University of Essex

Department of Literature, Film, and Theatre Studies

GRADUATE TEACHING ASSISTANTS' HANDBOOK

2020-21

Updated November 2020

DEPARTMENTAL CONTACTS

Module supervisors
Various (please refer to your appointment documentation and/or the module directory)
Your module supervisor is your first point of contact for module/subject specific guidance, teaching materials and strategies, teaching observations and feedback, and teaching team meetings

Head of Department
Professor Elizabeth Kuti, email:
(For any academic and pastoral queries or queries related to module supervision and support)

GTA Co-ordinator
Dr Nora Williams, email:
(For any academic, pastoral or role-related queries, induction-related matters or queries related to module supervision and teaching support)

CADENZA Link
Dr Patricia Gillies, email:
(For any advice on the CADENZA application process)

Department Manager
Dr Daniela Wachsening, email:
(For any contractual, pay and other organisational matters, and for recording sickness absences)

Deputy Department Manager
Rachele Winn, email:
(For any timetabling, late submissions, extenuating circumstances and Academic Offences matters)

Student and Academic Services Administrators (General Office):
Emma Harvey, email:
Hannah Langwith, email:
(For any coursework submission and FASer matters)

USEFUL WEB LINKS

Departmental Undergraduate Student Handbook

The Undergraduate Student Handbook provides essential information about the Department and the University. It is kept on our Moodle pages and centrally on the University's website:
https://www1.essex.ac.uk/students/study-resources/handbooks/default.aspx

Online coursework submission and feedback system (FASer)

FASer is used by our students to check coursework deadlines, upload coursework and receive electronic feedback. You can sign into FASer with your Essex ID and password here: faser.essex.ac.uk

Moodle

We use Moodle as our online learning environment to enhance face-to-face teaching. Moodle provides our students with access to teaching materials, information about their module, coursework assessment etc., and has in-built features to enhance learning such as discussion forums, chat facilities, quizzes, surveys and much more https://moodle.essex.ac.uk/

Attendance monitoring

Students need to record their attendance at teaching events using the electronic card reader in the teaching rooms for all face-to-face events, or by accessing the Zoom seminar or webinar links provided in their timetables. For further information, please see:

http://www.essex.ac.uk/students/course-admin/attendance.aspx

Learner Engagement Activity Portal (LEAP)

LEAP is the University's personalised engagement tool that displays students' engagement with Moodle, FASer, Listen Again, Library checkouts, PC Lab logins and attendance at mandatory teaching events either face-to-face or online via Zoom.

Details on why and how the University uses students' engagement data can be found here.

Academic Offences

The University expects all students to act with honesty and integrity in relation to coursework, examinations and other assessed work, and to follow our conventions for academic writing (including appropriate referencing of sources) and ethical considerations. If students don't meet these expectations, then they may be charged with having committed an academic offence, a matter the University takes very seriously.

Using **contract essay writing services** ('essay mills') is NOT permitted and will be treated as an academic offence.

Please see here for the University's Policy on Academic Offences: https://www.essex.ac.uk/about/governance/policies

Late submission of coursework guidelines

There is a single policy across the University for the late submission of coursework for all undergraduate students. Each piece of coursework must be submitted by the deadline published in order to gain a mark. In exceptional circumstances, students may be unable to hand in their coursework by the deadline. In these cases, we will advise students that they can submit coursework **within seven days** from the original assessment deadline, provided that they have evidence of extenuating circumstances in relation to the late submission of coursework.

https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx

Extenuating circumstances guidelines
https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

Undergraduate rules of assessment
https://www1.essex.ac.uk/students/exams-and-coursework/ppg/ug/default.aspx

Students' Union Advice Centre
http://www.essexstudent.com/advice/

Student Services Hub
https://www.essex.ac.uk/student/advice-and-support/ssh-colchester

Student Directory
https://www.essex.ac.uk/student

**GUIDANCE NOTES FOR GRADUATE TEACHING ASSISTANTS (GTAs)
IN THE DEPARTMENT OF LITERATURE, FILM, AND THEATRE STUDIES**

PRACTICAL MATTERS

GTA Offices

Once it is safe and within Government and University guidelines to resume face-to-face activities on campus, you will have access to the GTA offices in 5NW.5.16 and 5NW.6.3 for the preparation of your teaching and for your academic support hours. In these offices, you will find computers, desks, chairs, shelves and some small filing pedestals. Offices are not allocated to individuals and you should have access to both of them. If you are working on campus, please note you may not always be able to use the same office and we ask that you kindly take home all your personal belongings each day.

Keys for the GTA offices can be signed out either on a term-by-term basis or for the length of the academic year from the General Office. A nominal **deposit of £5.00** is required when signing out keys which will be reimbursed when the key(s) are returned. **All keys must be returned at the end of your teaching contract.**

Academic Support Hour

You will need to hold one academic support hour per week for the class/es you are teaching. Ideally we would like you to hold your academic support hour as a drop-in session on Zoom. We kindly ask that you set up a weekly, recurring Zoom meeting with a waiting room during term-time. You can then admit students from the waiting room into your support hour on a one-by-one basis. For further details on how to set up Zoom meetings, please visit https://www.essex.ac.uk/staff/it-services/getting-started-with-zoom . Alternatively, please contact our Department Manager with the details of your academic support hour and Daniela will be happy to set up this meeting for you.

Please ensure your class knows when your academic support hour will be held, for example by adding the details to your email signature and/or publishing them on your module's Moodle page.

Appointments should be kept to about 10 minutes each. If you have to reschedule your academic support hour for any reason, please make sure your students are aware of this.

Photocopying

Our Department is very proud to have achieved the Green Impact Gold Award, and we are keen to build on our sustainability credentials. As part of this commitment, we do ask that wherever possible you use electronic means, including Moodle and email, to provide handouts or module notes to your students.

Once face-to-face activities resume on campus, the Library has a range of photocopiers where material can be scanned and sent to your email address, or you can use any of the multifunctional devices (MFDs) anywhere in the University for printing, scanning and/or photocopying as appropriate. You will need to tap your staff card on the machine to unlock its functions.

The Department has its own multifunctional device in the Post Room in 5NW.6.4. Access to our departmental MFD is gained by a coded lock and the code can be obtained from the General Office.

Copyright

Copying of reading material from books and/or journals should **not** be undertaken for students. All of your required reading materials should be included in the module's reading list on Talis.

It is your responsibility to ensure that your actions do not breach copyright or license agreements. Please check all copyright regulations at https://library.essex.ac.uk/copyright .

Copyright rules also apply to materials placed on Moodle. The University is required to annually report the usage of copyright material for teaching purposes to the Copyright Licensing Agency (CLA). If you wish to use scanned or downloaded materials you will need to request the materials via your online reading lists on Talis Aspire. The system will then check that it is permissible to use the required material and the library will digitise (i.e. scan) the material and upload it to your reading list. Please contact your module supervisory if you wish to update a module's reading list. The library will be able to help and can be contacted at libread@essex.ac.uk .

E-mail

An email address has been set up which includes all GTAs in the Department. The address is: 'litstaff-gta'. You will automatically be added to the group once your contract has been processed by HR.

Correspondence with students is nearly always conducted through email and you will be supplied with the email addresses of all your students via the bespoke mailing list for your seminar group/s, identifiable by module and class code, for example **LT111-4-FY-CO CLAa01 module group students**, in the University's Outlook address book. Please note that we do **not** use any personal email addresses, but only Essex email addresses generated by our IT Services for both staff and students.

Teaching Times

All teaching events are directly scheduled into your Outlook calendar. For any Zoom teaching events, please click into your timetabled teaching session in your Outlook calendar in order to obtain the Zoom meeting ID. Zoom links can change up to 10.30pm prior to your seminar or class the following day. Please make sure you check these details every morning of a scheduled teaching event.

Details of your personal teaching times and rooms, if applicable, are also available from the Central Timetabling Office website at: https://www1.essex.ac.uk/timetables/login.aspx . You can access the timetable for any department or module from https://www1.essex.ac.uk/depttimetables/.

Details of how to access your timetable are available at: https://www1.essex.ac.uk/timetables/faq.aspx . This site will also tell you how to access your timetable via a smartphone with internet connections or via the website. It will give you a graphical week-by-week view of your timetable with direct links to the Module Directory entry and to the university's step-by-step guide on how to get to the seminar room, and explains who you should contact if you experience any problems.

Please use your online timetable to report any room or technical faults.

All lectures and classes start on the hour and finish 10 minutes before the hour to allow both staff and students to arrive at their next lecture/class on time. If you are late finishing your class, this can create problems for your own students who may have to log into another teaching event straight after your session. If you are teaching face-to-face, it is also important for the next group coming for a teaching event timetabled in your room to be able to 'tap in' using their ID cards when they arrive for their teaching session.

Teaching Room Layout (Face-to-face teaching)

Each teaching room has its layout displayed on the wall. If you move tables and chairs around, please remember to put them back into their original position before you vacate the room.

Class Lists

Class lists (with photographs) are sent to all teaching staff at the start of term to assist with getting to know your students. If you haven't received your class list/s by the end of week 2 or week 17, please contact the General Office as soon as possible.

Attendance (Face-to-face teaching)

The University operates an electronic attendance monitoring system through electronic card readers which have been installed in all seminar rooms on the Colchester campus. Students have to tap their registration card against the reader as they come into the seminar room to record their attendance. Any students who are absent will be reported to their administering department for follow-up and in order to provide additional support for any students whose progress is likely to be deemed to be unsatisfactory.

If a student forgets their registration card they will be recorded as absent. If a student's card is faulty or they have lost it, the student should be referred to the Student Services Hub, First Floor of the Silberrad Student Centre.

If a student misses a teaching event, or knows that they are going to be absent from a lecture or class, they should report this absence online using the 'Notified Absence from Teaching Form', available from their **MyEssex** account.

If the electronic reader is not working for your seminar room, please take a paper register and leave it with one of our Student and Academic Services Administrators in the General Office.

Further information can be found at Attendance monitoring: http://www.essex.ac.uk/students/course-admin/attendance.aspx .

Participation

The University allows Departments to allocate a proportion of the marks for a module (up to 5%) for participation. All LiFTS undergraduate modules operate this system, and your module supervisor can confirm whether a participation mark applies to your module.

The Department's general definition of participation is 'attentive presence plus appropriate contribution'. Regular class attendance, with a copy of the relevant text (or equivalent) which has been read in advance, is the *sine qua non* for participation, to which should be added consistent and appropriate contribution to class discussion.

Participation marks should be awarded from 0-5 as follows:

5 = 100%, 4=80%, 3=60%, 2=40%, 1=20% and 0=0%.

Please ensure that you submit a list of participation marks for each student in your class/es to the General Office by emailing liftstt@essex.ac.uk at the end of your teaching on a module; i.e. at the end of the Autumn term for an Autumn only module, and at the end of the Spring term for a Spring only module. Please submit all participation marks for a full-year module by the end of Week 32.

The General Office will supply you with a participation mark sheet template for your classes based on the information held on file at the start of the academic year. Please check your template/s carefully to ensure the information about your students is up-to-date before completing and returning the mark sheet/s to the General Office.

Students changing classes

Students are allocated to classes electronically by the Central Timetable Office (CTO). The advantage of this is that CTO will be able to see all the modules that a student has enrolled on and will ideally be able to create a clash free timetable for them. Of course, there will always be some exceptions where this is not possible, particularly given the vast array of modules that students can choose from. All class changes requests must be submitted via the website. The LiFTS admin team is not permitted to make any manual changes for students. If you find a student in your class who is **not** on your class list, please refer them to the General Office by emailing   and one of the team will be able to assist the student.

Students must have a specific reason for requesting a change of class and will have to do this electronically via the website. They will not be able to change a class unless their request has been approved (electronically) by the Department.

Coursework Submission

Students are asked to submit their coursework, together with a cover sheet, online via FASer. The deadline time for <u>all submissions</u> is 10.00 am.

Failure to upload coursework to FASer by the deadline will result in a mark of zero being awarded.

Please advise your students that different Departments/Schools have different procedures for the submission of coursework. If your students are taking modules from two or more departments, they must make sure that they know the requirements for each department and get a copy of each department's undergraduate handbook.

Formative coursework

The majority of our first year undergraduate modules include a formative assignment to help students understand the requirements and conventions of academic work and to receive feedback which is not tied to a mark for their coursework. Your module supervisor will be able to explain the nature and format for the formative assignment for your module, including how you may wish to provide your feedback to your students, which can include individual verbal feedback in an academic support hour, a brief set of notes on the assignment, or a group discussion in class time.

There is no penalty for any <u>formative</u> coursework submitted after the deadline via FASer. You are not obliged to provide any feedback on formative assignments that have been submitted late. Your students should contact you in advance to establish whether you would be happy to accept any late formative assignments.

All other coursework

Late Submission - VERY IMPORTANT

The University has a single policy for the late submission of undergraduate coursework. A mark of zero will be recorded for any piece of coursework (essays, assignments, piece of writing) that is submitted after the published deadline. Students who are concerned about **not** being able to submit their coursework on time should contact █████, Deputy Department Manager, for advice **as soon as possible**.

Please make sure your students understand the above and understand the implications of not meeting deadlines. First year students must pass all their modules in order to proceed to the second year.

Administrators will follow-up on students who have not submitted their coursework but an email from their teacher is also helpful at encouraging them to submit. Non-submission indicates that a student might be struggling and students should be directed to the teacher and/or module supervisor if they are having specific problems in relation to a module. If the issues are of a more general nature, then their Personal Tutor is available to provide support and guidance.

Extenuating Circumstances for Late Submission

The University expects students to plan and organise their work carefully and sensibly, and to schedule their time so that coursework is completed in advance of its deadline. There will, very occasionally, be circumstances in which work is completed very close to the deadline and unforeseen circumstances prevent its timely submission. In such cases, students have **seven days** in which to submit the piece of work, accompanied by a 'Late Submission of Coursework Form'.

In practice, this means that you may be asked by the General Office to mark any coursework for your class/es that has been submitted up to seven days after the relevant deadline.

Students who submit coursework after the deadline, but within seven days, will be entitled to have their work marked and returned with feedback, but the mark will be shown as '0' with the actual mark in brackets (e.g. 0(54)). The Department's Late Submission and Extenuating Circumstances Committee meets regularly throughout the academic year and will decide whether there is a valid reason for the late submission and if the mark can be instated.

Late submission claims will only be considered in cases where students were unable to hand coursework in or attend coursework tests due to a circumstance or event that could not reasonably have been anticipated.

"The following are examples of circumstances which are **NOT** considered to be relevant for the instatement of marks due to failure to meet a deadline:

- Minor ailments and illnesses on the day of coursework submission (such as colds, coughs, sprains, headache).
- Personal disruptions or events which could have been anticipated; such as holidays, weddings, changing address or employment, religious holidays or festivals which are usually known in advance.
- Study-related circumstances; such as computer failure, printing problems, unavailability of books, photocopying problems, as these problems should be factored into the organisation of your work load.
  In cases where there are serious failures of relevant computing resources, the department may schedule a *general* change in the deadline for all students affected.
- General pressure of work is not taken to be circumstances beyond your control, as you are expected to plan your work schedule.
- Excessive demands on time or pressure of one's employment which could have been anticipated.
- Financial constraints, as these are commonly experienced by students.
- Misreading/confusing the coursework deadline.
- Oversleeping on the day of the deadline.
- Transport problems (e.g. car breaking down or delayed public transport).

It is not appropriate, nor possible, to list all of the potential extenuating circumstances that a student may encounter which would be accepted by the Late Submissions Committee. The list above should give you an indication of the types of circumstance that are not accepted by the Committee.

The message is… don't leave handing in your work until the last possible day!"

Marking and returning coursework

The standard expectations for marking coursework are outlined in the Department's Undergraduate Student Handbook and on Moodle for each of your modules. The GTA Co-ordinator also runs a marking exercise as part of the GTA departmental induction event.

As soon as a deadline for your coursework has passed, the General Office will email you a zip file containing the submitted work ready for marking along with feedback coversheets. Please mark students' coursework using **track changes** in Word.

It is important that you type your feedback on the feedback coversheets.

The University operates a system of **anonymous marking** as a general policy for all summative assessment as far as practicable, i.e. for any forms of assessment which contribute to a module mark. Your feedback coversheets therefore do not include your students' names and only refer to their registration numbers (please see **Appendix 1**). Anonymous marking does **not** apply to any formative assessment which may include the provision of in-class or individual face-to-face verbal feedback.

Most of our first-year modules include an element of formative assessment, and your module supervisor should advise you on the nature and format of the formative assessment, including the type of feedback to be provided to your students.

As soon as you have completed your marking, please return a zip file containing the marked up essays and feedback coversheets to the General Office (████████████). The General Office will upload all feedback to FASer.

Please name each file starting with the student registration number e.g. **1203313_feedback** (you can add anything you like after _feedback e.g._ "120313_feedback Joe Bloggs LT201 essay 1").

The University requires that all feedback be returned to students within 20 working days. This timeframe includes second marking. Please ensure that you return your marked coursework to the General Office **by the end of the 15th working day at the very latest** to allow sufficient time for second marking.

If coursework is submitted within the last two weeks of term then it **must be returned during the first week of the following term**.

Departments are required to publish the date on which coursework is returned to students. If you are unable to meet this deadline, please contact your module supervisor explaining the reason for the delay. Please ensure that you also copy your email to the General Office at ████████████ *. The module supervisor or a member of the Administrative Team will then contact all students on the module advising them of any delay to the return of their marked coursework.*

For further details of the University's Marking Policy, please see here.

Recording of marks

It is your responsibility to keep a record of your marks and to pass a copy of the marks to the General Office. The admin team will then enter the marks onto the University's database. It is important to do this promptly so that other departments can see the marks awarded to their students for purposes of monitoring their progress.

Submission of coursework comment sheets

If you are not marking online via FASer then you must submit your feedback sheets by email, along with the marks, to ████████████ . **It is important that we have these as samples have to be made available to the External Examiners. Please ensure you provide one feedback sheet per student.**

Undergraduate Student Handbook

The Department's Undergraduate Handbook is published online only at https://www1.essex.ac.uk/students/study-resources/handbooks/default.aspx . Please read through it carefully as it will probably answer many of your questions. The handbook is available to all students and staff. For those of you teaching first year students, please encourage them to read the handbook and refer to it when they have a question in the first instance.

Academic Offences: Plagiarism

If you suspect a student of committing an academic offence, please speak to the module supervisor in the first instance. If the module supervisor agrees with you, the piece of work, with a copy of the plagiarised passages, must be passed to the General Office.

The Academic Offences Officer is responsible for the initial investigation of alleged academic offences relating to coursework in their own department and must deal with these on a formal basis.

We advise you **not** to contact your student/s directly but to discuss any alleged offence with the module supervisor. If the Academic Offences Officer agrees that there is a case to be answered the student will be

informed in writing that an allegation has been made and be invited to meet with the Academic Offences Officer to discuss the allegation.

Once your contract has been processed by HR and you have been added to the CMIS timetabling database you will automatically have access to FASer. Through FASer, you will have access to the built-in plagiarism tool, which will automatically run each student's submission through the system.

Should you wish to access Turnitin, please contact ▮▮▮▮▮▮▮▮, Deputy Department Manager. Rachele will be able to provide you with the necessary advice and guidance and can liaise with the Learning Technology Team, ▮▮▮▮▮▮▮▮ , as required. The University is planning to integrate a plagiarism detection tool with FASer in due course which should remove the need to access Turnitin.

It is your responsibility to provide the evidence that the work has been plagiarised, either in the form of the report provided by FASer, or by providing a photocopy of the work that has been plagiarised. Please make sure that you have clearly indicated on the work <u>and</u> on the plagiarised passages the relevant sections that have been copied, either by marking them 'A' 'A' or numerically '1' '1', so that the Academic Offences Officer can easily match them up. Please refer all academic offences to Rachele Winn in the first instance.

Please make your students aware that checks are carried out for plagiarism via FASer or Turnitin.

Student Support

Details of the Department's student support system are contained in the Undergraduate Handbook.   All undergraduate students have a named Personal Tutor. One member of our academic staff acts as a Senior Tutor, and for 2020-21, our Senior Tutor is:

- Professor Jonathan Lichtenstein, email: ▮▮▮▮▮▮▮▮

If you have any concerns about a student, please contact Rachele Winn, Deputy Department Manager, in the first instance. Further details on Student Services and support can be found at: http://www.essex.ac.uk/students/contact/default.aspx

Module supervisors

Every GTA in the Department is mentored by their module supervisor. This is the person responsible for the overall module. The module supervisor is your key contact and in most cases will be leading teams of teachers. They are responsible for overseeing your teaching and marking and will provide support for you on their module and with your professional development.

Module supervisors will ensure that you know:

- the module – its structure and rationale, and how it links to other modules in the Department;
- the type of teaching methods used;
- the arrangements for coursework, deadlines, marking levels, turn-around time of coursework marking;
- the formal procedures for such matters as complaints, academic offences such as plagiarism, late submission of coursework.

The University requires that all GTA teaching be monitored by module supervisors, and the Department encourages this as part of promoting good teaching practice, in line with our system of supportive peer review.

During your very first term of teaching as a new GTA, the GTA Co-ordinator and your module supervisor or their nominee will observe one of your teaching sessions. After the sessions, they will complete a follow-up form evaluating your teaching. A copy of this form will be given to you, the GTA Co-ordinator and the Department Manager, who will keep the note on file for you. If you wish to discuss this report with your module supervisor, please feel free to do so, particularly if you wish to comment on anything that might be said in the report.

Towards the end of the academic year there will be a meeting for all our GTAs with the GTA Co-ordinator to review the teaching experience and make any recommendations for additional support or improvement as appropriate.

All teaching-related queries should always be raised with your module supervisor in the first instance. Advice may also be sought from the GTA Co-ordinator who will do their best to help and also be able to refer you on to any other colleague/s in the Department or within the University as appropriate.

Teaching Action Group (TAG)

Our Department will be holding regular Teaching Action Group meetings throughout the academic year, which will act as an informal forum to discuss teaching approaches and strategies, share best practice and offer a source of support. You are very warmly invited to attend the TAG meetings (details will be circulated by email).

ADMINISTRATION

GTAs don`t just teach: they are also responsible for the smooth running of their classes, and a certain amount of 'admin' work is therefore involved. This includes being clear about:

- the module – its structure and rationale, and how it links to other modules in the Department
- the type of teaching methods used
- attendance and progress
- arrangements for coursework, deadlines, turn-around time of coursework marking and, handing back of coursework
- formal procedures within the Department for such matters as complaints, plagiarism, late submission and extenuating circumstance,
- the student support system
- regular plans for meeting with your module supervisor and the monitoring of your marking.

TRAINING AND DEVELOPMENT

GTAs must attend appropriate training organised by the University through the Learning and Development Unit. Details are provided on the Learning and Development Unit's section on Moodle, and events usually need to be booked via HR Organiser (please search for 'GTA induction' in the courses column).

In particular you must attend the two-day induction event for GTAs before, or while, you teach for the first time.

There are also a number of workshops held across the year which you are encouraged to attend. Please discuss these with your module supervisor or GTA Co-ordinator to decide which would be most beneficial for you.

All newly appointed GTAs must successfully complete Level 1 of **CADENZA** which will result in achievement of Associate Fellow status with the Higher Education Academy. The Learning and Development Unit provide support for GTAs and further details can be found on Moodle . As part of the CADENZA accreditation, all new GTAs will be observed in their teaching practice by two members of our academic staff who will provide individual feedback.

The Department's CADENZA link is **Dr ▮▮▮▮▮▮▮▮** who is happy to answer any queries you may have.

You must also complete and pass Module 1 of the online Equality and Diversity training. Details will be given to you at the induction event.

GTAs have the opportunity of joining the PG CHEP programme. 'Postgraduate Certificate in Higher Education Practice', and further details are available via the Staff Directory .

GTAs teaching for the first time are expected to attend any relevant training sessions/ meetings/workshops organised by the Department or the module supervisor.

GUIDANCE NOTES ON SOME TEACHING STRATEGIES

GTAs in the Department will usually be attached to first year modules where they are asked to take the classes/seminars but not give the lectures. The main task is to stimulate the class/seminar into useful and constructive discussions around the lectures, the readings prescribed, and the broad syllabus for the week. In addition, support can be provided for students' coursework and general problems encountered. **It is important NOT to use the classes/seminars for `another lecture` but to encourage student participation**.

One of the aims of classes/seminars should be to establish a <u>friendly, talkative, supportive, and informal</u> group environment where students get to know each other and can easily talk to each other without any fear. Students should also be getting down completing set tasks and readings as appropriate. Be sure to follow them up the next week!

There will be a lot of anxiety – students want to be told clearly about everything to do with the module, including assessment. Set some work as appropriate. Your first class/seminar sets the tone for the remaining ones: it needs a lot of preparation. It should never just be a 'we'll get going next week' approach.

PLANNING CLASSES/WORKSHOPS/SEMINARS

In a fairly flexible way, plan your class in the light of the following:

Aims: What does the class overall hope to achieve? How does it connect to the overall module?

Objectives: What are the specific tasks you would like the student to accomplish in the class, and also outside of it during the week? (Remember most modules will assume students are working for approximately eight hours on a module - with only two in lecture/class contact).

Strategies/Tactics: How will you facilitate the above?

Problem Dealing: Can you anticipate ways in which the class might not be effective, or might break down? Are specific students having difficulties? How would you handle this? Do you have a plan B – a fall-back option?

Resources and support: Are the 'resources' that the students need available? Does this class require special planning for resources? Are there special needs in this class?

Announcements: Have you made clear to the class what is expected of them, and given space to do this? Have you reminded them of deadlines, changes in the teaching schedule, relevant events?

Final Evaluation: Review the class after it has taken place in the light of the above.

UNIVERSITY OF ESSEX
DEPARTMENT OF LITERATURE, FILM, AND THEATRE STUDIES

SAMPLE
COURSEWORK COVERSHEET AND FEEDBACK

<mark>STUDENTS</mark>

1) Complete the following 3 boxes with your Registration Number, Module Code and Assignment Title
2) <u>Do not</u> put your name on this document
3) Start your work on page 3 of this document.
4) Do not submit this coversheet separately to your work
5) Submit your work as Word Documents only

Registration Number: *(7 digit number found on your Student Registration card staring with 15/16/17/18/19)*	
Module Code: *(LTXXX-X-XX/THXXX-X-XX)*	
Assignment Title: *(e.g. Autumn Essay/Assignment 1/Essay 2)*	

Students - DO NOT TYPE BELOW THIS LINE

<mark>MARKERS</mark>

- **Please complete the sections below**

First Marker: Weighting: …% of coursework
Second Marker: **Mark awarded:**

This assignment has been (please tick):

□ **Single marked**
(coursework up to and including 40%)

□ **Moderated**
(coursework up to and including 40% marked by GTAs)

□ **Second marked**
(all fails and random sample (10%) of any coursework worth more than 40%)

□ **Double marked**
(individual items of coursework of at least 30 credits (Independent Projects) and performance-based coursework/group work with a non-permanent output worth more than 40%)

You are recommended to:

□ visit the Royal Literary Fund Fellows

The following grades are intended merely to give you an approximate idea of the merits of different aspects of your work. They have not been 'added together' to establish your overall mark and will have different weighting for the overall assessment of your coursework

Evaluation: A = 1st/Excellent, B = 2.1/Very good, C = 2.2/Good, D = 3rd/Adequate, E = Fail/Inadequate

Marking criteria	A	B	C	D	E
Originality and flair					
Structure					
Style and genre					
Literary and cultural context					

Self-reflection and presentation					

First marker feedback:

Second marker feedback (if required):

Actions/Areas for improvement:

1.
2.
3.

 ** If you wish to discuss your assignment feedback, please see your course tutor **

START YOUR COURSEWORK ASSIGNMENT HERE: