



ADELAIDE  
INSTITUTE  
*of* HIGHER EDUCATION

# **Casual Lecturer Quick-Guide**

**August 2019**

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## **I. About this Quick-Guide**

The Quick-Guide is intended to help orient you to the information you need to get started teaching the Bachelor of Business at AIHE. You'll find requirements, recommendations and answers to frequently asked questions, as well as referrals to resources. Most of this information is available online, but this searchable document pulls together much of what you will need to know right away and can serve as a handy reference for questions that may arise throughout the study period.

The Quick-Guide is not intended to duplicate information in AIHE's Human Resources Manual.

## **II. Key Contacts**

Head of School: Dr. Susan Lambert at [Susan.lambert@aihe.sa.edu.au](mailto:Susan.lambert@aihe.sa.edu.au)

General Manager: Dr. Greg Koch at [Greg.koch@aihe.sa.edu.au](mailto:Greg.koch@aihe.sa.edu.au)

Student and Academic Services Manager: Dr. Angela Noack at [Angela.noack@aihe.sa.edu.au](mailto:Angela.noack@aihe.sa.edu.au)

Student and Academic Services Officer: Ms. Marissa Bui at [Marissa.bui@aihe.sa.edu.au](mailto:Marissa.bui@aihe.sa.edu.au)

Support Officer: [study.assist@aihe.sa.edu.au](mailto:study.assist@aihe.sa.edu.au)

AIHE IT Unit and Helpdesk: [servicedesk@aihe.sa.edu.au](mailto:servicedesk@aihe.sa.edu.au)

## **III. Administrative Support**

Some administrative support is available to lecturers. This includes requests for:

- Keys to personal lockers in the academic staff room
- Photocopying of exams (most require one-week advance notice; please verify in advance)
- Office or classroom supplies.

Please contact the Student and Academic Services Officer with your request.

## **IV. Paperwork and Login ID for New Employees**

Upon completion of processing your contract and associated paperwork you will have received your staff email address and login ID to access Canvas and AIHE Sharepoint.

As soon as you receive your AIHE login ID you can use it to get access to your subject materials. Your login ID number is also used to access printers on campus.

### **Outlook Webmail**

You can access your AIHE Outlook account (and Sharepoint) via Microsoft Office 365 using your staff email address.

It is important that you don't forward emails to a personal email account outside of AIHE due to the risks this poses to the security of AIHE information.

### **Learning Management System – Canvas**

AIHE's Learning Management System (LMS) is Canvas. Your class/subject will be created by the AIHE IT Unit for every subject offered each semester. This allows the integration of technology into classroom-based subjects. You can set up your Canvas subject/s to make announcements, post documents, host discussions and post grades.

The Student and Academic Services Officer and AIHE IT Unit are available to assist you to provide a successful learning experience, with a focus on integration of technology into classroom- based subjects.

### **Desired Subject Structure in Canvas**

You have been provided with the desired structure of subjects in Canvas, which contains information such as syllabi, textbook information, course evaluations, and lecturer information to faculty and students.

Lecturers should review their Subject Templates, which leaves some room for your own personal creativity.

**Please note that at least one week before classes begin all Bachelor of Business lecturers are required to upload to Canvas the:**

1. Subject syllabus
2. Subject homepage.

Other elements of subjects in Canvas can be uploaded as the class moves forward and ideally one week prior to the weekly class schedule.

## **V. AIHE Policies and Procedures**

Lecturers are encouraged to understand AIHE's policies and procedures appropriate to their position. These can be found at <http://aihe.sa.edu.au/quick-links/policy-and-procedure-directory/>.

Your attention is particularly drawn to the:

- Academic Integrity Policy and its related Procedure
- Academic Progress, Enrolment and Graduation Policy and related Academic Progress Procedure
- Assessment Policy, its related Procedure and the Schedule of Grades
- Examinations Management Policy and its related Procedure
- Student Grievances, Complaints and Appeals Policy and its related Procedure
- regulations regarding information security and protection of confidential student information. The AIHE Privacy Policy and its related Procedure are designed to protect the privacy of staff and student records.

AIHE's Policy and Procedure Directory webpage also has forms for students and staff. Please ask if you need further information or assistance to implement any policy or procedure.

### **ESOS Requirements**

As a provider of higher education to international students AIHE must comply with the Education services for Overseas Students Act 2000 (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018). To support compliance AIHE must ensure staff are aware of AIHE's ESOS obligations and how this affects their roles and their interactions with international students.

You will be provided with a short ESOS training module during your staff induction.

## **VI. Student Support**

Student and Academic Services Officer and Manager assist undergraduate students with their study plans, subject enrolment, various approval forms, and graduation applications.

Students are encouraged to meet with an advisor regularly and to seek advice on their study plan.

## **VII. Textbooks and Library**

AIHE will provide textbooks either in e-copy or hard copy as approved in the Subject Outline.

AIHE will maintain a modest physical library with required textbooks for each subject provided. Access to AIHE's E-library will be provided to all lecturers and students.

## **VIII. Teaching Matters**

### **Academic Calendar**

The AIHE Academic Calendar can be found on the AIHE website at <http://aihe.sa.edu.au/quick-links/important-dates-and-timetables/>

The Academic Calendar includes information about orientation week, semester start and end dates, census date, last days to enrol and withdraw, mid-semester assessment, exam week and holidays.

### **Subject Outlines and Subject Assessment Briefs**

Students must be informed about subject assessment. At the commencement of the subject the Subject Coordinator will draw to each student's attention the Subject Outline, the Subject Assessment Brief, and AIHE's Assessment Policy and Assessment Procedures.

Subject Outlines must be made available to students on the AIHE website prior to commencement of the subject. Subject Outlines are approved by AIHE Academic Board and can only be changed with their approval. If you wish to make changes to a Subject Outline, please consult with the Head of School.

Subject Assessment Briefs will be available to students on Canvas. Where it is appropriate for student learning, an assessment rubric may be provided to students prior to commencing an assessment task.

### **Reasonable Adjustments to Teaching or Assessment Methods**

A student with a disability, impairment or medical condition may request reasonable adjustments in the teaching or assessment methods of a subject due to their disability. This request must be made to the Subject Coordinator as soon as practicable after enrolment in the subject on the Application to Vary Assessment or Teaching Methods form. Any such reasonable adjustments must be negotiated and agreed between the student and the Subject Coordinator, recorded in writing, and must be in accordance with related AIHE policy (refer Equity and Diversity Policy).

Please ask if you receive such a request and require any assistance.

### **Monitoring Academic Performance and Attendance**

International students studying in Australia on a student visa must comply with the academic progress and enrolment conditions of their visa. Thus AIHE will have systems in place to monitor student progress and has committed to support students to meet subject requirements, learning outcomes and academic progress requirements.

Lecturers will monitor academic performance with a view to intervening informally and helping the student succeed in the subject. Lecturers will monitor attendance, submission or completion of assessment tasks, performance in assessment tasks and participation in other activities designed to enhance learning to identify students who may require assistance. Attendance will be recorded in Canvas, along with assessment-related matters.

Assistance will be offered to relevant students during the study period with a view to avoiding them being classified as 'At risk of unsatisfactory academic progress' (refer Section 7 Academic Progress Procedure).

It is a student's responsibility to address their academic performance.

## **IX. Communicating Effectively with Students**

### **What you expect from students**

It is vital to clearly communicate expectations and goals with students.

- Encourage questions every class period. Begin and end each class period by asking for questions.
- Keep the class website (Canvas) up to date.
- Remind students of your office hours for face-to-face consultation and post them on Canvas. Also notify your availability for questions by email. These are especially important the week before exams.
- Return emails from students as soon as possible (within reason).
- Periodically remind students of major project or exam due dates.
- Periodically remind students of academic integrity, with focus on declaration requirements for each of assignment (refer to clause 3.4 in the [Academic Integrity Procedure](#) that specifies the requirements for students to declare that the work being submitted is their own).

### **Student Consultations**

Lecturers can meet with students in the academic staff room. If the matter being discussed is sensitive a training room can be booked by contacting [study.assist@aihe.sa.edu.au](mailto:study.assist@aihe.sa.edu.au) or ask the Student and Academic Services Officer.

## **X. Review and Evaluation of Subjects**

As part of AIHE's ongoing internal review of subjects, feedback from students and teaching staff will be sought at the end of each study period.

Each Subject Coordinator (lecturer) will complete a Subject Review Form at the completion of each subject offering.

After each study period, students will be requested to complete Teacher and Subject Evaluation Surveys (TSES) for each subject. The Student and Academic Services Unit will administer TSES. The result of the evaluation will be summarised and shared in each lecturer's folder for their information.

## XI. Frequently asked questions

Question	The basis	Further information
<p>1. What AIHE legal obligations and policies should I be aware of?</p>	<p>The Induction package contains information on AIHE’s legal obligations. The following policies and procedures are available on AIHE website:</p> <ul style="list-style-type: none"> <li>• Staff Code of Conduct</li> <li>• Work Health and Safety Policy and Procedure</li> <li>• Intellectual Property Policy</li> <li>• Anti-Harassment Policy and Procedure</li> <li>• Student Code of Conduct</li> <li>• Student Misconduct Procedure</li> <li>• Academic Integrity Policy and Procedure</li> <li>• Equity and Diversity Policy</li> <li>• International Student Policy and Procedure</li> <li>• Student Grievances, Complaints and Appeals Policy and Procedure</li> </ul>	<p>AIHE Policies and Procedures Directory:  <a href="http://aihe.sa.edu.au/quick-links/policy-and-procedure-directory/">http://aihe.sa.edu.au/quick-links/policy-and-procedure-directory/</a></p>
<p>2. What legal responsibilities do I have in relation to student’s health, safety and welfare?</p>	<p>Report all hazards or incidents associated with students’ working environment, work tasks or activities.</p> <p>Ensure students do not place themselves or others at risk of injury.</p> <p>In case of emergency assist in the safe direction of students out of the building.</p>	
<p>3. What should I do if I am unable to deliver a class due to illness or other reasons?</p>	<p>You should immediately notify your Head of School</p>	<p>Contact the Head of School at:  <a href="mailto:Susan.Lambert@aihe.sa.edu.au">Susan.Lambert@aihe.sa.edu.au</a></p>
<p>4. What office, computer, telephone, photocopying and stationery facilities can I access and how?</p>	<p>Sessional lecturers are entitled to shared office space for working and meeting with students. Shared laptops, shared telephone, stationery and photocopying facilities are also available.</p>	<p>Contact Student and Academic Support Officer at:  <a href="mailto:Study.assist@aihe.sa.edu.au">Study.assist@aihe.sa.edu.au</a></p>
<p>5. Is there a secure place to keep my belongings?</p>	<p>Each casual lecturer is allocated an individual locker with their own key in the academic staff office.</p> <p>The Student and Academic Support Officer will provide the key.</p>	<p>Contact Student and Academic Support Officer at:  <a href="mailto:Study.assist@aihe.sa.edu.au">Study.assist@aihe.sa.edu.au</a></p>

Question	The basis	Further information
6. How do I book a room?	<p>Your class timetable with allocated room number will be sent to you before each semester starts.</p> <p>If you require a room for a non-recurrent seminar, workshop or meeting with students, please contact Student and Academic Support Officer.</p>	<p>Contact Student and Academic Support Officer at:</p> <p><a href="mailto:Study.assist@aihe.sa.edu.au">Study.assist@aihe.sa.edu.au</a></p>
7. What audio-visual facilities can I access, and how?	<p>Most classrooms have data projectors and/or a screen that allow connections with AIHE's provided laptop and sometimes a personal laptop.</p> <p>For personal laptop connection, please arrange a compatible test with the Student and Academic Support Officer before each semester starts.</p>	<p>Contact Student and Academic Support Officer at:</p> <p><a href="mailto:Study.assist@aihe.sa.edu.au">Study.assist@aihe.sa.edu.au</a></p>
8. Can I access the building after-hours?	<p>After-hours access to the building is generally not available.</p> <p>If you require after-hours access, please email the Student and Academic Support Officer with details of your request.</p>	<p>Contact Student and Academic Support Officer at:</p> <p><a href="mailto:Study.assist@aihe.sa.edu.au">Study.assist@aihe.sa.edu.au</a></p>
9. What should I do if I have any problem my payroll?	<p>Please advise the Head of School or Student and Academic Support Officer if you have any problem with your payroll for further follow up.</p>	<p>Contact the Head of School at:</p> <p><a href="mailto:Susan.Lambert@aihe.sa.edu.au">Susan.Lambert@aihe.sa.edu.au</a></p>

If you have any further questions or require assistance, please contact us at [Student.Assist@aihe.sa.edu.au](mailto:Student.Assist@aihe.sa.edu.au) or 08 8470 0156.