outline and has to match the one provided to students. It is a legal document and outlines what will be delivered to the student in a particular unit. Don't make changes without first checking with your Unit Coordinator as changes may have legal implications.

IMPORTANT: *You cannot teach what you want to – you must address the learning outcomes in the official CMS document.*

SIMO (Student Information Management On-Line)

This is the student system for managing enrolments and much more. By logging into SIMO, students can:

- Re-enrol and make amendments to enrolments;
- View personal details, including address and contact details;
- Update address details;
- Check progress through a course and current course status;
- View examination timetables;
- See results for current and past semesters; and
- Look up fee information.

This is a good spot to refer students to in order to get this information. First year students may not be all that familiar with the system but all other students will be familiar with the phrase “It’s on SIMO”.

BLACKBOARD (MyECU)

This is the Learning Management System (LMS) used at ECU. You will not be surprised to know that access is gained through a username and password. All units must have a Blackboard site. The Blackboard site can be used for student interactions relating to the unit and for placing copies of unit materials online. The Blackboard site facilitates discussions between students, allows staff to provide support to students between class times, enables the exchange of materials and provides an assessment submission area. You can access Blackboard from your Staff Portal.

ROOM BOOKINGS

Room bookings are handled through a system called ECUSIS. You can access the link to ECUSIS from your Staff Portal. Be prepared to login using your regular username and password. ECUSIS allows you check availability of rooms and to make the actual booking. Bookings for your lecture and tutorial have already been made as part of the timetabling process so this system is only for additional bookings for special events and meetings.

eLABS /COMPUTER LABS

Our eLabs or Megalabs, provide a terrific service to students. They are available on each campus and students can access the eLabs 24/7. They will need an after hours access card outside of the standard operating hours (which vary depending upon the time of year). For further information, visit the intranet at <http://intranet.ecu.edu.au/student/support/it-support/request-it-support/support-hours>

eLab locations are as follows:

- Mount Lawley Campus, Building 10
- Joondalup Campus, Library, Building 31
- South West Campus, Library, Building 3

WIRELESS and VPN – Virtual Private Network

This sets your computer up to gain access to ECU IT systems (*like Callista and Blackboard*) through wireless or ethernet cable. All campuses have good wireless networks and providing you have a user name and login, you can access these networks from your laptop, phone or ipod.

There are some essential steps required to use the wireless service at ECU:

- you need to have your laptop set up for authentication (VPN);

- you need to ensure that you are within the signal range to obtain the ECU Wireless service;
- after your laptop has located the signal you can connect to the Wireless service;
- then and only then you can authenticate and log in.

If you have difficulty with this, contact the IT Help Desk on 6304 6000 (or 6000) from any phone on campus.

Full instructions are available at <http://intranet.ecu.edu.au/student/support/it-support/Access-to-networks>.

You can also access ECU IT systems if you are working off campus (for instance from home) by using the VPN. The VPN will provide a private, secure connection with ECU systems using normal internet connections. Set-up instructions for a VPN vary depending on the operating system of your machine. You can download instructions for setting up a VPN on your computer from the ECU intranet at <http://intranet.ecu.edu.au/student/support/it-support/Access-to-networks/virtual-private-network-vpn>.

Getting started in teaching

As you have completed PDC111 there is no need to repeat the organisation and policy details here. Please feel free to visit the PDC111 community site on Blackboard if you are unsure of any of the content covered in that course. The Learning intranet is an invaluable source of good teaching information. The information previously contained within the 'Little Red Book' has now been included on Learning intranet, under the heading Leading Learning.

What follows is some general information about teaching at ECU. Be aware that ECU's values, graduate attributes and mission are all played out in our teaching.

Faculties and schools

There are four large Faculties at ECU. Faculties are administrative units that contain a group of Schools. For example the Faculty of Education and Arts has four schools – Education, Communication and Arts, WAAPA and Kurongkurl Katitjin, the Centre for Indigenous Australian Education and Research.

Each School will offer courses. For example the School of Education will offer a course in Primary Teaching. WAAPA will offer a course in Music with streams like Jazz or Classical. Within each course, there are units. These are the components (classes) of a course that need to be completed in order to graduate. Most three year degree courses comprise 24 units that need to be completed over 3 years (4 per semester). This is very much the standard pattern across ECU. Each unit is usually worth 15 credit points and includes about three hours of instruction per week and most teaching goes for 12 or 13 weeks.

Guidelines for supporting student learning

Edith Cowan University is committed to the provision of a flexible and supportive learning environment for all students. To achieve this, the University has established a range of University policies and practices to guide staff in their interactions and communications with students in their courses and programs.

It is important for students to know what to expect in relation to interactions with their teachers and the communications and information processes associated with unit delivery. It is your responsibility to ensure you understand and are aware of policies and expectations relating to your teaching with ECU.

To help you out, the following paragraphs describe the expectations of the University in relation to teaching activities.

In relation to students ...

In the first week of a teaching period, students should receive a copy of the unit outline and unit plan, the details of which should be discussed and explained in class. Hard copies should be made available to students who request them.

The Unit Outline should be a copy of the current outline in the Course Management System.

The Unit Plan should include a list the timetabled classes with times and rooms, a schedule of the learning and teaching program, full descriptions of assessment items, assessment marking criteria, lecturer and tutor contact details, staff consultation times, and other relevant details relating to the delivery of the unit.

Each unit should have an online presence on Blackboard, which should include the unit outline, the unit plan and electronic forms of the resources distributed in class which are able to be distributed electronically.

Important notices and relevant resources should be made available electronically on Blackboard **within two working days** of distribution in class.

Messages sent to teaching staff by students should be answered **within two working days**.

Students will be able to meet (face to face) with teaching staff during advertised staff consultation times or at a mutually convenient time.

Where possible and practical, students should be able to submit assessment items electronically. If electronic submission is not a standard element of a unit, students wishing to submit electronically should be able to communicate with the lecturer to organise how this will be done.

Where possible and practical, assignment feedback should be returned to students within **ten working days** of submission/due date.

Sufficient feedback should be given on assessments to demonstrate the allocation of marks and strategies for improvement.

Students should be advised of the structure of any exam and have access to sample questions, answers and marking keys and/or other relevant review materials.

If a class is cancelled, a dated message should be placed in the venue and where possible, an email sent to all students giving advanced notice and details of any alternative arrangements.

Ongoing informal and formal student feedback should be collected during each teaching period and subsequent cohorts of students advised of changes that have resulted from the feedback.

In relation to teaching time...

Teaching is allocated in hourly blocks. This means your tutorial or lecture may, for example, be timetabled from 10:30 until 11:30. However, it is ECU policy that you vacate rooms 15 minutes prior to the next timetabled event. This allows students to move to their next lecture, staff to set up for their lecture and air conditioning to catch up. So in the example above, the lecture should end at 11:15.

Similarly if you have a two-hour block of time allocated then you can choose to go for 1.5 hours straight without a break or two lots of 45 minutes. You may wish to discuss this with students, but you will find that most go for the 1.5 hour option.

In relation to your teaching ...

From the outset it is important to recognise that good teaching requires sound preparation (for both your sake and the students). Also, keep in mind that the first time you teach a unit, the amount of preparation time will be greater than it will be once you have already taught the unit.

Some Teaching Tips

- Be on time – model the behaviour you expect
- Learn your students' names
- Tell students how you wish to be addressed
- Tell students how they can contact you and when you are available
- Time spent on icebreakers and building a sense of belonging is time well spent
- Engage everyone
- Fair, consistent, objective, honest, and supportive
- Speak well but listen often
- Be prepared to alter the room to suit you
- Mark assignments within 10 working days
- Provide constructive, specific and useful feedback
- Seek to understand
- Stay on task
- Ask questions
- Never argue – at least not in class
- Recognise your students and say hello
- Teaching is not telling
- Love your work
- Just assess the learning – not the student.
- Evaluate your teaching and seek feedback from peers and students



If participation is part of your assessment, then it is essential that you maintain a clear and accurate roll. Before your first class, the Unit Coordinator should provide you with a class list. This lets you know who should be in your class, who is enrolled and the size of the class. Keep

track on who has been attending classes as this information may be important when discussing student progress.

The **Census date** is the date by which all students have to be correctly enrolled and are counted as students at the University. They can withdraw without financial penalty prior to this time.

In relation to monitoring your teaching...

I know that you will reflect on your teaching and seek feedback from peers and students. This can occur formally or informally. As explained in PDC111, the University is interested in your teaching and the unit in which you are teaching will be formally evaluated. This results in the UTEI Report. The Unit and Teaching Evaluation Instrument (UTEI) is a standardised three-part questionnaire that students complete and provides for:

- evaluation of each unit;
- evaluation of each lecturer;
- evaluation of each tutor.

What it means is that students report back on you, your teaching and your unit. It is always interesting to read these reports and they are available from the Staff Portal on the ECU site. When you access your report take in the results and read the qualitative comments. Removing the obvious remarks which could be students just venting some frustrations think about what they have said. The key thing with UTEI reports is not the actual results (not all of us are marvellous teachers the first time around) but how you respond to them. For instance, consider:

- What is your action plan in response to these results?
- What will you do differently next time?
- What will you tell your next class about the changes that you have made?

Finally be aware that sessional staff receiving less than satisfactory UTEI could be required to undertake professional development prior to their reappointment.

Unit Coordinator

Apart from the administration staff, your most important contact is with the Unit Coordinator. This person coordinates the unit you teach and is responsible for all that happens in the unit – including your teaching and overall responsibility for quality assurance. They should be able to answer most of your queries and are a terrific source of information and support.

Specifically the Unit Coordinator will:

Supply you with copies of unit outlines, unit plans, textbooks and teaching materials at prior to teaching sessions;

- Meet with you throughout the semester - although this may be briefly;
- Give you clear guidelines and expectations of your teaching activities;

- Supply clear guidelines for marking including expectations of amount of feedback, marks and grades and processes and dates for the return of assignments to students;
- At the end of a teaching period, return your individual feedback about your teaching, as perceived by students through the University Teaching Environment Inventory (UTEI) system. This will provide an opportunity for you to discuss the feedback in a constructive fashion.

IMPORTANT: *You are not expected, nor indeed allowed, to coordinate units or be responsible for writing exam papers unless special permission is granted from the Head of School.*

In addition, your Unit Coordinator will support your sessional teaching by:

- Informing you about ECU requirements and opportunities and ensuring you understand ECU rules and policies associated with learning and teaching – including plagiarism, assessment procedures, extensions for late assignments and student appeals.
- Negotiating a mutually supportive induction to teaching in specific courses that might include making you aware of:
 - course teams and lines of responsibility;
 - course specific principles and outcomes including graduate attributes;
 - course specific teaching approaches;
 - information about the student cohort; and
 - practical details of timetables, schedules.
- Providing class lists, teaching times and ensuring you are well informed about students.
- Providing details about assessment and moderation, student records management (attendance, progress), student contact schedules and course expectations of students.
- Will distribute relevant course and unit information such as course outlines, unit outlines, semester plans and ensure you have access to course web-sites.
- Act as mentor and ensure you are fully information about teaching and assessment guidelines to ensure consistency with other staff teaching the unit.
- Ensure you can access teaching resources such as whiteboard pens, overheads, laptops.

So between your administration officer and the Unit coordinator you would normally have:

- a pigeon hole for correspondence;
- photocopying facilities (including closed reserve);
- a hot desk for marking and preparation;
- private space (office) just for student interviews;
- access to a telephone for student-related calls; and
- email and Internet access at ECU.

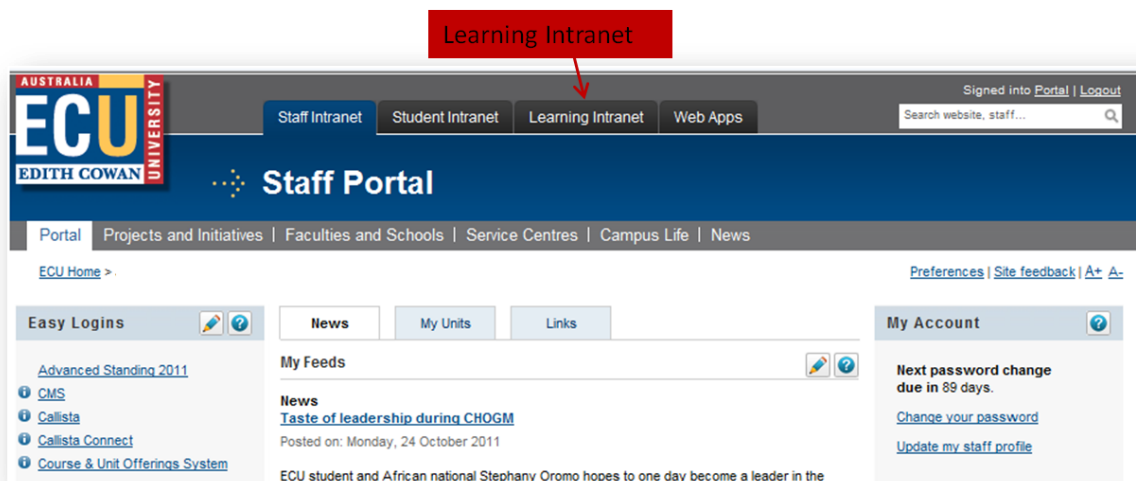
Academic Calender/ Timetable

Your Unit Coordinator will arrange your timetable and provide a School calendar for you. Each school's calendar is a little different so make sure you are looking at the right one when you check contact days and times throughout the semester. Use the calendar to locate student free weeks and semester breaks. It is a good idea to check that assignment due dates are listed in your unit plan and assessment information consistently and align with the school's calendar.

Leading Learning (formerly the Little Red Book)

This is a teaching resource which can help you develop and refine your teaching and support for the students and improve the effectiveness of students' learning.

It will soon be available as an online resource on the Learning intranet. To find it, login to the Staff Portal, then select the Learning intranet tab.



You will have the option to download the full pdf version (*not recommended due to its length*) or utilized the information online. In the online form, you will find this site a great reference, especially if you are stuck trying to work something out to do with Teaching and Learning.

The Leading Learning site will provide you with an overview of ECU, policies and procedures, information on ECU systems and resources as well as highly complex information about teaching and learning.

And that's all folks...

We hope you have enjoyed this tour through the sessional jungle and that you have found this booklet provides you with some useful guidance and information. If you think some things could be explained better, or that other things need to be included please let us know by emailing cld@ecu.edu.au (Centre for Learning and Development).

Enjoy your teaching!