Tutorial Letter 101/0/2021

BEING A PROFESSIONAL TEACHER (BPT1501)

Semester module

Department of Curriculum and Instructional Studies

IMPORTANT INFORMATION

Register on myUnisa and claim your login
Activate your myLife e-mail address
Ensure that you have regular access to the myUnisa module website, BPT1501-2021-S1/S2
Check the Announcements on your group website.
This is a fully online module and is therefore available on myUnisa.
Using myUnisa or any of the tools or email on myUnisa is paid for. It does not cost ou anything to use.
Do not wait to receive printed study material by post. All the learning material is only available online.

BARCODE

CONTENTS

1 INTRODUCTION 3
2 PURPOSE AND OUTCOMES 3
2.1 Purpose 3
2.2 Outcomes 4
3 LECTURER(S) AND CONTACT DETAILS 5
3.1 Lecturer(s) 5
3.2 Department 6
3.3 University 6
4 RESOURCES 7
4.1 Prescribed book(s) 7
4.2 Recommended book(s) 7
4.3 Electronic (E-Reserves) 7
4.4 Library services and resources 7
5 STUDENT SUPPOERT SERVICES 8
5.1 Teaching Assistant (TAs) 8
5.2 Access to myUnisa 9
5.3 Access to free computer & Internet 9
5.4 Video conferencing 10
6 HOW TO STUDY ONLINE 10
6.1 What does it mean to study fully online 10
6.2 myUnisa tools 10
7 WHERE DO I START 11
7.1 Main website 11
7.2 Group site 12
8 PHYSICAL STUDY MATERIAL 15
8.1 The track and trace number 15
9 ASSESSMENT 16
9.1 Assessment plan 16
9.2 Due dates for assignments: Semester 1 17
9.3 Due dates for assignments: Semester 2 17
9.4 Submission of assignments 18
10 PLAGIARISM 18
11 FEEDBACK ON MARKED ASSIGNMENTS 20
12 SUBMITTING YOUR PORTFOLIO 20
13 OTHER ASSESSMENT METHODS 20
13.1 Formative and summative assessment 20
14 EXAMINATION 21
14.1 Allocation of examination mark 21
15 CONCLUSION 21

Dear Student

We wish to inform you that Unisa has implemented a transformation charter based on five pillars and eight dimensions. In response to this charter, we have also placed curriculum transformation high on the agenda. For your information, curriculum transformation includes the following pillars: student-centred scholarship; the pedagogical renewal of teaching and assessment practices; the scholarship of teaching and learning, and the infusion of African epistemologies and philosophies. These pillars and their principles will be integrated at programme and module level, as a phased-in approach. You will notice the implementation thereof in your modules and we encourage you to fully embrace these changes during your studies at Unisa.

1 INTRODUCTION TO THE MODULE

Dear Student

We are pleased to welcome you to this module and hope that you will find it interesting and rewarding. We will do our best to make your study of this module successful. You will be well on your way to success if you start studying early in the year and resolve to do the assignments to the best of your ability.

The information in this tutorial letter is important. Keep it in a file or a safe place because you will need to refer to it often during the semester. Read through it carefully before starting on any work for this module to get an overview of what is required of you. Underline all the dates we give you in this tutorial letter and enter them on your year planner where you can see them at a glance. Keep it at hand when working through the study material; preparing the assignment(s) and addressing questions to your Teaching Assistants (TA's) or lecturers.

We hope that you enjoy this module and we wish you all the best.

BPT1501 Team

2 PURPOSE AND OUTCOMES

2.1 Purpose

The purpose of this module is:

- to create an awareness of what it entails to be a professional teacher;
- to create an awareness of how to make a difference in the lives of learners;
- to demonstrate your understanding of a professional teacher;

- to acquire knowledge and understanding of the challenges that teachers face in the classroom; and
- to show you how to make a positive contribution in the lives of learners (as a teacher).

2.2 Outcomes

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

OUTCOME 1

Explain the roles and responsibilities of a professional teacher.

ASSESSMENT CRITERIA: The Outcome will be assessed on the basis of these criteria:

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

OUTCOME 2

Develop a personal teaching and learning philosophy.

ASSESSMENT CRITERIA: The Outcome will be assessed on the basis of these criteria:

- Explanation of teaching and learning philosophy is drawn from multiple perspectives;
- Explanation of the nature of learning communities is clear.
- The impact of membership of a learning community with relation 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: The Outcome will be assessed on the basis of these criteria:

- Explanation of what is meant by a curriculum is clear and logical.
- 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: The Outcome will be assessed on the basis of these criteria:

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

In each of the lessons, you will also learn about:

Lesson 1: Overview and Getting Started
Lesson 2: The teacher as a professional
Lesson 3: Teaching and learning philosophies
Lesson 4: Multiple teaching and learning strategies
Lesson 5: Integrated and innovative teaching and learning practices

3 LECTURER(S) AND CONTACT DETAILS

3.1 Lecturer(s)

The contact details of lecturers responsible for this module are:

Ms MM Moila: Primary Lecturer
E-mail: emoilamm@unisa.ac.za
Contact no: 012 429 8581

Ms FN Modipa: Secondary Lecturer
Email: modipfn@unisa.ac.za
Office no: 012 429 6232

Mrs K Naidu: Secondary Lecturer
Email: naiduk1@unisa.ac.za
Contact: 012 429 2184

Your **first** contact person is your TA (Teaching Assistant).

- All communication needs to go first to your Teaching Assistant (TA) **by using you *myLife.unisa.ac.za* email**. **NO PRIVATE EMAILS**
- Make sure you include your student number, your full name, and group number in the subject line of your email.
- If your TA cannot deal with your inquiry, he/she will contact one of the secondary lecturers above.
- The secondary lecturer will resolve the issue and communicate with your TA, who will communicate with you.

If your query is not answered, then use your *mylife.unisa.ac.za* email to the Primary Lecturer.

- Make sure you include the email(s) showing that you went through your TA first.
- Make sure you include your student number, your full name, and group number in the subject line of your email.

N.B: Sometimes we may not be available in our offices due to other commitments such as conferences, workshops, seminars, and other academic duties. We not be in our office but working remotely. You are important to us and keeping in constant communication with you is critical.

Send us an e-mail and we will respond to your query as soon as possible.

3.2 Department

Student support officer: Ms Khunjulwa Peters
Telephone number: 012 429 2290
E-mail address: **peterk@unisa.ac.za**
Office number: 6-70

3.3 University

Students must address all queries related to the administration of their registration to:

The Registrar
University of South Africa
PO Box 392
UNISA, 0003

Physical address:

University of South Africa
Preller Street
Muckleneuk Ridge

Pretoria
0003

Fax number (RSA):	012 429 4150
Fax number (international):	+27 12 429 4150
Online information:	https://my.unisa.ac.za
E-mail:	study-info@unisa.ac.za
Unisa website:	https://unisa.ac.za

If you have administrative queries regarding your assignments, for example, if you want to know whether your assignment has reached the University, you can e-mail your query to the address below (always remember to include your **student number and the code of the relevant module** that you are querying about in your e-mail).

E-mail address for enquiring about assignments: assign@unisa.ac.za
Remember to use your student number when contacting the University.

For general Unisa contact details, please consult the *Study@Unisa* brochure that you received with your study material, also available on myUnisa: www.unisa.ac.za/brochures/studies.

4 RESOURCES

4.1 Prescribed book(s)

This module is taught **FULLY ONLINE**, therefore there is no **PRESCRIBED TEXTBOOKS**. You will only receive Tutorial Letter 101 for BPT1501 2021. The reading material is available online.

4.2 Recommended book(s)

There are no recommended books for this module.

4.3 Electronic reserves (e-reserves)

There are no e-reserves for this module.

4.4 Library services and resources information

The Unisa Library offers a range of information services and resources:

- for brief information go to: https://www.unisa.ac.za/library/libatglance
- for more detailed Library information, go to http://www.unisa.ac.za/sites/corporate/default/Library

- for research support and services (personal librarians and literature search services), go to http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support

The Library has created numerous library guides: http://libguides.unisa.ac.za

Recommended guides:

- request and find library material/download recommended material: http://libguides.unisa.ac.za/request/request
- postgraduate information services: http://libguides.unisa.ac.za/request/postgrad
- finding and using library resources and tools: http://libguides.unisa.ac.za/Research_skills
- Frequently asked questions about the Library: http://libguides.unisa.ac.za/ask
- Services to students living with disabilities: http://libguides.unisa.ac.za/disability

Important contact information:

- https://libguides.unisa.ac.za/ask – ask a librarian
- Lib-help@unisa.ac.za – technical problems accessing library online services
- Library-enquiries@unisa.ac.za – general library-related queries
- Library-fines@unisa.ac.za – for queries related to library fines and payments

5. STUDENT SUPPORT SERVICES

The *Study@Unisa* brochure is available on myUnisa: www.unisa.ac.za/brochures/studies
This brochure has all the tips and information you need to succeed at distance learning, specifically at Unisa.

5.1 Teaching Assistants (TA's)

This is the most important online support system allocated to you. As a registered student for the module BPT1501 you will automatically be divided into small groups of no more than 50 and allocated 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 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.

Note: 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 requires 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 at the University. The *myUnisa* learning management system is UNISA's online campus that will help you to communicate with your lecturers, other students and the administrative departments of Unisa – all through a computer and the internet.

- 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* link on the right-hand side of the screen. This should take you to the 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://myunisa.ac.za to directly access myUNISA.

5.3 Access free Computer and Internet

UNISA has entered into partnerships with establishments (Teachers Centres) in various locations across South Africa to enable you to conduct the following academic related activities:

- Registration
- Accessing Internet
- Accessing *myUnisa*
- Accessing Online Signature Modules (Eg. BPT1501)
- Participating in Discussion forums
- Online submission of assignments
- Engaging in e-tutoring activities

Please note: Any other activity such as printing, photocopying etc. will be for your own expense. To find the location of a teacher's centre nearest to you, please visit:

- UNISA HOME PAGE
- Then, Click on colleges
- Then, click on the college of education
- On the left side of the MENU, click on schools, departments and centres
- Then, click on teaching practice office
- On the left side of the MENU, click on teachers Centres

5.4 Video conferencing

You will be notified of any video conferencing.

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 material because the module is designed to be delivered online.

All of your assignments must be submitted online. This means that you will 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 communication between you and the university happens online. Lecturers and your Teaching Assistants (TA's) will communicate with you by e-mail, using the announcements, the discussion forums and the question and answer tools. You can also use all these ways to communicate with your TA's and lecturers.

6.2 The myUnisa tools you will use

All of the above information is located under **Lesson 1** of the main site of 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 example, **Assignment 1** is done on discussions. When you click on **discussions tool**, you will find a discussion forum named assignment 1.
  When you click on this discussion forum you will find a topic created **"A Professional teacher".**
  Click on this topic and you will find assignment 1,instructions and questions.
  To respond to the topic, you click on the reply tab found on the bottom left hand side of the topic.
  A message box will be displayed.
  In this message box you will write your assignment.
  To submit your assignment, scroll down out of the text box.
  You will find a Publish button. Click on this button.
- **Assignments**: The assignments that are not done under **Discussions** are called written assignments. You have to type these assignments in a word document, convert

them to **pdf** and submit them online in the same way as you will submit all other assignments online. The assignments will be **routed to your TA who will mark them**.

7 WHERE DO I START?

Being a Professional Teacher (BPT1501) is an online module. All communication is accessed online. These include:

- The module Study Guide;
- Announcements;
- Assignments; and
- Communication from your TA.

You can only access the study material immediately you are grouped. Kindly go through the tutorial letter (TL) 101 in order to have an idea of what is expected of you in BPT1501.

As soon as your registration for this module has been finalized, you should have access to the website **BPT1501-20-S1/S2** on *myUnisa*. This website **(BPT1501-20-S1/S2)** is known as the M**ain** site 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 **BPT1501-20-S1/S2** in your row of modules, in the orange bar across the top of the webpage.

7.1 The Main Website

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

- **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 **p**rovides 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

Study guide: Click on this tool to find **Lessons** of the module. You will be guided through studying this module.

IMPORTANT
This module does **NOT** have p**rescribed study material**.

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 Lessons.

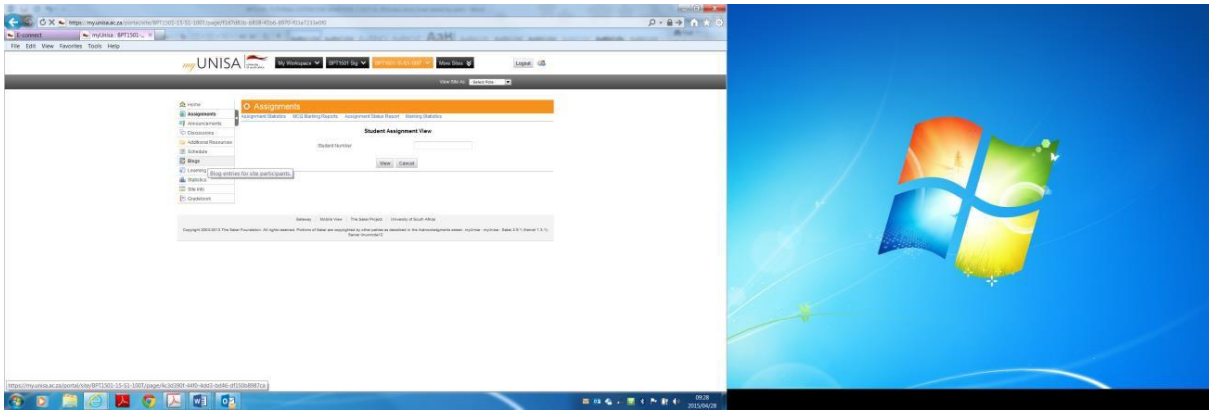
This main website only contains the first batch of module materials and information regarding the module. It does **NOT** contain the tool for the Assignments, Discussion and Blogs, as these are only available on your group site **(BPT1501-20-S1/S2-XXXT)**.

The reason why the **Main site** does not contain the tool for the Schedule, Assignments and Discussions is that most assignments and your portfolio can only be completed and/or submitted on your group site **(BPT1501-20-S1/S2-XXXT**), as these need to be marked by the Teaching Assistant (TAs) allocated to a particular group of students.

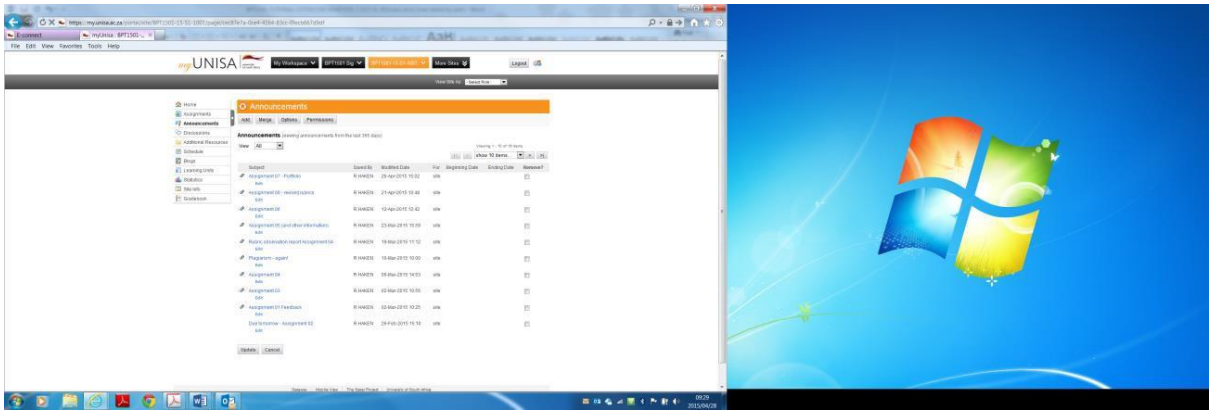
7.2 The Group Website

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

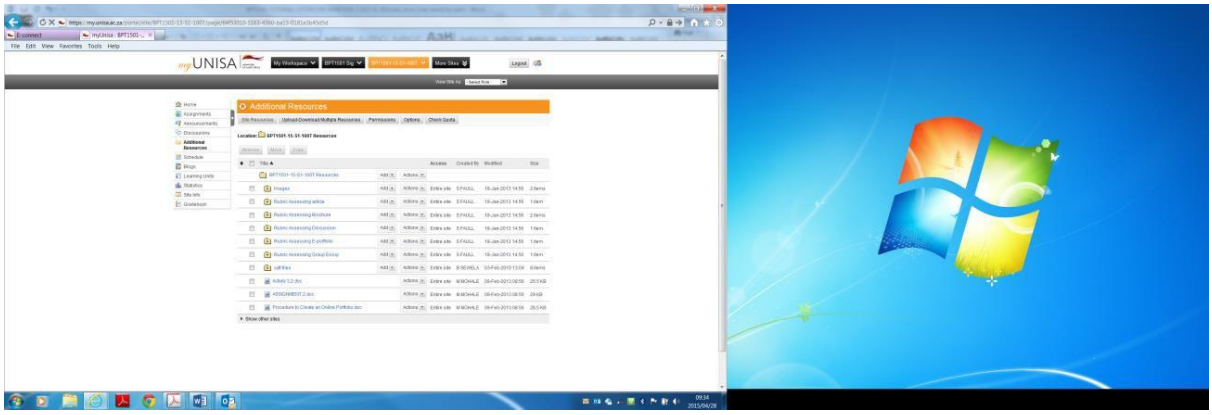
Assignment: You will have to click here to submit your written assignments and Portfolio using the Assignments tool



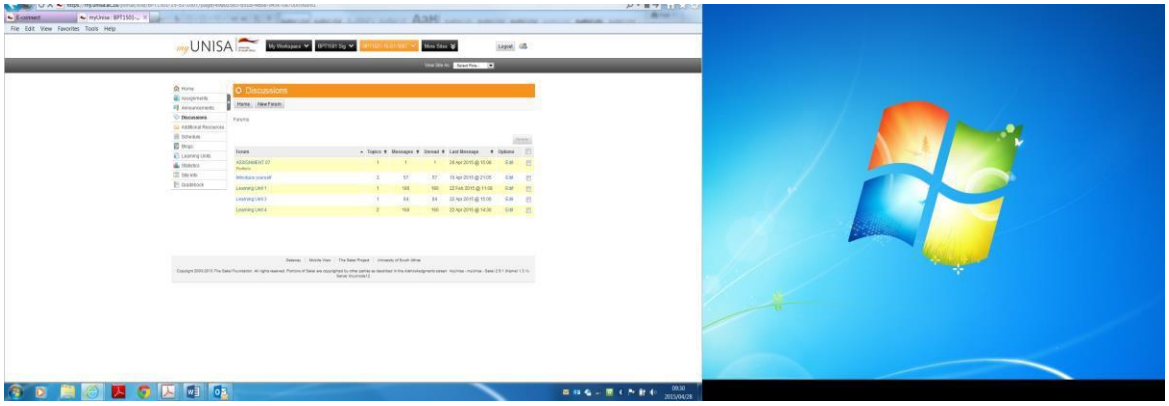
Announcements: Your Teaching Assistant uses Announcements tool to inform you about the important module-related issues. You need to visit this area at least twice or thrice a week because important information is posted here. When your TA post an Announcement, you may also receive an email reminding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



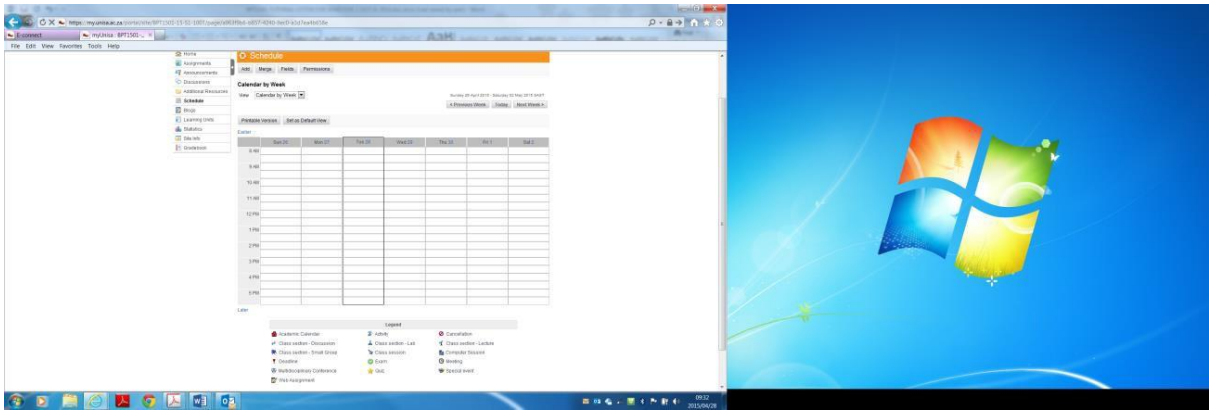
Additional Resources: You will find the PDF file of tutorial letter 101 and other documents provided for the module will be available. You are also required to use the resources referred to on the **main** and the **group** site.



Discussion: You will find a Forum for discussion for each Learning Unit, as well as a Topic for applicable discussion assignments within each of these. You will interact with your fellow students regarding the topic under discussion in this platform. You will also communicate with your Teaching Assistant here



Schedule: Click here to check for your Assignments submission dates.



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

Lessons: Click here to read all about the module. Start with the Module Overview and work through the different sections to become familiar with the content of the Module.

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 main and group website for this module are of fundamental value.

You need to have access to both the **main** site '**BPT1501-20-S1/S2**, as well the **group** site **'BPT1501-20-S1/S2-XXXT'** regularly.

You 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 Lesson 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**. A window will open allowing you to 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** to submit your contribution.

Online activities: In each Lesson, 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.

Submission of Portfolio: 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 to your group site once your initial payment has been finalised.**
- **Memorise the Group number as you will have to provide it when you make queries or follow ups.**
- **Once this process is completed, you will be able to access the following:**

  ✓ Announcements
  ✓ Discussion
  ✓ Assignments
  ✓ Additional Resources and more

8 PHYSICAL STUDY MATERIAL

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 vailable 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 NOT 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**. You can access **Lessons** and reading material from your **MAIN SITE**. However, there are limits to what you can do from accessing the main 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

There are **seven (7) Assessments** for this Module. Assignment 1 is done under **Discussions**. All other **six Assessments** are called written assignments.

You have required to type the Assignments in a Word document, convert the document **PDF (please ensure that your file is in a readable format)** and submit online in the same way as you will submit all other assignments.

The assignments will be **routed to your TA who will mark and process the Assessment.**

ALL QUERIES REGARDING YOUR ASSIGNMENTS SHOULD BE DIRECTED TO YOUR TEACHING ASSISTANT (TA)

Lessons	Assignment No	Assignment Type	Assignment Weight
Lesson 1	Orientation	Individual Assignment	For practice
Lesson 2	01	Discussion: myUNISA submission	10%
Lesson 2	02	Written: myUNISA submission	15%
Lesson 3	03	Written: myUNISA submission	20%
Lesson 4	04	Written: myUNISA submission	25%
Lesson 5	05	Written: myUNISA submission	10%
Lesson 5	06	Written: myUNISA submission	20%
Lesson 6	07	Written: myUNISA submission	100%

The composition of your mark for the module is summarized in the above table

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.

9.2 Due dates for assignments: Semester 1

ASSIGNMENT SCHEDULE				
Lessons	**Assign No.**	**Unique No**	**Beginning of LU**	**Due Date**
Lesson 1	00	Orientation	14/01/2021	30/01/2021
Lesson 2	01	297668	01/02/2021	12/02/2021
	02	286436	12/02/2021	26/02/2021
Lesson 3	03	302765	26/02/2021	12/03/2021
Lesson 4	04	340418	12/03/2021	26/03/2021
Lesson 5	05	349143	26/04/2021	9/04/2021
	06	393874	09/04/2021	23/04/2021
Lesson 6	07	312215	23/04/2021	28/05/2021

9.3 Due dates for submission of Assignment: Semester 2

ASSIGNMENT SCHEDULE				
Lessons	**Assign No.**	**Unique No**	**Beginning of LU**	**Due Date**
Lesson 1	00	Orientation	01/06/2021	30/06/2021
Lesson 2	01	635838	01/07/2021	09/07/2021
	02	796160	09/07/2021	23/07/2021
Lesson 3	03	593431	23/07/2021	06/08/2021
Lesson 4	04	643387	07/08/2021	20/08/2021
Lesson 5	05	645335	20/08/2021	03/09/2021
	06	794006	03/09/2021	17/09/2021
Lesson 6	07	729685	17/09/2021	23/10/2021

PLEASE NOTE:

You will notice that all your assignments contribute to the year mark. Please make sure that your assignments reach the university in good time. Although students may work together when preparing assignments, each student must write and submit his or her own individual assignment. In other words, you must submit your own ideas in your own words, interspersed with short quotations that are properly referenced. It is unacceptable for students to submit identical assignments on the pretext of having worked together. That is called copying (a form of plagiarism) and none of these assignments will be marked. Furthermore, you may be penalised or subjected to disciplinary proceedings by the University. **See 10 below.**

REMEMBER TOINCLUDE YOUR STUDENT NUMBER AND UNIQUE ASSIGNMENT NUMBER IN ALL YOUR ASSIGNMENT DOCUMENTS.

9.4 Submission of Assignments

Assignments will be provided on the *my*Unisa module site. **All** assignments are "submitted" **ONLINE** through *my*Unisa 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.

All your assignments have to be submitted on time. It is advisable not to wait for the last minute in order to avoid the network traffic or any other glitch that may occur on the submission date.

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 that is not of your own creation you should acknowledge or cite it.

We are 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 without acknowledging the source of information is as good as stealing (plagiarising) information. All submitted assignments should be accompanied by signed declaration form below:

DEPARTMENT OF CURRICULUM AND INSTRUCTIONAL STUDIES
COLLEGE OF EDUCATION
UNIVERSITY OF SOUTH AFRICA

You need to include a completed and signed copy of this form when you submit your Assignments for this module. Assignments without the form will be and returned unmarked

The **Department of Curriculum and Instructional Studies** places specific emphasis on integrity and ethical behaviour with regard to the preparation of all written work submitted for academic assessment.

Although your lecturers can provide you with information about reference techniques and guidelines to avoid plagiarism, you also have a responsibility to fulfil in this regard. Should you at any time feel unsure about the requirements, you must consult your lecturers before you submit any assignment.

You are guilty of plagiarism when you extract information from a book, article, web page or fellow student without acknowledging the source and submit it as your own work. In truth, you are stealing someone else's property. You may not use another student's work. You may not allow anyone to copy or use your work with the intention to submit it as his/her own.

Students who are guilty of plagiarism will forfeit all credit for the work concerned. Plagiarism is a serious violation of the University's regulations and may lead to expulsion.

The under-mentioned declaration must accompany written assignments. **Your assignment will be cancelled and returned unmarked if you do not include a fully completed and signed declaration form.**

I (full names):
Student number:_____ BPT1501

Declare that…

1. I understand what plagiarism entails and am aware of the University's policy in this regard.
2. I declare that this assignment is my own, original work. Where I used someone else's work, whether a printed source, the internet or any other source, I give the proper acknowledgement and include a complete reference list.
3. I did not use another current or previous student's work, submitting it as my own.
4. I did not allow and will not allow anyone to copy my work with the intention of submitting it as his or her own work.

Signature _____ Date:_____

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 *my*Unisa. Portfolios may not be submitted by **FAX or E-MAIL**. To submit via *my*Unisa please do the following:

- Go to *my*Unisa.
- 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.

You must submit your written portfolio online ***(in PDF format)*** via *my*Unisa. A Software program to convert Word documents to PDF is available on *my*Unisa. You can also download a free PDF convertor from the website given below:
http://www.primopdf/index.com/index.aspx.

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 *my*Unisa. 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 **LESSON** thoroughly.

13.1 Formative and summative assessment

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 count 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 *my*Unisa 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: SEMESTER MARK 80%
PORTFOLIO MARK: Counts 20%
TOTAL Exam Mark: 100%
PORTFOLIO PASS MARK: 40%

15. 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!

Ms MM Moila, Ms FN Modipa and Ms K Naidu
Module Coordinators