

Teaching and Learning Handbook 2021



Contents

SPH Teaching Support Handbook	4
Welcome	4
Coronavirus	4
New to UQ?	4
Organisational Structure	4
ID Cards	4
Terminology	4
Mandatory Staff Training	4
Staff Contacts	5
Staff Lists	5
Telephones	5
SPH Teaching Support	5
Student Admin Team	5
Teaching Development Team	5
Teaching Support Officers (TSOs)	6
Other Useful Contacts	6
Course Coordinator Resources	6
Class Lists	6
ECPs	6
Lecture Recordings	7
AV equipment	7
Desktop Recording	7
Active Learning	7
UQ Teaching Support	7
ITaLI	7
Workshops	7
Teaching@UQ	7
Library	8
SECaTs	8
Key Electronic Resources	8
my.UQ	8
Email	8
Timetables	8

Blackboard	8
Network Drives	8
Templates.....	9
Software Centre	9
Key UQ Policies	9
Course Coordination	9
Assessment	9
Academic Misconduct.....	9
Academic Integrity Officer	10
Course Budgets	10
Tutors	10
Marking	10
CAHP (Casual Academic Hire Payments)	10

Where can this document be found?

You can find an electronic version of this document on the School of Public Health Intranet:

<https://medicine.uq.edu.au/sph-teaching-and-learning>

SPH Teaching Support Handbook

Welcome

Welcome to the School of Public Health. This document is a guide to help teaching staff understand the resources and support available within the School, Faculty and the broader UQ. The School is fortunate to have a number of professional support staff who are here to assist you and ensure your teaching is as effective as possible.

Coronavirus

The impact of the virus on UQ's activities changes regularly. The latest advice is available [here](#).

New to UQ?

the [new to UQ](#) website provides links to activities and support sessions that provide you with need-to-know information about working at UQ, including academic performance expectation and the services and support available to you. All new staff should complete the [new staff initial online induction module](#). There is a specific orientation for experienced academics that are [new to UQ](#) (23 February 2021). UQ runs [Graduate Teaching Associates](#) programs each March to June and August to November.

In addition, SPH runs an induction session at the start of each semester for its new tutors.

Organisational Structure

The School of Public Health is located within the [Faculty of Medicine](#), which is one of the six faculties at UQ. Other organisation units with the Faculty of Medicine include the [School of Biomedical Sciences](#), [School of Clinical Medicine](#), and various research centres and institutes.

Course coordinators are de-facto members of various SPH committees:

- [Teaching and Learning Committee](#)
- Undergraduate Course sub-committee
- Postgraduate Course sub-committee

ID Cards

You will need to apply for a UQ Staff card by completing the [ID Card Request Form](#). Take the completed form and photo ID to:

- Student Hub, Level 5, [Oral Health Centre](#), Herston campus, or
- The Prentice Centre, Level 2, [Prentice Building](#), St Lucia campus.

Terminology

At UQ, an individual unit of study is referred to as a *course* (not a subject), and a degree or diploma as a *program*.

Mandatory Staff Training

All UQ staff are required to complete a series of online training modules, including staff [Code of Conduct](#), fire safety (annually), cybersecurity and OHS. These can be accessed via the *Training Courses* menu on [Blackboard](#).

In addition to the training that is required in your first week at UQ you will be required to complete several compulsory training modules. Below is a list of required training and how to access these.

Further <u>Staff Training</u> to complete over the first few months of starting at UQ	Detail
Core Aboriginal and Torres Strait Islander Cultural Learning	Mandatory Modules 1 & 2; 2 hours; once only
Fraud and Corruption Awareness	Mandatory; 30min; once only.
Conflict of Interest Awareness	Mandatory; 30min; once only
UQ Privacy Training	Mandatory; 30min; once only
Staff Cyber Security Awareness	Mandatory; 20 min; every 3 years
UQ Code of Conduct Training	Mandatory; 1-2 hours; every 2 years
Equal Opportunity Online training	Mandatory, 30min (every 2 years)

Staff Contacts

Staff Lists

A list of SPH staff is available [here](#), while all UQ staff are listed in the online [directory](#).

Telephones

Staff can be contacted by phone via their five-digit extension. External callers calling Herston-based staff should add the prefix 336. A full list of UQ prefixes for external callers is available [here](#).

SPH Teaching Support

There are a number of staff members within the School of Public Health that are available to support teaching staff. Please don't hesitate to reach out to these staff members when you require some assistance.

Student Admin Team

Team email: med.sph.teachassess@uq.edu.au

Contact Details	Role Description
Laurelle Roberts Ext: 55170 l.roberts@sph.uq.edu.au	<ul style="list-style-type: none"> • Si-net student database • Student-related matters <ul style="list-style-type: none"> ○ Exams, grades, graduations ○ Assignment extensions, deferred exams
Bronwyn Scanlan Ext: 55270 b.scanlan@uq.edu.au	<ul style="list-style-type: none"> • Support T&L Committee (also UG, PG sub committees) • Course and program changes • Publish ECPs • Support Integrity Officer

Teaching Development Team

Team email: sph.teachandlearn@uq.edu.au

Contact Details	Role Description
<p>Christian Kelly Ext. 64674 c.kelly4@uq.edu.au</p>	<ul style="list-style-type: none"> • Enhanced use of BlackBoard, Turnitin and active learning software • Policy compliance • Development and Evaluation of assessment • Video editing and Vlogs • Tutor recruitment
<p>Karen Shelley Ext. 64839 k.shelley@uq.edu.au</p> <p>Rebecca Johnson Ext: 55204 rebecca.johnson@uq.edu.au</p>	<ul style="list-style-type: none"> • Curriculum and assessment design • Pedagogical design to support active learning and student engagement • Task and criteria sheet/rubric development and use • Blending of course delivery • Scholarship of Teaching and Learning • Teaching Innovation Grants (TIG) and Awards for Teaching Excellence (ATE) applications • Peer Observation • H5P and Zoom Virtual Classroom

Teaching Support Officers (TSOs)

Contact Details	Role Description
<p>Alison Manley</p> <ul style="list-style-type: none"> • TSO - Epidemiology & Biostats • PA to Prof Gita Mishra <p>Ext: 55520 a.manley@sph.uq.edu.au</p> <p>Renee Tayler</p> <ul style="list-style-type: none"> • TSO: Planetary Health & Health Protection • TSO: Health Promotion & Equity <p>Ext: 55271 r.tayler@uq.edu.au</p>	<p>Provide high level administrative and professional services to support key stakeholders & staff on teaching activities:</p> <ul style="list-style-type: none"> • Course preparation and delivery (e.g. BB Support and ECPs) • Provide assistance with co-ordination of workshops & short courses, distribution of coursework materials • Co-ordinate meetings including room bookings, conferences, travel arrangements as required • Provide support with the recruitment and payment of casual tutors (CAHP) system School Inductions • Backfill for other admin staff

Other Useful Contacts

Section	Name	Email	Phone
Timetabling	Andrew Daddow	a.daddow@uq.edu.au	Ext: 55324
AV	Pascal Burger	p.burger@uq.edu.au	Ext: 64871
ITS	Ormond Oxenham	o.oxenham@its.uq.edu.au	Ext: 65207

You may submit an IT support request [online](#) or via email to help@its.uq.edu.au.

Course Coordinator Resources

Class Lists

Class lists can be provided by the [Student Admin team](#).

ECPs

Each course must have an [Electronic Course Profile](#) (ECP), finalised by the start of Orientation week. In most cases the ECP will rollover from the previous offering and it is only necessary to make updates any changes. Each delivery mode (e.g. Internal, External, Flexible Delivery) will require a separate ECP. For new courses or where substantial changes are required, contact the [Teaching Development](#) and/or [Student Admin](#) teams for support.

Changes to ECPs after Monday of Week 2 require the approval of the Associate Dean (Academic) and must be justifiable on academic and equity grounds.

Note that Learning Resources (textbooks) should be finalised eight weeks ahead of the semester to enable the library and bookshop sufficient time to source them

Lecture Recordings

Provided the venue has the appropriate equipment (almost all lecture venues do) then lecture recordings will automatically appear on the course Blackboard site, under the *Learning Resources* menu.

AV equipment

Powerpoint slide clickers and radio microphones for SPH building teaching rooms are available for loan from reception (Level 2). Video cameras, laptops and audio recorders are also available.

- Radio microphone [user guide](#)
- Touch Panel [user guide](#)
- Button Panel [user guide](#)
- Video Conference [user guide](#)

Desktop Recording

UQ provides four desktop recording options to staff: Kaltura Capture, Zoom, PowerPoint and Universal Capture. For more information, refer to the [Desktop Recording Options Comparison guide](#).

While most software is installed via the [Software Centre](#), Kaltura is installed via Blackboard- see [instructions here](#).

Active Learning

UQ promotes active learning and provides a number of [applications](#) which enable students to participate via their own device during class. Contact the [Teaching Development team](#) for assistance.

UQ Teaching Support

ITaLI

The Institute for Teaching and Learning Innovation ([ITaLI](#)) is a useful resource for teaching staff.

Workshops

UQ regularly runs a number of teaching-specific workshops through the UQ [Staff Development Program](#). Programs of particular relevance include:

- [Teaching, Learning and Assessment](#)
- [Teaching and Learning Technologies](#) (including Kaltura, Turnitin, Echo360 and Zoom)

Teaching@UQ

Any staff new to teaching at UQ, should strongly consider their [Teaching@UQ program](#). It runs over four (non-consecutive) days each semester and will:

- introduce you to the essential features of the teaching and learning landscape at UQ, including key policies and procedures
- promote evidence-based teaching approaches and methods that UQ prefers and,
- support participants to improve their teaching.

The program is also aligned with the [Higher Education Academy](#) (HEA) and may support you in gaining recognition to become a HEA Fellow.

Library

For a comprehensive list of services the Library offers to Course Coordinators, click [here](#)

SECaTs

[SECaT evaluations](#) provide students with the opportunity to provide feedback on their experience of course and teaching at UQ. Each time a course is offered, students enrolled in that course will be invited to evaluate their course and teacher(s) via an online SECaT evaluation. For most of courses, this happens from the beginning of Week 12 each semester.

The SECaT evaluation consists of eight quantitative and two qualitative items regarding the course experience. They are managed by [ITaLI](#).

Key Electronic Resources

Once you have a UQ account and login you can access various electronic resources.

my.UQ

The starting point is your UQ [Dashboard](#) available via [my.UQ](#). This provides links to many UQ systems, including email, Blackboard, and the MyAurion HR system.

Multi-Factor Authentication is required each time you login. Further information is available [here](#).

Email

1. Via [my.UQ](#) (preferred for mobile devices).
2. On a desktop or laptop, via Microsoft Outlook.

Timetables

Course timetables are publicly available [here](#). You can enter the course code or name to search, and then select course/s from the matches that appear.

Blackboard

Also known as [LearnUQ](#), this is the key site for communication with students in your course and providing teaching materials. While you may add menu items, please do not re-name or delete the existing template (i.e. menu items) which is used across all UQ courses to provide consistency for students. Note that your course site is by default **unavailable** to students. To make it available, go to the *Customisation* menu, *Properties*, select *Yes* radio button, and *Save*. Students must be enrolled to access a course site. Courses with multiple delivery modes (e.g. Internal, External, Flexible Delivery) normally have a single, combined Bb site.

There are further resources available from the [UQ Teaching Blackboard site](#).

Network Drives

The School's teaching-related **shared** drive is [S:\SPH-TeachAndLearn](#). Please save all teaching-related materials to the appropriate [S:\SPH-TeachAndLearn\PUBHxxx](#) sub-folder. Note that some network folders or sub-folders require permission to access. For instructions on requesting access and mapping a UQ network drive to your PC, click [here](#). Once access is granted, you will be able to access this drive when logged on to any UQ desktop PC, including those in teaching rooms.

Teaching materials should **NOT** be stored on your **personal** (H:\) drive.

All network drives are automatically backed-up by ITS several times each day.

Templates

Various branded templates are available [here](#) (network drive access required). They include:

- Powerpoint
- Memos
- Turnitin rubrics
- Task and assessment sheets

Software Centre

UQ has licences for a wide range of useful software applications. Windows users can view, install and update software by typing “software centre” in the search box at the lower left of their screen.



Key UQ Policies

- [Assessment and Feedback](#)
- [Assignment Extensions](#)
- [Deferred Exams](#)
- [Assessment Re-marks](#)

Course Coordination

Course Coordinators are assigned by the School and have primary responsibility to oversee the design, planning and delivery of a course. The Course Coordinator will have a key role in ensuring the quality and integrity of the course to contribute to an outstanding student experience.

In addition to course deliver, Course Coordinators have a number of other responsibilities.

More detail is provided in the document *Role and Responsibilities for Course Coordinators*.

Assessment

SPH strongly supports the use of [authentic assessment](#) in its courses. A number of examples are available from both the [university](#) and [school](#).

A summary of the School’s assessment policies and guidelines is available in section 6 of every ECP.

Academic Misconduct

University staff and students share responsibility for maintaining the academic standing of the University. All students are bound by the [Student Charter](#) and are required to complete an online [academic integrity module](#).

Academic Integrity Officer

Any assessment items which you suspect could breach UQ's [Student Integrity policy](#) should be referred to the School's Academic Integrity Officer, currently Dr Lisa Buckley, email l.buckley@uq.edu.au.

Course Budgets

Courses with 20+ students normally receive a casual staff budget allocation. The funding formula is based on course need, mode/s of offer, and total enrolments, and is generally in the range of \$60 to \$90 per student. The budget allocation may be spent on tutoring and marking.

Tutors

Prior to the start of each semester, the School invites Expressions of Interest from potential tutors. Contact the [Teaching Development team](#) for further details.

Course Coordinators should meet with tutors on a regular basis, every one to two weeks.

Marking

Casual academic staff can also be engaged to assist with marking, subject to the constraints of the course's casual staff budget allocation.

CAHP (Casual Academic Hire Payments)

Casual academic staff are paid on a fortnightly basis through the Casual Academic Hire Payment (CAHP) system. Once course budgets are set Course Coordinators will communicate their casual teaching support requirements to Teaching Support Officers who then enter this information in to the CAHP system.

Hiring a new casual staff member can take some time so it is important that teaching staff are proactive with recruiting staff allowing enough time for the administration processes to take place. To familiarise yourself with casual staff salary rates and CAHP deadlines please click [here](#).

For any CAHP related enquires you encounter please contact your relevant [Teaching Support Officer](#) for assistance.

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School of Public Health

T +61 7 334 55393
W public-health.uq.edu.au

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