Module ID5102

Introduction to University Teaching 2: 
Curriculum Design and Assessment

University of St Andrews

CAPOD
Centre for Academic, Professional & Organisational Development

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Academic Year 2015-16
Summary Information

Credits: 10
SCQF Level: 11 (Master’s)
Prerequisites: Must be engaged in some form of teaching, or to have taught in semester 1, as assessment is based on reflection on one’s own practice.

Must have the permission of one’s supervisor (for research postgraduates) or line manager (for staff) to enrol.

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Module Presenters: Dr Heather McKiggan-Fee (and a guest lecturer)
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Overview

This module is aimed at postgraduate tutors and demonstrators, staff who support the student learning experience and new academic staff without significant teaching experience. In a series of interactive lectures/seminars we consider key issues in curriculum design and assessment.

During this module we explore: reflective practice; the philosophy behind higher education curriculum design; a range of assessment and feedback techniques; and how to constructively align teaching and engage with the development of a new module.

Module ID5102 provides an opportunity to go beyond the focused practical advice given in the mandatory training for postgraduate tutors and demonstrators or the Academic Staff Development Programme for new academics. You will engage with a wider range of topics, considered in more depth, and explore how theory underlies good practice. For those who plan to pursue a career in academia, it is an opportunity to begin your academic professional development at an early stage and enhance your C.V. You may also wish to consider enrolling for module ID5101 (Introduction to University Teaching 1: Supporting Student Learning).

This module is accredited by the Higher Education Academy (HEA) as aligning with Descriptor 1 of the UK Professional Standards Framework (UKPSF), a nationally recognised framework of professional development for those interested in a career in higher education. Successfully completing the module should provide participants with ample opportunity to demonstrate their engagement with the framework and thus achieve Associate Fellowship of the HEA.

Please note that this a “stand-alone” professional development module which cannot be used as a module option in any of the University’s degree programmes.
Key Dates

Note that you can make an appointment to see me at any time during the semester if you want to discuss any of the module elements or you have any questions or concerns.

January
- 28th January, Thursday (2-5pm) – Module Introduction (Lecture 1) (week 1)

February
- 4th February, Thursday – Submit Linking Activity 1 and comments on required readings (week 2)
- 11th February, Thursday (2-5pm) – Lecture/Seminar 2 (week 3)
- 22nd February, Monday – Submit reflective log entry (week 5)

March
- 3rd March, Thursday – Submit Linking Activity 2 and comments on required readings (week 6)
- 10th March, Thursday (2-5pm) – Lecture/Seminar 3 (week 7) – progress review
- 14th March, Monday – Submit two Article Reviews (spring break)
- 21st March, Monday – Submit draft version of new module proposal (spring break)
- 28th March, Monday – Submit report on teaching observation (week 8)

April
- 6th April, Wednesday – Submit Linking Activity 3 (week 9)
- 7th April, Thursday (2-5pm) – Seminar 4 Presentations (week 9)
- 11th April, Monday – Submit rough draft of reflective essay (week 10)
- 12th April, Tuesday (2-5pm) – Seminar 4 Presentations (week 10)
- 25th April, Monday – Final deadline for submission of reflective essay and new module proposal and completion of all required elements of module (week 12)

May-June
- 16th May, Monday – Assignment feedback returned
- 3rd June, Friday 9am – Module grades released via MMS and SITS
Aims

The overall aims of this module are to:

- Introduce aspects of core knowledge, understanding and skills required to support and develop higher education (HE) curricula.
- Provide an opportunity for participants to interrogate and challenge the theory and practice which surrounds learning and teaching in HE.
- Consider the integration of scholarship with the practice of teaching and supporting learning in the context of continuing professional development.
- Encourage participants to develop as reflective practitioners and engage in a community of practice.

Depending on your role you may support student learning in a variety of ways: delivering (perhaps designing) tutorials or lectures, supporting laboratory practicals, marking assessments and giving feedback, designing and running academic skills workshops, encouraging students to engage with your discipline and with the whole university experience. All of this takes place in a dynamic environment where the government and society regularly set new priorities and expectations on universities, and in which the nature of the student population (and their technological and social context), is steadily evolving.

This module aims to provide an opportunity to evaluate how and why HE curricula are designed and assessed in such a diverse and changing environment. You will be encouraged to think about approaches to module design and assessment (both of and for learning) in the context of appropriate literature and your own discipline. You will also be required to reflect on this whole process. It is important to emphasise that successful completion of the module involves a critical review of what it means to be both a learner and teacher as you seek to continue your own professional development.

Intended Learning Outcomes (ILOs)

This module is set at level 11 of the Scottish Credit and Qualifications Framework (taught postgraduate). You are expected to demonstrate a critical understanding of key theories, and to be able to reflect critically on your own practice and relate this to relevant literature and issues covered in the module. In other words, your writing for this module needs to show not only that you understand the key concepts, but that you can apply them to your own circumstances as appropriate.

The ILOs for this module are designed to align with the core knowledge, activities and professional values outlined in the UKPSF, which can be found at: http://www.heacademy.ac.uk/ukpsf. All 6 UKPSF core knowledge domains are covered to some extent in this module (and ID5101), but the learning outcomes below align particularly with K1, K5 and K6.
After successfully completing ID5102 you should be able to:

1. Critically reflect on and evaluate the effectiveness of your teaching in the context of constructive alignment.

2. Apply key concepts relating to curriculum design and assessment (e.g., constructive alignment, learning outcomes, summative, formative) within the context of your discipline.

3. Justify a given approach to curriculum design and assessment based on discipline requirements, with reference to relevant literature.

4. Explain how the quality assurance and enhancement agenda impacts on the teaching of your discipline.

In addition participants should be able to demonstrate how the following UKPSF values inform their teaching practice:

- Respect individual learners and diverse learning communities.
- Promote participation in higher education and equality of opportunity for learners.
- Use evidence-informed approaches and the outcomes from research, scholarship and continuing professional development.
- Acknowledge the wider context in which higher education operates, recognising the implications for professional practice.

The table in Appendix 1 indicates how the various elements of the module align with the dimensions of the UK Professional Standards Framework. You may find it helpful to refer to this when reflecting on your engagement with the UKPSF when completing the Assignment Front Sheet. (This informs the decision regarding the award of Associate Fellowship.)

**Learning and Teaching Methods**

This module emphasises critical reflection on practice, therefore you must be (or have recently been) engaged in some form of teaching or supporting student learning in order to enrol.

The module involves a combination of face-to-face lecture/seminars, other required activities (e.g., teaching observation), e-learning activities and resources on the VLE, peer pair meetings, ongoing formative feedback from the module co-ordinator, mentoring within the School (as outlined in the Policy for supervisors and students in research postgraduate programmes, section 12.2.7 Research students as teachers) and substantial self-directed study and reflection.

There is a strong emphasis on self-directed learning and you are expected to actively engage with all readings, lectures/seminars, and online activities.
**Face-to-Face Teaching Sessions**

1) **Introduction to the UKPSF and ID5102** (Lecture/Seminar 1):
   - Group introductions
   - UK Professional Standards Framework and the Higher Education Academy
   - Explanation of the module content, delivery and assessment
   - Linking Activity 1 (on VLE): Post a short profile of yourself.

2) **Curriculum Design and Assessment** (Lecture/Seminar 2):
   - Group activity: discussion of required readings, Q&A
   - Setting the scene: national developments in higher education (HE)
   - The philosophy behind HE curriculum design: Constructive alignment, learning outcomes, modes of assessment
   - Case study: the process of developing a new module (guest lecturer)
   - Linking Activity 2 (on VLE): Critique a module, focusing on constructive alignment and learning outcomes.

3) **Assessment for Learning vs Assessment of Learning** (Lecture/Seminar 3):
   - Group activity: discussion of required readings and module critiques
   - Explore a range of assessment issues
   - Effective feedback and how/when technology could support this
   - Quality assurance/enhancement in learning and teaching
   - Linking Activity 3 (on VLE): Conversation with an academic colleague about curriculum design and/or teaching.

4) **Presentation of Module Proposals** (Seminars 4-5):
   - Each participant will have 10 minutes to present his/her new module, followed by 5 minutes for questions. You should target your presentation as if to a curriculum approval board.
   - All participants will give and receive feedback as they 'peer review' both the module proposals and the presentations.

**Additional Set Activities (required but not graded)**

- Prepare/update a ‘mind map’ of the key concepts from all of the required readings, and post a critical reflection on a selection of the required readings one week before each lecture/seminar. (*Contributes to ILOs 2, 3 & 4.*)

- Post a response for each Linking Activity. This should be at least a week before the next teaching session. (*Contributes to ILOs 2 & 3; potentially 1&4.*)

- Post two critical reviews (maximum 500 words) of a journal article, online report or resource related to curriculum design or assessment. You might focus on the teaching of your own discipline, or explore one of the topics we have
touched on in more depth. The article/resource reviews are due by 14\textsuperscript{th} March. (May contribute to any ILO, depending on article.)

- Observe the teaching of a colleague following the scheme in place within your School. See section on Teaching Observation. (Contributes to ILO 1.)

- Peer Pairs must meet at least twice to discuss set topics, and then post a brief account online. See section on Peer Pairs. (Contributes to ILOs 1, 2 & 3 and potentially 4.)

- Keep a Reflective Log of your teaching practice. See section on Reflective Log. (Contributes to ILO 1.)

- Attend at least one Tutor/Demonstrator Networking Lunch or similar (see dates in the online course booking system). (Contributes to ILOs 1, 2 & 4.)

**Approximate breakdown of 100 notional hours of study:**

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<th>Activity</th>
<th>Hours</th>
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<td>12</td>
</tr>
<tr>
<td>Teaching observation (with pre/post discussion)</td>
<td>2</td>
</tr>
<tr>
<td>Peer Pair meetings</td>
<td>2</td>
</tr>
<tr>
<td>Networking Lunch or similar</td>
<td>1</td>
</tr>
<tr>
<td>Mentoring (in School)</td>
<td>2</td>
</tr>
<tr>
<td>Teaching/Marking (including prep)</td>
<td>20</td>
</tr>
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<td>Activities on VLE / Reading / Study</td>
<td>49</td>
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<tr>
<td>Summative assessment</td>
<td>12</td>
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</tbody>
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The time you spend tutoring, demonstrating and marking will count in part towards the 100 notional hours of study, as this module is explicitly linked to your teaching practice. However, please note that the time allocations above are purely suggestive; the proportion of time spent on the various activities, particularly time spent reading, teaching and being mentored, will of course vary between participants.

The University’s Policy for Supervisors and Students in Research Postgraduate Programmes states that all research postgraduates who teach must be assigned a mentor by their School, who will:

- provide a recognised point of contact in the School;
- advise on subject-specific aspects of teaching and learning;
- observe and comment constructively upon the student’s performance;
- introduce them to the policies and procedures of the School.

If you have not yet been assigned a mentor, approach the Director of Teaching and ask that a mentor be arranged. You are entitled to this support. New lecturing staff and teaching fellows should also be assigned a mentor within their School (see [http://www.st-andrews.ac.uk/staff/policy/hr/mentoringacademicstaff/](http://www.st-andrews.ac.uk/staff/policy/hr/mentoringacademicstaff/)).
Teaching Observation

Teaching observation (sometimes known as peer observation or peer review of teaching) is an excellent developmental opportunity – a chance to get an independent perspective on your teaching, what works well, and what might benefit from a different approach. It is University policy that all probationary academic staff, and all postgraduates who teach, should have at least one of their teaching sessions observed by an experienced colleague. Each School has its own scheme in place for managing teaching observations, and you should familiarise yourself with the approach used in your School.

In a teaching observation session, the observer will provide feedback and advice to the ‘observee’, but the observer can also benefit from exposure to new methods and approaches. (See also SEDA blog item 22.) Thus as part of this module you are expected to observe the teaching of a colleague (eg lecturer or another PG tutor) and provide him/her with feedback, following the normal procedures for teaching observation within your School. Speak to your module co-ordinator, mentor or the Director of Teaching early on to see how this can be organised. This is not something you should leave to the last minute, as it might take some time to co-ordinate schedules.

If your School’s teaching observation scheme doesn’t allow for PG tutors to act as observers, you should arrange to observe a teaching session of your Peer Pair. In this case the two of you should agree in advance what approach will be used and the objectives for the teaching observation session. For more information on teaching observation (peer review), including practical advice on how to structure a session, see: http://www.st-andrews.ac.uk/staff/teaching/teacherstalk/observation/

You may find the “Strengths and improvements” forms (self and peer versions) the most intuitive, but you are free to select the approach that you prefer.

Online Activity:

After your teaching observation session you should have a meeting with your ‘observee’ to de-brief, i.e. to discuss how the session went and give him/her feedback. You must upload to Moodle:

- The details of your teaching observation (who, what and when).
- A summary of the feedback you provided to your colleague.
- A reflection on the process of doing a teaching observation. (eg How effective were you at providing constructive feedback? Was your observee receptive to what you had to say? Why or why not?)
- You must specify an action point for yourself: how will you adjust your teaching practice as a result of this experience and your reflections on it?

Note that this discussion board is only visible to the module co-ordinator, second markers and external examiner. The report on your teaching observation session must be posted in the VLE by 28th March. If you have any questions, please contact the module co-ordinator.
Not only is it helpful to get feedback from a colleague on your teaching, it can be really useful just to watch a more experienced colleague at work. Don’t be afraid to ask lecturers if you can sit in and watch them teaching.

**Peer Pairs**

After the introductory class you will be asked to select a Peer Pair partner. You may approach classmates directly to establish pairs, or wait to be assigned a partner by the module co-ordinator. I will match up anyone who hasn’t already chosen a peer pair by Lecture 2.

It is helpful to be able to discuss your teaching with supportive colleagues, if only to reassure yourself that the difficulties you are facing aren’t unique! Conversations with colleagues in different disciplines can lead to a greater appreciation of alternative methods and approaches, so **interdisciplinary** pairs are strongly encouraged. Peer pairs should try to meet occasionally for informal discussion and support (eg for another perspective on how to deal with a tricky teaching situation, or how to balance the module workload with your research and teaching commitments).

**At a minimum**, peer pairs must meet **twice** to discuss the following set topics:

1. Think of an innovative method for assessing the module that you currently teach on or have taught on – or the one you want to design. Discuss the benefits and challenges of such a new approach. You may find the following resources helpful for inspiration:
   i. Enhancement Theme resources on Course design, Teaching and Learning, Assessment and other issues
   ii. Re-engineering Assessment Practices in Higher Education

2. Consider how you could use technology in an innovative way to support learning in the module you currently teach on, have taught on, or want to design. You may find the following resources helpful for inspiration:
   i. JISC Guide on Feedback and Feed forward: Using technology to support learner longitudinal development
   ii. Enhancement Theme resources on Technology, learning and assessment

*One* member of each pair will post a short summary of the discussions on the relevant Peer Pair Activity discussion board; each pair member should post on one topic. (You will need to agree who is posting what.) *Each* pair member should then manually mark that activity as completed in Moodle.

Note that if a face-to-face meeting with your Peer Pair proves difficult to arrange, your contact can be via email or telephone.

Peer Pairs are encouraged to observe each other’s teaching at least once – this can fulfil the teaching observation requirement (see above), or it might be *in addition* to a teaching observation that you conduct within your School.
The Reflective Log

Over the course of the semester you will keep a log or diary in which you should regularly reflect on and evaluate your teaching practice. One aim of keeping the log is so that you can evaluate the impact that taking this module has had on your thinking and teaching practice. The other is to give you a chance to practice writing reflectively, and to provide evidence to which you can refer when writing your final reflective essay, which will be summatively assessed. When reflecting on your teaching, try to set explicit actions points for how you'll do things differently next time, and think about how the readings from the module might apply to your own teaching.

Participants sometimes wonder why it is necessary to write down their thoughts about teaching (as compared to just having them), and I feel that President Barack Obama summed it up nicely: “The process of converting a jumble of thoughts into coherent sentences makes you ask tougher questions.” (TIME, December 31, 2012 | Vol. 180, No. 27)

At a minimum, your log should include the following entries:

- Reflect on at least two tutorials, lab classes or other teaching situations; one near the start of the semester, and one near the end. (If you can find the time, you might wish to do an entry after most teaching sessions.) What worked – or not – and why? How could the session have been improved? For the later entries, consider whether there has been a change in your approach over the course of the semester, and if so, why?

- Reflect on any particularly difficult situations or issues you encounter, and consider how well (or otherwise) you feel you handled yourself, and how you might do things differently if it were to happen again.

- When writing your entries, always try and set a specific action point for yourself on how you will do things differently next time.

Formative feedback on your reflective writing will be provided at two points during the semester.

- On 22nd February you will submit your reflective log to date (this can be an edited version), and you will receive formative feedback on your log entries by 7th March.

- On 11th April you will submit a rough draft of your reflective essay, and you will receive formative feedback on this draft by 20th April.

For those who are unsure about how to write reflectively, this will provide an opportunity to get guidance on whether you are being sufficiently reflective and analytical, and making appropriate references to the literature.

There are several guides on how to write reflectively available in the VLE as well as a sample of previous student work. You may also find the following chapter useful:

Assessment (see also Academic Regulations)

Achievement on the module overall is recorded simply **pass** or **fail**, rather than as a numerical grade. (This is common practice in the sector for this type of module). In order to pass the module, you must pass the module proposal assignment and reflective essay assignment, and engage with all of the lecture/seminars and additional set activities outlined above. Although not assessed, these are **required** elements of the module, as they contribute to the written assignments and the HEA recognition judgement (see below). Not completing an ungraded, required element will result in a fail on the module. The two final assignments are graded pass/fail, not on the 20-point Reporting Scale. (See sub-sections on **New Module Proposal** and **Reflective Essay**.)

The pass/fail system at St Andrews does not allow for the recognition of particularly good performance on the transcript – eg with an award of merit. However, the markers will highlight excellent performance in their written feedback on each assignment, and the phrase “This is an excellent piece of work” is used to formally recognise what is deemed to be a first-class assignment. Note that if an assignment significantly exceeds the word limit it cannot be recognised as ‘Excellent’.

The assignments are independently assessed by a second marker and grades for each piece of work are then agreed at an internal moderation meeting. All final module grades are provisional until verified by the External Examiner at the module board.

**The final deadline for completing all required elements of the module and submitting both summative assignments is 11.59pm on Monday, 25th April.**

**Submission Guidelines (in general)**

You must submit two pieces of written work for this module via the **Module Management System** (MMS), using the **Summative Assignments** tool. Click the “Browse” button in the “File” column to search for and then upload your essay or module proposal (see screenshot below). Once the first and second markers have met to agree grades, the feedback pro-formas will be uploaded to the “Feedback” column for you to read.
Each assignment will be graded on a pass/fail basis. Your name should not appear anywhere on your submissions. Please submit all assignments in Word format rather than PDF. See the relevant sections below for detailed guidance.

The appropriate Assignment Front Sheet must be included at the start of each assignment. (Download from the Supporting Documents section of Moodle, see also Appendix 2.) Be sure to provide all of the information requested, including a short answer to all questions. (One sentence answers will not usually be sufficient.)

- Submissions without an Assignment Front Sheet will not be marked.

Please respect the word limits for each assignment (see relevant sections below). Being able to craft a suitable answer to the question at hand, in a concise and articulate manner, is an important skill for everyone to develop. The markers will not read substantially beyond the word limit, so anything past that will not be considered when the assignment is being graded. An assignment that exceeds the word limit cannot be marked as Excellent. (The Assignment Front Sheet, and any footnotes, endnotes, bibliography and/or reference list do not count towards the word limits.)

The module co-ordinator and second marker will each provide feedback on your assignments using the standard pro-formas which can be found in Appendices 3 & 4.

1) New module proposal

For the first summative assignment you must write a proposal for a new module as though you were submitting to the Curriculum Approval Group (or similar), using the submission template provided in the Supporting Documents section of Moodle (see also Appendix 5). Your submission must be no more than 1200 words and should include all of the information below.

- General information about the module, such as:
  o Credits: credit weighting of the module (indicates workload).
  o Level: provide both SCQF level and year of study (1000 to 5000).
  o Pre-requisites: modules that a student must have done or other requirements that must be fulfilled (eg language proficiency) before a student can enrol on your module (might not apply to your proposal). For an Honours-level module, it is not necessary to list the core sub-honours modules in the same School.
  o Class hours and format: briefly indicate the nature of the face-to-face contact time, eg 3 one-hour lectures + 1 one-hour tutorial per week.
  o Brief summary of the module: A course catalogue entry – have a look at entries for modules from your School.

- Rationale for introducing the new module: Why is it needed (eg does it fill a gap in provision, respond to changing student body, etc)? Consider more than simply academic reasons, eg will it attract more students, or respond to external priorities such as widening access, employability, etc.

- Place in the wider programme(s): How will the module fit into existing degree programmes? eg Honours option for single or joint undergraduate degrees in subject X, or core module for Masters degree in Y & Z.
- **Intended learning outcomes**: What intellectual, practical and transferable skills will the module develop? Write your ILOs in the recommended style! Map your assessments against your ILOs.

- **Content, structure and delivery**: Provide a broad outline of major topics covered in the module and the overall structure and method of delivery (eg weekly lectures, fortnightly seminars, distance learning, etc). If you have a chronological content list, it is helpful to include assessment dates as well. If there is a cap on student numbers, mention it here.

- **Assessment**: List all assessment elements (ie coursework and exams) and indicate for each whether it is formative or summative, when it occurs, word length (if applicable), and percentage of final module grade. Note also if there are any special conditions required to pass the module (eg must gain a minimum mark on a particular assignment). Map your assessments against your ILOs.
  - You will explain the *rationale* for your assessment choices in your reflective essay. (The markers will be looking for evidence of constructive alignment).

- **Indicative reading list**: Suggested readings for the module (this section does not count towards the word limit on the proposal submission).

You must **seek feedback** on your module proposal from colleagues (eg on this module, staff in your School) and include an account of how you responded to this feedback on the Assignment Front Sheet. Note that you do not have to agree with the feedback received – consider it critically and decide if a change is warranted. If you decide not to make a suggested change, explain why. You will have the opportunity to receive feedback on your proposal as part of the peer review process in the seminar sessions.

An excellent proposal will:

- Contain all of the required information, clearly presented.
- Be concise and understandable to academics outside the discipline.
- Have well-written intended learning outcomes (ILOs).
- Have well aligned course design (potentially innovative with respect to ILOs, teaching methods and/or assessment).
- Have a clear rationale for the module and for your approach to delivery and assessment.

### 2) Reflective essay

The second summative assignment involves writing a reflective essay on your teaching practice. Your submission must be **at least 1500 words** and **no more than 2200 words** long, and include all of the information noted below. You may use any referencing system: you must indicate which system you have chosen on the Assignment Front Sheet. Within your essay, please indicate your teaching context, eg the School you are in, name of the module, number of tutorial/lab groups, class size, etc. This background information is helpful for the second marker and external examiner.
In your essay you must consider:

1. The impact that doing ID5102 has had on your approach to teaching, assessment, and curriculum design. Give specific examples and be sure to demonstrate all stages of Gibbs' reflective cycle.
   - For example, you might have revisited the ILOs on the module on which you were teaching and changed your teaching methods to make the ILOs more obvious to your students, or you may have changed how you provided feedback on the assessments. Issues covered in ID5102 might have directly influenced the choices you made when designing your own module.

2. How your current teaching has informed your approach to module design.
   - For example, you might have noticed particular challenges your students were having (with understanding, assessment, etc) and designed your own module to respond to these challenges.

3. The rationale for your assessment choices in your module proposal.
   - Explain why you decided to use each form of assessment, and the weightings you assigned them.

The degree to which you emphasise each of these elements is up to you, but all of them must be addressed in some way in your essay. The first two in particular should demonstrate your critical reflection on practice (and some application of theory), and the third should demonstrate your ability to apply theory to practice – see the essay feedback pro-forma in Appendix 4.

There must be evidence that you have engaged with the literature, so at least three references must be cited. Remember, successful completion of this module involves demonstrating not only that you understand the concepts covered, but that you can apply them effectively within the context of your own discipline.

The markers will be looking for evidence that you are able to evaluate your teaching and integrate theory with practice, that your teaching practice has developed because of your reading and reflection and that you have taken an integrated look at your learning “journey”.

The essay is graded on a pass/fail basis; structured feedback will be provided using the pro-forma in Appendix 3. Note that the different sections of the pro-forma are not weighted equally; the structure and presentation of your essay are not as significant as the quality of your reflection and application of theory.

**HEA Recognition Judgement**

This module has been carefully designed such that passing the module should provide participants with ample opportunity to demonstrate their engagement with the UKPSF at Descriptor 1 and therefore earn Associate Fellowship of the HEA. However, the recognition judgement (has met criteria for Descriptor 1) is still separate from the academic judgement (ie pass/fail on the module). Your answers to question 4 on the **Assignment Front Sheet** will help the markers make their judgement about whether you have met the criteria for Associate Fellow of the HEA.
To achieve Associate Fellow of the HEA you must meet the following criteria – this is taken directly from Descriptor 1 of the UKPSF.

Demonstrates an understanding of specific aspects of effective teaching, learning support methods and student learning. Individuals should be able to provide evidence of:

I. Successful engagement with at least two of the five Areas of Activity.

II. Successful engagement in appropriate teaching and practices related to these Areas of Activity.

III. Appropriate Core Knowledge and understanding of at least K1 and K2.

IV. A commitment to appropriate Professional Values in facilitating others’ learning.

V. Relevant professional practices, subject and pedagogic research and/or scholarship within the above activities.

VI. Successful engagement, where appropriate, in professional development activity related to teaching, learning and assessment responsibilities.

**Academic Regulations: Absence, Extensions, Academic Misconduct**

For general information on all academic policies, procedures and regulations please refer to the academic advice pages of the website: [http://www.st-andrews.ac.uk/students/advice/academic/](http://www.st-andrews.ac.uk/students/advice/academic/)

If you know that you will be absent from any of the teaching sessions it is important that you contact the module co-ordinator in advance to explain the situation. If you have missed a teaching session for any reason you need to inform the module co-ordinator as soon as possible, and complete a make-up exercise. It is a module requirement to attend at least three of the four lecture/seminars.

If there are good reasons for being unable to meet a submission deadline an extension can be arranged. The module co-ordinator should be informed of any concerns and the extension requested before the deadline is reached. Note that computer issues (eg lack of internet access) do not constitute an acceptable reason for failure to meet a deadline – you should allow for this possibility when planning the submission of written work.

You are expected to be familiar with the University’s Good Academic Practice policy. All work that you submit should be your own and should represent good academic practice.

**Reporting / Resubmissions**

The final deadline for submitting all assessed written work and completing all required activities is 11.59pm on Monday, 25th April. The Module Board will meet in May to confirm the grades to be awarded, after which feedback pro-formas for all
written assignments will be made available via MMS. The final grades for the module will be reported to students on 3rd June via the MMS and the University’s student record system.

Failing any given element of the module will result in failing the module overall. (Not completing an ungraded, required element constitutes failing that element.) Students who fail on a particular element will be given the opportunity to re-submit a similar piece of work by a set deadline. If the re-submission is received within the deadline and achieves a pass grade, the overall module grade can be adjusted to a pass.

**Reading List**

There are two set texts for this module and both are available from the Library in electronic and print versions.


Detailed below are the **required readings** that should be completed prior to each lecture/seminar. All required readings can be accessed via the Moodle course, and suggested further readings will be available via a Talis online reading list in due course. You are expected to engage in additional readings beyond the required readings for each lecture/seminar.

Note: Some readings are suggested for the article/resource reviews you must do before seminar 3, but you are free to choose whatever readings you wish.

**Introduction to the UKPSF and ID5102**

- UK Professional Standards Framework: [http://www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf)
- The [SEDA 53 Powerful Ideas blog](http://www.heacademy.ac.uk/ukpsf) entries 12 & 21:
  - Gibbs, G. (2014) *Teaching is driven by beliefs and assumptions*
  - Gibbs, G. (2014) *The most useful training of university teachers does not involve ‘training’*
- ID5102 Module Handbook
**Curriculum Design and Assessment**


- The [SEDA 53 Powerful Ideas blog](https://www.seda.ac.uk/blog) entries 9, 26, 34, 38:
  - Gibbs, G. (2014) Students are selectively negligent, and successful students neglect the right stuff. (Idea 26)
  - Gibbs, G. (2015) Clearly stated goals are not always helpful to students. (Idea 38)

**Supplementary Reading (not required, may help with the assigned readings):**


- Perspectives on teaching, helpful if you haven’t done ID5101: Biggs, J. and Tang, C. (2007). Teaching according to how students learn. *Chapter 2* in *Teaching for Quality Learning at University*.
Assessment for learning vs Assessment of learning


- The SEDA 53 Powerful Ideas blog entry 8, 20, 27, 28:
  - Gibbs, G. (2014) *It has more impact on educational effectiveness to change learners than it does to change teachers* (Idea 8)
  - Gibbs, G. (2014) *Lectures are used far too often* (Idea 20)
  - Gibbs, G. (2015) *Making feedback work involves more than giving feedback – Part 1 the assessment context* (Idea 27)
  - Gibbs, G. (2015) *Making feedback work involves more than giving feedback – Part 2 The students* (Idea 28)


Supplementary Reading (not required, may help with the assigned readings):


### Some Suggested Readings for Article/Resource Reviews

Note: You will need to access relevant subject-specific material for the indicative reading list in your 'new module proposal', but you shouldn't use those for your reviews, unless they relate to the teaching of your discipline.

## Appendix 1

This table indicates how the various elements of the module align with the dimensions of the UK professional standards framework. Further ticks may be possible in some cases, e.g. in column 2 depending on the subject of the article chosen for review.

<table>
<thead>
<tr>
<th>Areas of Activity</th>
<th>Module Element*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>1. Design and plan learning activities and/or programmes of study</td>
<td>✓</td>
</tr>
<tr>
<td>2. Teach and/or support learning</td>
<td></td>
</tr>
<tr>
<td>3. Assess and give feedback to learners</td>
<td>✓</td>
</tr>
<tr>
<td>4. Develop effective learning environments and approaches to student support and guidance</td>
<td></td>
</tr>
<tr>
<td>5. Engage in continuing professional development in subjects/disciplines…, incorporating …the evaluation of professional practices</td>
<td>✓</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The subject material</td>
</tr>
<tr>
<td>2. Appropriate methods for teaching and learning in the subject area &amp; level of academic programme</td>
</tr>
<tr>
<td>3. How students learn, both generally and in the subject</td>
</tr>
<tr>
<td>4. The use of appropriate learning technologies</td>
</tr>
<tr>
<td>5. Methods for evaluating the effectiveness of teaching</td>
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<tr>
<td>6. The implications of quality assurance and enhancement</td>
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<table>
<thead>
<tr>
<th>Professional Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Respect individual learners and diverse learning communities</td>
</tr>
<tr>
<td>2. Promote participation in HE and equality of opportunity for learners</td>
</tr>
<tr>
<td>3. Use evidence informed approaches and the outcomes from research, scholarship &amp; CPD</td>
</tr>
<tr>
<td>4. Acknowledge the wider context in which HE operates, recognising the implications for practice</td>
</tr>
</tbody>
</table>

**Module Elements:**

1= Comments on Required Readings
2= Article Reviews
3= Linking Activities
4= Lectures and Seminar Discussions
5= Networking Lunch
6= Peer Pair Meetings
7= Teaching Observation in School
8= Reflective Essay / Module Proposal
Appendix 2

Module ID5102

Assignment Front Sheet: Essay / Module Proposal
(The Module Proposal Front Sheet does not have question 4 – you only do that once to cover your work on the whole module.)

Matriculation Number:
(Your name should not appear anywhere on your submission.)

Assignment: Module Proposal / Reflective Essay
(Delete as appropriate)

Provide Word Count:
- For module proposal: No more than 1200 words.
- For reflective essay: No less than 1500 words, no more than 2200 words.
- This Front Sheet, footnotes/endnotes, bibliographies and/or reference lists do not count towards the word limit.

Referencing System Used:
(For Reflective Essay only: eg Harvard, Chicago, APA, etc)

You must provide an answer to the following questions.

1. How have you changed your assignment in response to feedback that you have received (from module co-ordinator, peer review, and any other sources)?
2. Are there any aspects you feel could be improved or developed further?
3. Is there anything in particular you would like feedback on?
4. On the grid below, please indicate all of the elements of the UKPSF that you have engaged with and that you feel you have evidenced in your essay (give the page #) and/or other work on this module (specify the task).

Be sure to read the requirements forDescriptor 1 of the UKPSF (you do not need to cover every element!), and you may also find it helpful to refer to Appendix 1 in the module handbook.

<table>
<thead>
<tr>
<th>Areas of Activity</th>
<th>Core Knowledge</th>
<th>Professional Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 Design and plan</td>
<td>K1 Subject material</td>
<td>V1 Respect learners</td>
</tr>
<tr>
<td>A2 Teach/support learning</td>
<td>K2 Appropriate methods</td>
<td>V2 Promote participation</td>
</tr>
<tr>
<td>A3 Assess / give feedback</td>
<td>K3 How students learn</td>
<td>V3 Evidence-informed</td>
</tr>
<tr>
<td>A4 Learning environments</td>
<td>K4 Learning technologies</td>
<td>V4 Wider context</td>
</tr>
<tr>
<td>A5 Engage in CPD</td>
<td>K5 Evaluating effectiveness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>K6 Implications of QA/QE</td>
<td></td>
</tr>
</tbody>
</table>
The module proposal was assessed in accordance with the information in the module handbook, taking note of whether all required information was provided, clarity of rationale, constructive alignment of intended learning outcomes, teaching methods and assessment, and how feedback from peers was incorporated. The assignment was first marked by the module co-ordinator; the second marker had sight of the module co-ordinator’s comments before marking, and has included their independent feedback in the final section.

### Student:  

### Grade:  

<table>
<thead>
<tr>
<th></th>
<th>General information and overall presentation:</th>
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<tbody>
<tr>
<td></td>
<td>Overall: Not achieved / Satisfactory / Good / Excellent</td>
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<tr>
<th></th>
<th>Rationale for module and place in programme:</th>
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<tbody>
<tr>
<td></td>
<td>Overall: Not achieved / Satisfactory / Good / Excellent</td>
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<table>
<thead>
<tr>
<th></th>
<th>Intended Learning Outcomes / Content / Assessment / Constructive Alignment:</th>
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<tbody>
<tr>
<td></td>
<td>Overall: Not achieved / Satisfactory / Good / Excellent</td>
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<tr>
<th></th>
<th>Feed forward:</th>
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<table>
<thead>
<tr>
<th></th>
<th>Overall comments:</th>
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<thead>
<tr>
<th></th>
<th>Second marker’s comments:</th>
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</table>

First Marker:  

Second Marker:  

Date:
The reflective essay was assessed in line with the criteria outlined in the module handbook. The markers looked for critical evaluation of practice, with appropriate reference to the literature covered in the module. The assignment was independently marked by a second marker without sight of the module co-ordinator’s comments (i.e., blind double marking). The module co-ordinator and second marker then met to agree grades, and the second marker’s comments were added to the pro-forma.

### Feedback Pro-forma for: Reflective essay on one’s teaching practice

<table>
<thead>
<tr>
<th>Student:</th>
<th>Grade:</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>1) Structure and presentation of essay:</th>
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<tbody>
<tr>
<td>Overall: Not achieved / Satisfactory / Good / Excellent</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>2) Evidence of critical reflection on practice (including self-assessment):</th>
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</thead>
<tbody>
<tr>
<td>Overall: Not achieved / Satisfactory / Good / Excellent</td>
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</table>

<table>
<thead>
<tr>
<th>3) Application of theory to practice (engagement with literature):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall: Not achieved / Satisfactory / Good / Excellent</td>
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<tr>
<th>4) Feed forward:</th>
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<tr>
<th>5) Overall comments:</th>
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<table>
<thead>
<tr>
<th>6) Second marker’s comments:</th>
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</table>

First Marker: Date:  
Second Marker: Date:
Appendix 5

NEW MODULE PROPOSAL: Submission Template

Be sure to read the guidance in the module handbook before starting this assignment.

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead School / Department:</td>
</tr>
<tr>
<td>Module Title:</td>
</tr>
<tr>
<td>Credits:</td>
</tr>
<tr>
<td>Level:</td>
</tr>
<tr>
<td>Pre-requisites (if applicable):</td>
</tr>
<tr>
<td>Class hours and format:</td>
</tr>
<tr>
<td>Brief summary of the module (as might appear in the Course Catalogue, ~100 words):</td>
</tr>
</tbody>
</table>

| Rationale for new module (What is the academic purpose and relevance?) |

| Place of module within programme(s) (How does the module fit with existing provision?) |

| Intended Learning Outcomes (What intellectual and practical skills will the module develop?) |

| Content, Structure and Delivery (Provide a broad outline of major topics covered in the module and the overall structure and method of delivery.) |

| Assessment (Briefly outline all forms of assessment and relative weighting.) |

| Indicative Reading List* |

* Please note that this section does not count towards your word limits for the module proposal submission.