Tutor’s Handbook

OUSSA 2021
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General Information

Welcome to OUSSA! We hope you will enjoy this unique teaching experience, where you will meet students of all ages, nationalities and a variety of backgrounds.

This handbook is intended to help, in particular, new tutors whilst they familiarise themselves with the OUSSA routine. However all tutors are kept abreast of new procedures by consulting the handbook. If any tutor has suggestions for improvements, they would be much appreciated; we incorporate in our outlook tutors’ and indeed students’ feedback each year.

Course Proposal

The full Course Proposal should be returned by the date specified in your invitation to teach. Your proposal has to be approved by the Director of Studies in your subject area and by the summer school Director before the course description can be posted onto the OUSSA website in September/October.

Please email your course proposal to oussa@conted.ox.ac.uk. Your course proposal serves two purposes: it provides material for course publicity and it sets out in some detail the course syllabus, learning outcomes and assessment schedule for quality assurance purposes.

In recognition of the importance of the course proposal document and the time it will take tutors to prepare it to the required standard, the Department pays a fee to tutors of £88.00 for its preparation. This will be payable even if the Department cancels the course as a result of low student recruitment. The fee will be payable for all new course proposals and for any substantial revisions to existing courses. It will not be payable for repeat course proposals or in cases where the tutor withdraws the course on offer. Except in the case of course cancellation, the course proposal fee will be paid at the same time as the summer school teaching fee. £8.42 marking fee per on-course essay will also be paid - please note there is no marking fee for pre-course essays.

We also offer tutors coming from outside Oxfordshire free accommodation and meals during their time teaching. Tutors are asked to commute where feasible, as the cost of tutor accommodation is high and these costs are passed directly to students in the forthcoming year’s fees.

Seminar Group Size

Ideally all groups should be around 10 students. As we possess a number of larger classrooms, the first four groups to reach 10 students will be allocated 12 places and moved to a larger classroom unless you have stated a desire to be capped at 10.

Seminar Cancellation

We receive over half our bookings within the first month after enrolment opens is mailed, so we review enrolment in February/March. Courses with fewer than 4 students are generally cancelled at this stage. If your course is cancelled, you will still be paid your preparation fees.

Summer School Staff

- Dr Angus McFadzean is the Director of OUSSA, to whom all queries of an academic nature should be addressed.
- Joe Daniel, OUSSA Programme Administrator, works full-time throughout the year. He can answer most other queries.

- **Summer School Assistants**: We have two Summer School Assistants during the summer school. They will arrange the social programme, help with audio-visual aids and photocopying and deal with almost any kind of problem that arises. They are your first point of contact for any issues that arise while the summer school is actually running.

**Structure of the Summer School Week & Key Dates/Times**

**Saturday**

**15.45pm**: Mandatory staff meeting. This is primarily in order to make sure that everyone has turned up and that there are no immediate problems. It is a good idea to check out your teaching room before this, to make sure that all your teaching aids are in order.

**16.30pm**: A Mandatory Orientation meeting is held in the Lecture Theatre, after which students join their tutors and go to their classrooms. You should have time to welcome your group, book tutorial times, and deal with any administrative matters.

**16.50pm**: Classroom Orientation: This year following on from feedback we have now moved the first seminar to Sunday morning. During this time we ask that you welcome your group, make introductions, book tutorial times, and deal with any administrative matters.

**17.30pm**: Summer School Reception: Wine/beer/soft drinks are served in the courtyard and this is an opportunity to socialise with students and other tutors.

**18.00pm**: Dinner; tutors are seated with their class groups.

**Sunday**

Tutors usually book in their first tutorials during the afternoon.

**Monday - Friday**

As a guide, students expect about three hours’ teaching every morning: 9.00am–10.30am and then 11.00am–12.30pm. Tea and coffee are served in the Common Room at 10.30am until 11.00am

**Friday**

**17:30pm**: There will be a Tutors’ Meeting with Dr Angus McFadzean. This is a session for any concerns you may be having in the week.
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Administration

- Letter of Engagement and Full Course Proposal Form: You will be sent these. The form will ask about the teaching equipment you require and for details about your proposed course. Please email the form back in its entirety - emailed notes are not sufficient.

- Expenses Claim Form: These will be distributed in your Summer School pack which you will receive on arrival. Completed expenses forms and all receipts should be returned to the OUSSA Administrator at the final Tutors’ meeting each week. Please note that:
  - All claims with the exception of mileage will require receipts or tickets. Claims lacking evidence are likely to be refused by Central Finance. Note that credit card slips do not count as receipts for the purpose of expenses claims.
  - Any claim for an amount over £200 must be approved in writing by the Director of Public and International Programmes well before the costs are incurred. Such approval should be sought via the Programme Administrator.
  - The Department cannot meet the cost of daily taxi journeys and would expect public transport to be used where at all possible. If a daily taxi journey is required, approval must be given in writing by the Director of Public and International Programmes well before the journeys are undertaken. Such approval should be sought via the Programme Administrator.

- Payment of Fees: Fees are normally paid straight into your bank account by BACS.

- Right to Work: In order to comply with legal requirements the Department for Continuing Education requires that all staff supply documentation that establishes their right to work and remain in the United Kingdom. This involves us having to see your (original) passport and you in person, photocopying various pages from your passport and signing to say we have done so. If you do not have a valid United Kingdom or European Union passport, a list of other acceptable documents may be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf. A right to work check need be completed only once - the administrator will contact you if one is required.

Evaluation Forms

We encourage students to complete an evaluation form and we will send copies to you of those from students in your class on request. Tutors are also asked to complete an evaluation form.
Academic Information

Accreditation

Background to Accreditation

It has always been a requirement that OUSSA students should complete written work. Many of our students welcome the chance to earn credit so that they can use it towards an Open University or other degree. Most universities now recognise CATS points.

Although the University of Oxford does not have a part-time undergraduate degree, credit gained from accredited weekly class courses, online weekly class courses, summer school courses and linked day school series can be counted towards the Certificate of Higher Education. This Certificate (at Level 4 in the Credit Accumulation and Transfer Scheme) exists alongside the Department's broad programme of award-bearing courses.

Credit Structure

The credit structure adopted for the accredited weekly class, summer school and linked day school series programme is based on the nationally recognised Credit Accumulation and Transfer Scheme (CATS). Credit points are described in two parts: firstly, the number of points allocated for a course, which represents the number of notional study hours (i.e. class contact time and private study) involved, and secondly, a level which describes the academic standard of a course.

Under this scheme, 120 CATS points are deemed to be the equivalent of the work done by a university student for an academic year of full-time study at degree level - level 4, under the Framework for Higher Education Qualifications.

So, for example, 10 CATS points awarded at Level 4 for the successful completion of an accredited course is the equivalent of one-twelfth of a first year of full-time undergraduate study.


The Award of Credit

In order to be awarded credit, students must fulfil the conditions as set out below for Level 4 classes:

- attend the whole week of the course (a minimum of 70% of classes, or, 9 out of 12 sessions)
- complete the on-course assignment (completion of the pre-course assignment is not a condition of the award of credit, although it is evidence of a student’s preparatory work, and therefore mandatory)
- reach a satisfactory standard on the on-course assignment.

Credit is awarded on a pass/fail basis and is ungraded. There is, however, a notional pass mark of 40%.

A student who satisfactorily completes a one-week OUSSA course will be awarded 10 CATS points at Level 4.
Tutorials

Tutorials last twenty minutes. At the first meeting, you would normally see the students individually to discuss their pre-course essay, and help them to choose and plan their second assignment, which could take the form of a second piece of written work or a presentation. At the second tutorial you could see students in pairs if their work is along similar lines.

Procedures for Marking Essays

Students are assessed during the summer school by either a 1500 word written assignment or a presentation supported by individual documentation. To successfully gain credit (10 CATS points) students should attend all classes and complete the on-course assignment (as previously mentioned on page 6).

There is also a pre-course assignment of 1000 words set. Although this does not count towards credit, it is seen as an important way of developing a student's ideas and is mandatory.

We have tried to simplify the system as much as possible. The aim is to be helpful to tutors and students alike and to keep the paperwork needed for moderation to the minimum. Please note that the same SA2 form is used for both pre-course and on course essays – one form per student.

Pre-course Essays

You will be sent pre-course essays from your class approximately a week after the deadline for their submission has expired, by email. The deadline is in early June. You will be sent a copy of the cover sheet (form SA2) at the same time.

You do not need to return the pre-course essays to the Department once marked, but you should enter your comment on the SA2 form before the student’s first tutorial. You will need to retain the SA2 form when giving back the first essay.

On course Essays

The deadline for submission of on course essays is up to you, but since you will need to mark them all and have the second tutorial with your students before they leave Oxford, you will likely need to have them submitted to you by Wednesday or Thursday.

If your students are offering a presentation as their second piece of work they will need to submit brief written notes.

Enter your comments on the SA2 form as before. Do make your comments on the form as comprehensive as possible, particularly if you are recommending that the student should not be awarded credit. The comments you make should be addressed to the student, not to the Department. It is always helpful if any further detailed comments are written on individual students’ scripts.

Your recommendation with regard to the award of credit should be recorded in either the box marked ‘Completion’ or the box marked ‘Completion with Credit (10 CATS points)’. You should tick the box ‘Completion’ when the student has undertaken the assignment but failed to achieve the standard required for the award of credit at undergraduate level. You should tick the box ‘Completion with Credit (10 CATS points)’ when the student has undertaken the assignment and successfully reached the standard. In the event of the student not submitting any work for assessment, you should leave both boxes blank and refer to the failure to submit coursework in the section above (‘On-course Assignment’).
On the Friday of each week the forms will need to be photocopied so that you have the original plus two copies:

- One copy is for the student and should be returned with their assignment
- The second copy is for your records
- The third copy is for Registry and will be collected at the Friday staff meeting at the end of the course. The Summer School Assistants can assist with photocopying.

Please see Appendix 1 for guidelines for completing the SA2 form.

Guidance to students on essay writing

The students have been given a booklet containing a guide to essay writing and the Department’s expectations, which includes advice on referencing. If you require further copies of this booklet, please contact the OUSSA staff. Although it is recognised that students may fail to use references when submitting their first piece of work, by the end of the OUSSA week students should be able to use references competently.

Plagiarism

Plagiarism is defined as work by another author which is included in a student’s work without proper acknowledgement. If you come across text in your students’ work which you feel is plagiarised, you should contact the Director of OUSSA to discuss the situation. The Department does not give credit for plagiarised work, but it does draw the distinction between ‘deliberate’ and ‘inadvertent’ plagiarism, where a student has simply not understood how to reference properly. The Director of OUSSA will be able to advise you on any action necessary to resolve such a situation.

All students are required to complete an AM1 (anti-plagiarism) statement on each piece of submitted work - your tutor pack will contain copies for their on-course essays, which you must ensure they complete and attach to their essays.

Moderation

We need to have copies of work from students who have submitted work for credit but have not been recommended for it. It is common practice in higher education for such failed work to be moderated by the external examiner. Please do not hesitate to add further cases for moderation if you feel there is a particular problem to be considered. The Registry staff or the Director of OUSSA can offer advice on this if you are uncertain about which cases to select. The Summer School Assistants can help with photocopying.

Sample Classes

The Department has a quality assurance policy for all its accredited classes which involves detailed moderation of work produced by students on certain courses. A number of classes each year are selected for this detailed moderation, depending on whether the tutor concerned is new to the summer school, or the last occasion when he or she was moderated. You will be informed in advance if your class has been selected for detailed moderation.

This means that you will be required to choose two or three students (depending on the size of your group), ideally a high, a low and a middle performing student, and any failures. Coursework from these students should be given to the OUSSA Administration Staff for photocopying and passing on to Registry. For the purposes of moderation only the on-course assignment is required. Again, the Summer School Assistants will be able to help with any required copying.
Moderation involves the external examiner reviewing your scripts. He or she will then complete a feedback form and you will be sent a copy. In the past, tutors who have been moderated have found it a helpful process, which allows them to focus on their teaching and marking strengths, and gives them reassurance that they are in step with the Department’s requirements.
Appendices

1. Guidelines for completing a Student Assessment Form
2. Criteria for the Award of Level 4 Credit
3. OUDCE Library
Appendix 1: Feedback to Students

You are asked to give written comments to students on both the Student Assessment Form (SA2 form) and the text of the assignment submitted. Your comments should be addressed to the student and should provide helpful and constructive support for their learning and enable them to develop further.

Feedback on the SA2 Form might include:

- recognition of achievement
- an explanation of the general characteristics of the student's work, i.e. the major strengths and weaknesses
- advice concerning strategies for improvement or development
- a statement indicating whether the assignment is satisfactory / unsatisfactory. If you are not recommending the work for credit it is important to explain why not.

Feedback on the text might include

- correction of mistakes and misunderstandings
- highlight structural weaknesses and irrelevance
- demonstrate alternative interpretations or nearer proofs
- query use or lack of evidence

Text comments enable you to establish dialogue with the student and to illustrate comments made on the SA2 Form. It is important to begin with positive comments, followed by constructive criticism and ending with encouragement.
Appendix 2: Criteria for the Award of Level 4 Credit

In order to achieve a standard suitable for the award of credit at Level 4, it is likely that a student will have shown evidence of learning in the following ways:

Knowledge and Understanding
- Shows understanding of the requirements of the assignment.
- Displays knowledge of subject matter.
- Demonstrates understanding of relevant ideas, contexts, issues and relationships.

Selection and Analysis
- Selects appropriate ideas, evidence, data, techniques.
- Evaluates evidence / analyses data or sources used to support argument or justify conclusions.

Organisation and Structure
- Structures assignment according to the conventions of the discipline.
- Develops a logical and coherent argument.
- Shows ability to organise ideas, evidence, data, to support argument.

Communication and Presentation
- Uses language and/or tables, graphs, etc., effectively to communicate ideas.
- Provides references and reading list.

Failure to obtain credit would be likely if these features were not present. Tutors will need to interpret these criteria in ways which are appropriate for their own subject area. However, as a rough guide, they represent the basic standard for the award of higher education credit.
Appendix 3: The OUDCE Library at Rewley House

All tutors are entitled to use the Departmental Library, based in Rewley House, for reference, private study and to borrow books. The loan period for books is two weeks and up to ten books may be borrowed by tutors at a time. Restricted usage may be imposed on some texts when demands are heavy. Books may be renewed if not required by another Library user.

Printed information about the Library’s stock and services, are available in the ‘Library Guide for Summer Schools’ at the Library counter.

Opening hours during OUSSA are as follows:
Monday-Friday: 09.00 - 17.30
Saturday: 14.00 - 17.00
Sunday: 14.00 - 17.00

The Reading Room is open throughout the Department’s opening hours, normally 8.30 - 22.00.

The Library has a large stock of books, at present c.70,000, on all subjects taught on the Department’s courses, which is supported by a selection of reference only periodicals and a large selection of Reference books housed in the Reading Room. In addition there are collections of videos and slides available to tutors.

- The books are catalogued onto the University’s computerized catalogue, available at: http://solo.bodleian.ox.ac.uk/.
- Additional information and links to other resources are available on the Department’s website: http://www.conted.ox.ac.uk.

When preparing your course, you may wish to check whether the Departmental Library holds a copy of particular books. You can access SOLO from outside the University on the above address. You should follow the instructions for searching the catalogue; selecting ’continuing education library’ narrows your search to the holdings specifically of the Departmental Library.

For any enquiries relating to the Rewley House Library, please email library@conted.ox.ac.uk.