

## ADMINISTRATIVE PROCEDURES AND INFORMATION FOR LECTURERS

Please follow the set procedure to ensure classes run smoothly, and all student records are accurate.

### Before the class begins:

- Let the Admin Assistant know of any photocopying, special equipment, etc. required for the course at least **three** weeks before commencement.
- You will receive an **Attendance/Student Record form** from the registrar. The **Attendance/Student Record** has the class-list, and you will need to note attendance/withdrawals and record assessment marks on this form.

### At the first class:

- Ensure that all information on the **Attendance/Student Record form** is accurate. Ensure the emergency telephone number and qualification for each student is correct.
- Check that the names of all students in the class are on the form (if a name is not on the form it means the student is not enrolled in the course – please give them an Enrolment Form and ask them to bring appropriate ID to the next class).
- **Student Fees:** students are invoiced by the national office; lecturers are not expected to collect payment.

### Face to face courses:

- Please photocopy the **Attendance/Student Record form** after the second session of the course and give this copy to the Registrar.
- Please copy the **Attendance/Student Record form** at the end of the **taught** component of the course and give this copy to the Registrar. Retain the original form until all assessments are marked and students' marks are recorded.

### Distance Education courses:

- The Assistant Dean will contact you with information on what you need to do for distance.

### Distance with Tutorial courses:

- All teachers record the journals on the **Attendance/Student Record form**. Please photocopy this form **after** recording receipt of the second journal. Please give .
- Please make a second copy of the **Attendance/Student Record form** after all journals have been received. This copy needs to be sent to the Registrar. Teachers are to retain the original form until all assessments are marked and students' marks are recorded.

### Online courses:

- Student attendance is recorded automatically on Canvas. The Registrar will contact you regarding the student attendance form.

### All courses:

- When the assessments have been marked and recorded on the **Attendance/Student Record form**, please sign the form and upload into SharePoint or sent to the Registrar..
- **Note:** if this information is not submitted to the national office, students will be recorded as incomplete, which means they have failed the course. *You must ensure this information is sent to the Registrar within the timeline for the course.*
- The teacher will record any extensions on the **Attendance form** and then submit the final grade to the Registrar.

### Student evaluations

- Student Evaluations need to be completed by the students in the final session of the course. The evaluations are put in an envelope and sealed before the students leave class. The evaluations are given to the Administration Assistance. These are kept at the Wellington office. Note that students studying through distance education/online complete the evaluation online.

Lecturers will be emailed a compilation of the evaluations when all students results have been recorded.

### **Lecturer Course Review Form**

- This form is in this Manual and available on SharePoint. Lecturers need to complete the Review at the end of the teaching component of the course. Your review is invaluable in providing support and for planning future courses. It is important to complete **Lecturer Course Review** as soon as the taught component of the course is over as this will enable the Assistant Dean to make comments on both the student evaluations and the lecturer evaluation at the same time. Upload this to SharePoint or send to the Assistant Dean.

### **Resources and Teaching Site**

- If there are any concerns regarding student resources or with the teaching site, please let the Assistant Dean know.

### **Accidents and Hazards**

- *Accident and Hazard forms* are kept at the national office and at local sites. Inform students of the correct procedures and record any incidents as soon as they occur. These must be reported to the Buildings Manager or equivalent at each site.

### **Student Information**

- Students receive information on relevant policies and procedures with their enrolment package. All policies relevant to students are available online.

### **Class Preparation**

Before the course begins, each lecturer will need:

- Current course descriptor which includes a marking schedule
- Dates for assessment
- Lists of texts or Readers
- Assignment instructions

All the above should be given to students on the first day of the course. Lesson plans should be updated.

### **Before Each Class**

- Find out the building safety processes: fire exits, where to assemble in the event of evacuation, etc, for the place you are teaching.

### **Checklist for the First Lecture of the Course**

This list may make it easier for you to identify what students need to know in the first lecture:

- Course Descriptor
- Content of the Course
- Assessment Requirements
- Criteria for marking assignment/tasks
- Due dates for assessment, reassessment if any, extensions
- Attendance requirements
- Provision for help, which may include tutorials, library facilities, possibility of language tutor and marker, guidance regarding courses
- Provision for assessment in te reo Māori where appropriate.
- A copy of the Student Manual or the web-link for the Manual which contains:
  - study guide, essay writing guidelines and referencing
  - Applications for Recognition of Prior Learning and for Withdrawal from Courses
  - Complaints, Grievances and Appeals Procedures
  - Health and Safety Procedures
  - Privacy Information

### **Student and Staff Safety**

- Let students know what to do in the event of a fire, where the fire exits, and assembly points are.

- Discuss the earthquake drill and remind students not to leave the building unless they are in danger after the earthquake stops.
- When teaching at night, make sure you leave the classroom with the students rather than after them.
- Ensure students are not waiting around alone in the dark for their ride.
- Do not meet with a student after the class by themselves. Either arrange to meet them in the classroom before class or meet them in the office where there are other people around.

#### **After the Class**

- You may need to return equipment to its place, etc.

#### **After the Teaching part of the course is completed**

- Give the student evaluation forms and the Lecturer Course Review to the Assistant Dean or upload to SharePoint.

#### **Special Needs**

- Make a note of any students who have indicated they have special needs and record what course of action has been taken. For the purposes of CTC, special needs students include those with English as a second language (ESOL), those who are from a different faith tradition, those who have reading/writing difficulties, and those with physical or mental disabilities.
- Inform students of CTC's provision for help. This includes:
  - individual help (preferably in a public place)
  - tutorials
  - study skills programme
  - reader/writer.
- Barriers to learning need to be identified and measures taken to address them. Inform the Assistant Dean of any students who require help. You will need to record what assistance was given in your Lecturer Course Review.

#### **Course Rescheduling and Replacement Lecturer**

The lecturer is to inform the Assistant Dean if they are unable to teach their course due to illness, or circumstances outside their control. The procedure is:

- The lecturer may reschedule the course if:
  - the student body agrees
  - the venue is available
  - it does not disadvantage student learning
  - it does not jeopardise other courses.
- The Assistant Dean will endeavour to find a replacement. Failing this, the course will be cancelled.
- The Registrar will inform students if the course is cancelled.

#### **Sudden Illness**

If a lecturer is suddenly sick on the day they are scheduled to teach a class, and in the case where students cannot be contacted, please inform the Assistant Dean. If you can, find someone to go and explain your absence to the class.

#### **Co-Teaching/Guest/Visiting Lecturer**

- If a lecturer wishes to have a co-teacher or guest lecturer, they need to discuss this with the Dean well before the start of the course. Generally, there is little money in the budget for a co-teacher.
- A visiting lecturer may provide an opportunity for students to benefit from specialist teaching. However, we need to be mindful of cost and time constraints.

#### **Other Courses**

If CTC offers courses in collaboration with other institutions, all the above practices will apply as well as those practices that are part of the other institutions' requirement for the quality delivery of these courses.