

TUTORIAL LETTER 101/3/2018

BEING A PROFESSIONAL TEACHER

(BPT1501)

SEMESTERS 1 and 2

**Department of Curriculum and
Instructional Studies**

IMPORTANT INFORMATION

Please register on myUnisa, activate your myLife e-mail address and make sure that you have regular access to the myUnisa module website, BPT1501/2018/S1 (Semester 1) BPT1501/2018/S2 (Semester 2), as well as your group website.

Note: This is a fully online module and is therefore available on myUnisa. Please do not wait to receive any printed study material as the learning material is only available online.

PLEASE START HERE



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1. INTRODUCTION

Dear Student,

Welcome to the College of Education and especially to the module ***BPT1501-Being a Professional Teacher***. It is an exciting and challenging module. We look forward to interact with you and hope to build a long lasting and positive relationship. *Congratulations on registering for this module!*

2. PURPOSE AND OUTCOMES FOR THE MODULE

2.1 Purpose

The purpose of this module is to create an awareness of what it entails to be a professional teacher and how to make a difference in the lives of learners.

The module will also help you to demonstrate your understanding of a professional teacher, acquire knowledge and understanding of the challenges that teachers face in the classroom and how you (as a teacher) need to make a positive contribution in the lives of learners.

2.2 Outcomes

Upon completion of this module you will have achieved the following four specific learning outcomes and the criteria in which you will be assessed are stated below:

OUTCOME 1

Explain the roles and responsibilities of a professional teacher.

ASSESSMENT CRITERIA

- Explanation of the profession of teaching, display a consideration of the historical and current perspectives.
- Discussions of the profession of teaching (in a developing context) in relation to the diversity and challenges that exists in sites of practice.
- Explanations of the seven (7) roles of a professional teacher is clear and coherent

OUTCOME 2

Develop a personal teaching and learning philosophy.

ASSESSMENT CRITERIA

- Explanation of teaching and learning philosophy is drawn from multiple perspective
- Explanation of the nature of learning communities is clear.
- The impact of membership of a learning community to the development of one's teaching and learning philosophies is clear and logical

OUTCOME 3

Explain multiple teaching and learning strategies appropriate to mediate learning

ASSESSMENT CRITERIA

- Explain what is meant by a curriculum.
- Identification and explanation of the different teaching and learning strategies is appropriate.
- Consideration of different learner profiles, learning styles and its influence on teaching strategies is met
- Explanation of teaching strategies takes into account the linkage between theory and practice.

OUTCOME 4

Design basic technology integrated solutions to promote innovative teaching and learning practices

ASSESSMENT CRITERIA

- Technology enhanced teaching and learning solutions is adequately discussed
- Appropriate types of technology relevant for teaching and learning is identified and motivated
- The plan for the design of an artefact through technology is creative, logical and practical

In each of the Learning Units, you will also learn more about:

- **Learning Unit 1:** Overview and Getting Started
- **Learning Unit 2:** The teacher as a professional
- **Learning Unit 3:** Teaching and Learning Philosophies
- **Learning Unit 4:** Multiple teaching and learning strategies
- **Learning Unit 5:** Integrated and innovative teaching and learning practices
- **Learning Unit 6:** Portfolio: an illustration of how a teacher makes a difference in the lives of learners.

This module is taught **FULLY ONLINE**, there is therefore no **PRESCRIBED TEXTBOOKS**. You will only receive a Tutorial Letter (TL) 101. The reading materials to help you understand the topic under discussion is available **ONLINE** on *myUNISA* and obtained from the Internet.

NB: YOU DO NOT HAVE TO WAIT TO RECEIVE ANY STUDY GUIDES. WE DO NOT USE ANY STUDY GUIDES IN THIS MODULE. JUST LOGIN IN AND YOUR READING MATERIAL WILL BE AVAILABLE ONLINE, ON BPT1501/18/S1/S2 ORANGE TAP.

3. LECTURER AND CONTACT DETAILS

3.1 Lecturer

The lecturer responsible for this module is Dr M.A. Setlhako

Contact Number: 012 429 6121

Online address: <http://my.Unisa.ac.za>

E-mail address: setlhma@unisa.ac.za

my

The Secondary Lecturer for BPT1501 will be posted on your Announcement Platform.

PLEASE NOTE: Sometimes we may not be available in our offices due to other commitments such as conferences, workshops, seminars and other academic duties. You are important to us and to keep in constant communication with you is critical. Kindly, drop us an e-mail and we will respond to your query immediately when we come back.

3.2 Department

The general contact telephone number for the **ONLINE MODULE** in the Department of Curriculum and Instructional Studies is **012 429 6121**. Please note the office hours held by the Department is 8:00 to 16:00.

Direct your queries regarding the academic and module related issues to us. We will not be able to respond to your administrative related issues. We will be allocated an Administrative Officer later in the year and her/his contact details will be posted in your ANNOUNCEMENT platform on myUNISA module site

3.3 University

Although this module is offered online **ONLY**, you may want to contact the university on matters not related to the BPT1501 module, then you need to consult Studies @ Unisa, the brochure you received with your study material. The brochure contains information on how to contact the university (e.g to whom you can write for different queries, telephone and fax numbers, addresses and details of the times certain facilities are open.

N.B: Remember to have your student number available when you contact the University.

Below find helpful E-mail addresses, SMS numbers and Fax numbers for enquiring about issues other than your BPT1501 the module:

info@unisa.ac.za for general enquiries

Study-info@unisa.ac.za for application and registration related enquiries (prospective and registered students)

assign@unisa.ac.za for assignment enquiries

exams@unisa.ac.za for examination enquiries

despatch@unisa.ac.za for study material enquiries

finan@unisa.ac.za for student account enquiries

gaudemus@unisa.ac.za for graduation enquiries

myUnisaHelp@unisa.ac.za for assistance with myUNISA

myLifeHelp@unisa.ac.za for assistance with myLife e-mail account

You may also want to send an SMS to **32695** for more information on how to contact UNISA (only students within the borders of South Africa). You will receive an auto

response SMS with various SMS options. The SMS will cost you only R1. You can also SMS enquiries directly to:

43578 for application and registration

43584 for assignments

43584 for examinations

43579 for study material

43582 for myUNISA and myLife account

43554 for student account

This SMS will only cost you 50c

The SMS number is only applicable to students residing in South Africa. International students are urged to make use of the e-mail address info@unisa.ac.za

The University Postal Address is:

The University of South Africa
PO Box 392
UNISA
0003

Physical Address

The University of South Africa
Preller Street
Muckleneuk Ridge
Pretoria
0003

4. MODULE-RELATED RESOURCES

4.1 Online resources

This module will be taught online, and a number of resources will have to be accessed by clicking on the identified reading material during the duration of the module. Otherwise additional resources will be available on the additional resources platform

and the **www** may be utilized to search for topics related to the units of the module, but not compulsory.

4.2 Free computer and internet access

Unisa has entered into partnerships with establishments (referred to as Telecentres) in various locations across South Africa to enable you (as a Unisa student) free access to computers and the Internet. This access enables you to conduct the following academic related activities: registration; online submission of assignments; engaging in e-tutoring activities and signature courses; etc. Please note that any other activity outside of these are for your own costing e.g. printing, photocopying, etc. For more information on the Telecentre nearest to you, please visit www.unisa.ac.za/telecentres.

5. STUDENT SUPPORT SERVICES FOR THE MODULE

Please refer to Study @ Unisa brochure for generic student support. There will be no group discussions organized for this module.

IMPORTANT INFORMATION

1. It is an important requirement of this module that you have access to a computer and the internet on a regular basis throughout the semester because this learning material of this module is available **online**
2. This module is registered in English and offered **ONLY** in English
3. You need to join **myUNISA** or make sure that you have **myUNISA account** if you do not have already. Please consult the Studies@Unisa publication for more information on joining **myUNISA** in order to activate your **myLife** email address. **myLife** email address is a required field for all enrolled students to communicate with fellow students and the university
4. It is essential that you regularly check your myLife email account, as all official correspondence regarding this module will be sent to your myLife email address and not your private emails address.

5.1 Teaching Assistants (TA)

This is the most important online support system allocated to you. As a registered student for the module BPT1501, you will be automatically divided into small groups of no more than 50 students and allocated with a Teaching Assistant (TA). A TA will guide you through the module and provide you with assistance on your assignments. They will guide and encourage you to participate in the discussion assignments arranged for this online module. Your TA will facilitate and assist you to master the content of the module, mark your assignments and furnish you with constructive feedback to help you improve your performance.

The TA allocated to you will introduce her/himself to you to begin a long lasting and respectful relationship in the discussion platform. They will also post their e-mail addresses to enable you to communicate with them as they are part of your studies. Please use this additional support to your benefit.

NB: A LIST OF APPOINTED TEACHING ASSISTANTS FOR THIS MODULE WILL BE POSTED WITHIN TWO WEEKS OF THE COMMENCEMENT OF THE TUITION OF THE MODULE ON THE *myUNISA* WEBSITE

5.2 Access to *myUNISA*

This fully online module required you to have access to a computer and linked to the internet. This will enable you to access the BPT1501 module, all the resources and information about the university. The *myUNISA* learning management system is UNISA's online campus that will help you communicate with your lecturers, other students and with any department at UNISA.

To go to the *myUNISA* website, you need to:

- Start at the main UNISA website, <http://www.unisa.ac.za>
- Click on the "Login to *myUNISA*" on the right hand side of the screen

This should take you to *myUNISA* website

- You will see, "Click here to login" on the right-hand side of your screen, then click to type your "Student Number" and "Password"

This will give you the list of all the modules you registered for and then click on to select the relevant module, BPT1501 for example.

You can also type <http://my.unisa.ac.za> to directly access myUNISA.

For more information on myUNISA, please consult the publication Study @ Unisa brochure.

5.3 Access Free Computer and Internet

UNISA has entered into partnerships with establishments (refer to as Telecentres) in various locations across South Africa to enable you (as a UNISA student) free access to computers and Internet. This access enables you to conduct the following academic related activities:

- Registration
- Online submission of assignments
- Engaging in e-tutoring activities and
- Online Signature courses (e.g. BPT1501)

PLEASE NOTE: Any other activities outside of the above mentioned, will be for your own costing e.g printing, photocopying etc. For more information on the Telecentre nearest to you, please visit www.unisa.ac.za/telecentres.

5.4 Video Conferencing

Video conferences will be organized for this module. You will be notified of any such events and the schedule for the conference will be posted on the **ANNOUNCEMENTS** platform of the module.

5.5 Student query process

Step 1:

Contact (by e-mail or phone) the lecturer.

Dr. MA Setlhako

Tel No: 012 429-6121

E-mail: setlhma@unisa.ac.za

Step 2:

If there is no response from the lecturer within 48 hours, call/forward query with a trail of previous e-mails to the Chair of the Department's office (Secretary: Ms L van Rensburg, Tel No: 012 429 4033, e-mail: yrensl1@unisa.ac.za or Ms M Botha, Tel No: 012 4296861, e-mail: bothajsm@unisa.ac.za)

Step 3:

If there is no response from the CoD's office within 48 hours, call/forward query with a trail of previous e-mails to Director at School of Teacher Education (Secretary: Ms H Pheto, Tel No: 012 429 6879, e-mail: phetohk@unisa.ac.za)

Step 4:

If there is no response from the Director of the School within 48 hours, call/forward query with a trail of e-mails to College of Teaching and Learning's office (Secretary: Ms Rosslee, Tel No: 012 429 4274, e-mail: rossle@unisa.ac.za)

You are advised to always start on STEP 1 when raising queries and not jump straight to Step 4.

6. HOW TO STUDY ONLINE

6.1 What does it mean to study fully online?

Studying fully online modules differs completely from studying some of your other modules at UNISA. ***All your study material and learning activities for online modules are designed to be delivered online on myUnisa.*** You will not receive any printed copy because the module is designed to be delivered online.

- ***All of your assignments must be submitted online.*** This means that you do all your activities and submit all your assignments on myUnisa. In other words, you may **NOT** post your assignments to Unisa using the South African Post Office.
- ***All of the communication between you and the University happens online.*** Lecturers and your Teaching Assistants (TAs) will communicate with you by e-mail, and using the **Announcements**, the **Discussion Forums** and the **Questions and Answers** tools. You can also use all of these ways to ask questions and contact your TAs and lecturers.

6.2 The myUnisa tools you will use

All of the information about myUnisa tools is located under **Unit 0** on the myUnisa website for this module. However, we thought it was important to highlight the tools that will be used for your formal assignments.

In this module, there are three different types of assessment using different myUnisa tools:

- **Discussions:** This is the place where the online discussion forums take place and where you can share your ideas and insights with other students in your group. For many activities, the discussion forums are also used, and there are five activities that will count as assignments for this module. For these assignments to be submitted the Teaching Assistant (TA) for the site needs to create a forum with a topic, for example **Assignment 01** under **Discussions**. When you click on **Discussions**, you should find the topic **Assignment 01: Professionalism**. Here you click on **Reply** and a message box is displayed in which you will do your assignment. Scroll down to **Publish** to finalise/submit the assignment. Never create a new topic by yourself unless the TA requests you to do so. For the activities that need to be done under **Discussions**, the TA will create a forum called **Unit 1** and then a topic for the activity. Again, do the activity as a reply under the topic created by the TA and not as a separate topic.
- **Assignments:** The assignments that are not done under **Discussions** are called written assignments. You have to type these assignments in a Word document and submit them online in the same way as you will submit all the other assignments online. The assignments will be routed to your TA who will mark them. Depending on the assignment, you may be asked to fill in a form or type a document. These typed assignments must be submitted as Word documents using the online **Assignments** tool on myUnisa. The instructions for submitting these assignments are given under **Unit 0**.

Under **Discussions**, several other discussion forums are available where you can share ideas and post your opinions online. We have also provided the **Social Indaba** where you can socialise with the other students in the course. (In several African languages, an indaba is a place where people gather to interact socially.)

You may also ask questions using the **Questions and Answers** tool. If your question is of general importance, your TA may publish it for the whole group to see.

7. WHERE DO I START?

Being a Professional Teacher (BPT1501) is an online module and offered online. As soon as your registration for this module has been finalized, you should have access to the website **BPT1501-18-S1/S2** on *myUnisa*. This website (**BPT1501-18-S1/S2**) is known as the **master** website for the module and is dedicated to supporting your learning.

You need to go to <https://my.unisa.ac.za> and log in with your student number and password. Then you will see **BPT1501-18-S1/S2** in your row of modules, in the orange bar across the top of the webpage.

7.1 The Master Website

The **MASTER WEBSITE** will enable you to take full advantage of the following tools and features listed below. Click on the left hand panel at the top of the website:

Announcements: You will find announcements posted either by the lecturer informing you about the module.

Additional Resources: You will find the PDF file of tutorial letter 101 and other documents provided for the module will be available

Schedule: You will find a calendar that provides closing dates for assignment

Statistics: You do not have to worry about this portal

Site Info: You do not have to worry about this portal

Learning Units: Click on this tool to find units of the module. You will be guided through studying this module

IMPORTANT

This site does **NOT** contain the usual Official Study Material feature. This module does **NOT** have a study guide available.

There are no traditional 'paper' Prescribed Textbooks because the module is offered online. All learning material you need is available online. For further information about this module in particular and in general, see the Module Overview in the Learning Units.

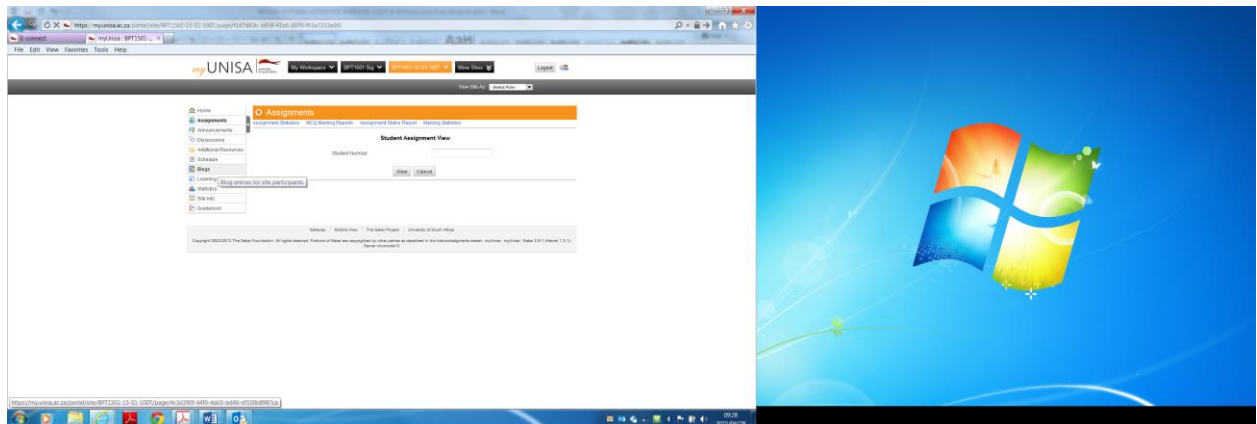
This master website only contains the first batch of module materials and information regarding the module. It does **NOT** contain the tool for the Assignments, Discussion and Blogs, as these are only available on your group site (**BPT1501-18-S1/S2-XXXX**).

The reason why the master site does not contain the tool for the Schedule, Assignments Discussions and Blogs is that most assignments and your portfolio can only be completed and/or submitted on your group site (**BPT1501-18-S1/S2-XXXX**), as these need to be marked by the Teaching Assistance (TAs) allocated for the group of the students.

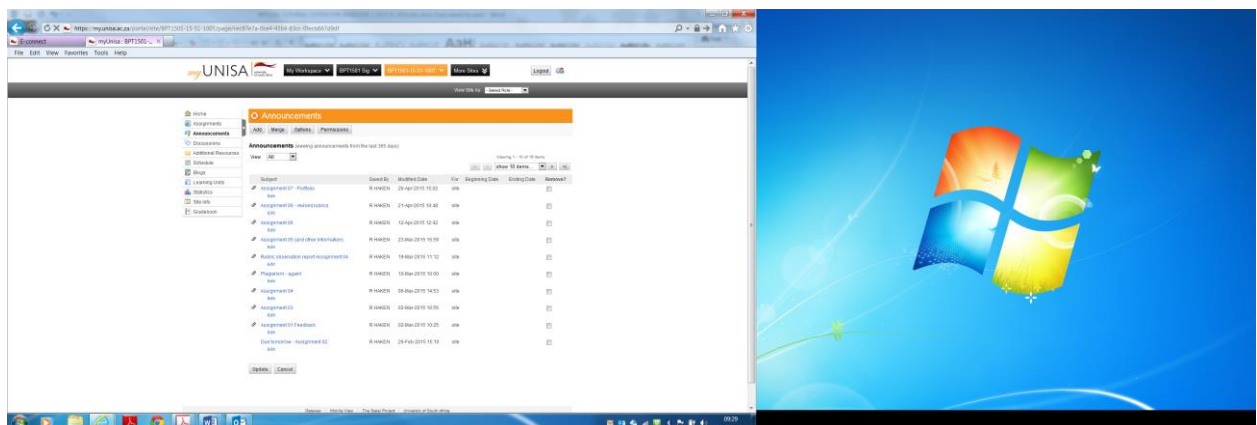
7.2 The Group Website

The GROUP WEBSITE should enable you to take full advantage of the following tool and features:

Assignment: You will have to click here to submit your written assignments and Portfolio using the Assignments tool



Announcements: Your Teaching Assistant uses Announcements tool to inform you about the important module-related issues. You need to visit this area at least twice or thrice a week because important information is posted here. When your TA post an Announcement, you may also receive an email reminding you to check the website.



Blogs: Click here to post your ideas and what other students have posted about the module or any other educational related issues.

Learning Units: Click here to read all about the module. Start with the Module Overview and work through the different sections to become familiar with what the module is all about.

Statistics: You do not have to worry about this portal

Site Info: You do not have to worry about this portal

Gradebook: This portal is used by TAs and Lecturers

View All: You do not have to worry about this portal

You will find other tools on this group site

We recommend that you use the Internet in addition to some backup readings. The myUNISA master and group website for this module are of fundamental value.

You need to have access to both the **master** site '**BPT1501-18-S1/S2**, as well as their **group** site '**BPT1501-18-S1/S2-XXXT**' regularly.

You also need to set up your *myLife* email account so that you receive the Announcements as emails on your cell phone.

Participate in Discussions: It is important to participate in discussion forums for each Learning Unit or as required by the assignment. The Topic for discussion will be opened by your TA to set up the scene. All you need to do is to read the question under discussion, respond to the question asked. You also need to respond to other students' responses by clicking on: **REPLY**

To participate in a **Discussion** you need on **CLICK ON REPLY** and a window will open. You then write your response or argument in relation to the topic under discussion. Read your response before you **publish**. Then scroll down below and click on **PUBLISH**. Then, you have submitted your discussion.

Online activities: In each Learning Unit, several activities are provided to guide you through the learning material for the module. Please do not skip these activities, as they are meant to help you to complete your assignments with ease.

Submitting your Portfolio online: You will be required to submit portfolio online, BUT make sure that you submit only **one file or document at once** and **NOT in bits and pieces**. Submit your portfolio in a PDF format for marking. BPT1501 is an online module, all assignments are submitted online. UNISA does not accept assignments

submitted through post office or ground mail. Please do not submit your Portfolio by post. It will be returned back to you with no marks.

PLEASE NOTE: YOU WILL ONLY HAVE ACCESS YOUR GROUP SITE ONCE YOUR INITIAL PAYMENT HAS BEEN FINALISED. THEN, YOU WILL BE ALLOCATED A TEACHING ASSISTANT (TA) AND A GROUP. ONCE THIS PROCESS IS COMPLETED, YOU WILL BE ABLE TO ACCESS THE FOLLOWING:

- Announcements
- Discussion
- Assignments
- Additional Resources and more

8. PHYSICAL STUDY MATERIAL

The Department of Dispatch at UNISA should supply you with the following physical study materials:

For this module, you will **ONLY** receive Tutorial letter 101 in printed format. This Tutorial Letter 101 is also available on *myUNISA*.

8.1 The track and trace number

The track and trace number for the package containing the physical study material will be available on the *myUNISA* website by following this links:

- <https://my.unisa.ac.za>
- My Admin
- Parcel Tracking
- If you did not receive the package containing the physical study material, do OT contact your Teaching Assistant or the BPT1501 Module Coordinator. You need to e-mail: despatch@unisa.ca.za

Subject: Student number-BPT1501- Physical study material not received

- **UNISA** will **ONLY** replace physical study materials if these were damaged or lost by Post Office
- You have to submit an affidavit to confirm this along with your request for the re-issue.

- **UNISA** will **NOT** replace physical study material due to theft, water damage, fire, displacement, loss or any circumstance outside the control of UNISA.

NB: You are NOT dependent upon these physical study materials. Since all study materials are available online, on your module website on myUNISA, you will not receive any physical study materials. Therefore, you do not have to wait for the physical study material to arrive before you start working on the module. But, you can access Learning Units and reading material from your MASTER SITE. However, there are limits to what you can do from accessing the master site:

- Although you can read some instructions, you **CANNOT** complete any of the Assignments;
- You **CANNOT** read the replies of the Discussions that your fellow students have submitted;
- You will **NOT** be able to read any additional Announcements;
- You will **NOT** be able to click on some of the links to other web sites; and
- You will **NOT** see all the changes that may need to be added to the content.

9. ASSESSMENT

9.1 Assessment plan – Semester 1

Learning Unit	Ass. No.	Ass. Type	Assign. Weight
Learning Unit 1	Orientation	Individual Assign.	For practice
Learning Unit 2	01	Discussion	10%
Learning Unit 2	02	Written	15%
Learning Unit 3	03	Discussion	20%
Learning Unit 4	04	Written	25%
Learning Unit 5	05	Discussion	10%
Learning Unit 5	06	Written	20%
Learning Unit 6	07	Written	100

Portfolio submission - Non-Venue Based (NVB) Examination	24 MAY 2018
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9.2 Assessment plan – Semester 2

Learning Unit	Ass. No.	Ass. Type	Assign. Weight
Learning Unit 1	Orientation	Individual Assign.	For practice
Learning Unit 2	01	Discussion	10%
Learning Unit 2	02	Written	15%
Learning Unit 3	03	Discussion	20%
Learning Unit 4	04	Written	25%
Learning Unit 5	05	Discussion	10%
Learning Unit 5	06	Written	20%
Learning Unit 6	07	Written	100%

Portfolio submission - Non-Venue Based (NVB) Examination	19 OCTOBER 2018
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The composition of your mark for the module is summarized in the table below:

The year mark for your module will be calculated using your marks for all of the online discussion forums and assignments, and will constitute **80%** of your final mark. Your **final examination will be a portfolio** which will constitute **20%** of your final mark. Please note that the **sub-minimum** for the portfolio is **40%**. Therefore, you need to attain a mark of **40%** or more for the portfolio to pass the module.

9.3 Due dates for Assignments: Semester 1

ASSIGNMENT SCHEDULE				
Learning Units	Assign No.	Unique No	Beginning of LU	Due Date
Learning Unit 1	00	Orientation	01/01/2018	31/01/2018
Learning Unit 2	01	848832	01/02/2018	16/02/2018
	02	660180	17/02/2018	02/03/2018
Learning Unit 3	03	805654	03/03/2016	16/03/2018
Learning Unit 4	04	807400	17/03/2018	29/03/2018
Learning Unit 5	05	793044	30/03/2018	13/04/2018
	06	816737	14/04/2018	26/04/2018
Learning Unit 6	07	683936	27/04/2018	24/05/2018

9.4 Due dates for Assignments: Semester 2

ASSIGNMENT SCHEDULE				
Learning Units	Assign No.	Unique No	Beginning of LU	Due Date
Learning Unit 1	00	Orientation	01/06/2018	30/06/2018
Learning Unit 2	01	722830	01/07/2018	20/07/2018
	02	716518	21/07/2018	03/08/2018
Learning Unit 3	03	707523	04/08/2018	17/08/2018
Learning Unit 4	04	764344	18/08/2018	31/08/2018
Learning Unit 5	05	899448	01/09/2018	14/09/2018
	06	732536	15/09/2018	28/09/2018
Learning Unit 6	07	887784	29/09/2018	19/10/2018

PLEASE NOTE:

1. ALL ASSIGNMENTS ARE COMPULSORY
2. YOUR SUCCESS IN THIS MODULE DEPENDS ON YOUR PARTICIPATION IN ALL DISCUSSIONS FORUMS AND SUBMISSION OF ALL WRITTEN ASSIGNMENTS.
3. ALL ASSIGNMENTS SHOULD BE SUBMITTED ON TIME AND AS SCHEDULED.
4. THIS MODULE IS OFFERED IN ENGLISH ONLY. YOUR RESPONSES/ ANSWERS IN ASSIGNMENTS SHOULD BE COMPLETED ONLY IN ENGLISH

REMEMBER TO INCLUDE YOUR STUDENT NUMBER AND UNIQUE ASSIGNMENT NUMBER IN ALL YOUR ASSIGNMENT DOCUMENTS.

You **MUST** adhere to the dates as per schedule – **DO NOT** attempt to work too much ahead or lag behind as these dates have been allocated as per the time required to complete the content and prescribed tasks per Learning Unit.

9.5 Submission of assignments

Assignments will be provided on the *myUnisa* module site. **All** assignments are “submitted” **ONLINE** through *myUnisa* in the form of posts on discussion forums. Written assignments should be submitted online via the **ASSIGNMENT PLATFORM** in the menu on the left-hand side of the screen.

NB: You are requested to convert your assignment from “**WORD DOCUMENT**” to **PDF** before submitting your assignment. It is safer to submit your assignment in **PDF** format.

10. PLAGIARISM

Although you may work together when preparing assignments, you must write and submit your own individual assignment. In other words, you must submit your own ideas in your own words. It is unacceptable to submit identical assignments even though you worked together. That is plagiarism (copying) and none of such assignments will be marked.

Plagiarism is a way of taking ideas, words and concepts of others without acknowledging the source of information. The words or ideas can be sourced from books, websites, articles or even songs and not crediting the author. It is therefore regarded as cheating and/ stealing. Plagiarism at UNISA is therefore not acceptable. This means if you use information which is not your own creation should be acknowledged or cited.

I am fully aware that most of you have access to internet and you are encouraged to use all information retrieved from **INTERNET**. This shows you are developing and improving your **RESEARCH SKILLS**. However, this does not mean you have to use the retrieved information raw as it is. You need to read and comprehend the retrieved information, analyse it and write in your own words to answer the question in order to show your understanding. This means the **CUTTING AND PASTING** of information and without acknowledging the source of information is as good as stealing (plagiarising) information. **PLAGIARISM** is not acceptable at UNISA and plagiarised assignments will not be marked.

11. FEEDBACK ON MARKED ASSIGNMENTS

Feedback is an essential part of students learning process. In this module we provide feedback in order to improve on your performance. It also helps you to understand the areas in which you did not do well and thus scored low or no marks. The comments given are therefore created to help you improve in the next assignment.

Due to large numbers of students in this module, you are afforded one opportunity to submit your assignment. You are not afforded the second chance to re-submit the same assignment, for the purpose of improving your mark. The feedback given on your assignment is meant to help you improve on the next assignment.

12. SUBMITTING YOUR PORTFOLIO

Your portfolio must be submitted electronically via *myUnisa*. Portfolios may not be submitted by **FAX or E-MAIL**. To submit via *myUnisa* please do the following:

Go to *myUnisa*.

- Log in with your student number and password.
- Select the module.
- Click on “**Assignments**” in the menu on the left-hand side of the screen.
- Click on the assignment number you wish to submit.
- Follow the instructions.

In order for your portfolio to be marked onscreen (there will be no printing of your portfolio), you need to submit your written portfolio online (***in PDF format***) via *myUnisa*. Software to convert Word documents to PDF is available on *myUnisa*. You can also download a free PDF converter from the website given below: <http://www.primopdf/index.com/index.aspx>.

Please note the free version is sufficient for the purposes of the submission of your portfolio. The advantage of submitting your portfolio **in PDF format** is that the assignment is marked onscreen by your Teaching Assistant (TA) and it represents a far more environmentally-friendly way of submitting your portfolio for this module or assignments in other modules. In addition, when assignments are submitted electronically feedback on the assignment is e-mailed immediately to your *myLife* student email address.

13. OTHER ASSESSMENT METHODS

The module will be offered **ONLINE ONLY** and a variety of tools will be used. It is important to participate in the discussions and assignments on *myUnisa*. Activities in the module are used to help you prepare for discussions and assignments, unless indicated as compulsory to be submitted for assessment. You do not have to submit such activities. Nonetheless, you need to check the outline of each **UNIT** thoroughly.

13.1 Formative and summative assessments

This online module uses formative and summative forms to assess students' work. Formative assessment helps you to gain a sense what you have learned and mastered

as a student and identify areas in which you need to focus on or still struggling to comprehend. This is done through providing feedback to students. For example, discussion forums, case studies, article reviews, brochure, reports and essays are assessed formatively. All these types of assessed assignments counts 80% of the coursework.

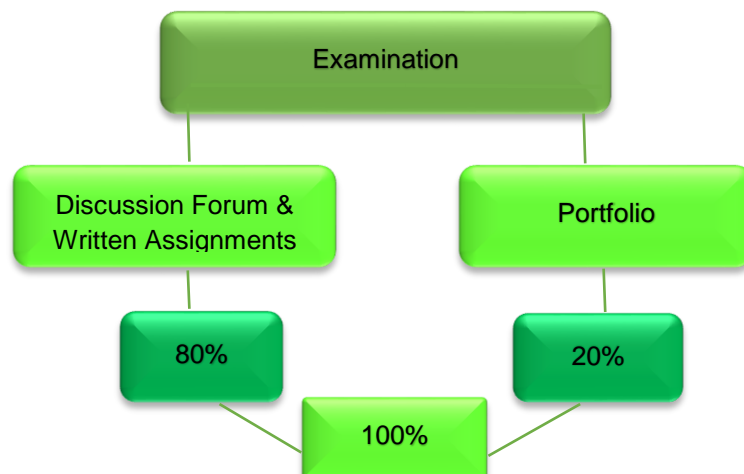
Summative assessment is another form that is used in this module. But, this is conducted on completion of your module, at the end of the semester. We therefore assess your learning and the work you accumulated over a period of time. Your work is compiled in the portfolio and submitted for final assessment. Students are therefore guided and/or given instructions on how to compile a portfolio. The portfolio assessment is regarded as an exam and assessed at the end of the semester. The compiled portfolio counts 20% of the coursework.

14. EXAMINATION

The final assessment for this module takes the form of a **PORTFOLIO** and represents a non-venue based examination. Please access the *myUnisa* module site for more information on your final assessment for the module.

There is **NO WRITTEN** examination in this module. However the final exam mark includes **formative** (discussions and assignments) and **summative** (portfolio).

14.1 Allocation of examination mark



Discussion Forums and Written Assignments:

YEARMARK	80%
PORTFOLIO MARK: Counts	20%
TOTAL Exam Mark:	100%
PORTFOLIO PASS MARK:	40%

PLEASE NOTE: Portfolio should be regarded as an **EXAMINATION** that is written or compiled over time. There is no **EXTENTION, SUPPLEMENTARY OR REMARK FOR THIS PAPER**. Your portfolio should be submitted **BEFORE** or **ON** the scheduled **CLOSING DATE**.

15. FREQUENTLY ASKED QUESTIONS

The Study @ Unisa brochure contains an A–Z guide of the most relevant study information. Please refer to this brochure for any questions you might have before you contact Unisa.

16. CONCLUSION

Do not hesitate to contact us (in writing, by email) if you are experiencing problems with the content of this tutorial letter or any aspect of the module. However, your TA is the most relevant person to contact and will be available to provide you with any form of assistance at all times.

I would like to wish you an interesting, challenging and rewarding study period. I trust that you will complete the module successfully.

*I trust that you will find this module both stimulating and personally enriching.
Enjoy your studies!*

Dr MA Setlhako
Module Coordinator