Tutorial Letter 101/3/2023

BEING A PROFFESSIONAL TEACHER

BPT1501

Semesters 1 and 2

Department of Curriculum and Instructional Studies

This tutorial letter contains important information about BPT1501.

Please register on myUnisa, activate your myLife e-mail account and make sure that you have regular access to the myUnisa module website, BPT1501-2023-S1/S2, as well as your group website.

Using myUnisa or email on myUnisa is paid for. It does not cost you anything.

Do not wait to receive printed study materials by post.

Note: This is a fully online module. It is, therefore, only available on myUnisa.

BARCODE

CONTENTS

Page

1 INTRODUCTION 3

2 PURPOSE AND OUTCOMES 3

2.1 Purpose 3

2.2 Outcomes 3

3 CURRICULUM TRANSFORMATION 5

4 LECTURER(S) AND CONTACT DETAILS 5

4.1 Lecturer(s) 5

4.2 Department 6

4.3 University 6

5 RESOURCES 6

5.1 Prescribed book(s) 6

5.2 Recommended book(s) 6

5.3 Electronic reserves (e-reserves) 6

6 STUDENT SUPPORT SERVICES 7

6.1 The Unisa First-Year Experience Programme 8

7 STUDY PLAN 9

8 PRACTICAL WORK 9

9 ASSESSMENT 10

9.1 Assessment criteria 10

9.2 Assessment plan 10

9.3 Assessment due dates 11

9.4 Submission of assessments 11

9.5 The assessments 12

9.6 The examination 12

9.6.1 Invigilation/proctoring 13

10 ACADEMIC DISHONESTY 14

10.1 Plagiarism 14

10.2 Cheating 14

11 STUDENTS LIVING WITH DISABILITIES 14

12 IN CLOSING 15

13 ADDENDUM 15

Dear Student

1 INTRODUCTION

Welcome to BPT 1501. We 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 and resolve to do the assignments to the best of your ability.

Unisa, as a comprehensive open distance e-learning institution (CODeL), is moving towards becoming an online institution. You will therefore see that all your study material, assessments and engagements with your lecturer and fellow students will take place online. This tutorial letter is intended to offer you some guidance in this regard.

2 PURPOSE AND OUTCOMES

2.1 Purpose

Students who have completed this module successfully will be able to …

- To create awareness of what it entails to be a professional teacher.
- To create 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

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 as follows:

OUTCOME 1

ASSESSMENT CRITERIA: The Outcome will be assessed based on 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 the sites of practice.
- Explanations of the seven (7) roles of a professional teacher are clear and coherent.

OUTCOME 2

Developing a personal teaching and learning philosophy

ASSESSMENT CRITERIA: The outcomes will be assessed based on these criteria:

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

OUTCOME 3

Explain multiple teaching and learning strategies appropriate to mediate learning.

ASSESSMENT CRITERIA: The Outcome will be assessed based on these criteria:

- Explanation of what is meant by a curriculum is clear and logical.
- Identification an 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 Outcomes will be assessed based on 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 professional

Lesson 3: Teaching and learning philosophies

Lesson 4: Multiple teaching and learning strategies

Lesson 5: Integrated and innovative teaching and learning practices

3 CURRICULUM TRANSFORMATION

Unisa has implemented a transformation charter, in terms of which the university has placed curriculum transformation high on the teaching and learning agenda. Curriculum transformation includes 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. All of these will be phased in at both programme and module levels, and as a result of this you will notice a marked change in the teaching and learning strategy implemented by Unisa, together with the way in which the content is conceptualised in your modules. We encourage you to embrace these changes during your studies at Unisa in a responsive way within the framework of transformation.

4 LECTURER(S) AND CONTACT DETAILS

4.1 Lecturer(s)

The primary lecturer for this module is Ms Moila MM:

Department: Curriculum and Instructional Studies

Telephone: 012 429 8581

E-mail: emoilamm@unisa.ac.za

The secondary lecturer for this module is Ms Wongo N.A

Department: Curriculum and Instructional Studies

Telephone: 012 429 8581

E-mail: ewongo@unisa.ac.za

4.2 Department

You can contact the Department of Curriculum and Instructional Studies as follows

BPT1501 student support office: Ms Easter Selwane

Telephone number: 012 429 3091

E-mail:selwae@unisa.ac.za

4.3 University

To contact the University, follow the instructions on the Contact us page on the Unisa website. Remember to have your student number available whenever you contact the University.

Whenever you contact a lecturer via e-mail, please include your student number in the subject line to enable the lecturer to help you more effectively.

Contact addresses of the various administrative departments appear on the Unisa website: http://www.unisa.ac.za/sites/corporate/default/Contact-us/Student-enquiries.

Please include the student number in all correspondence

5 RESOURCES

5.1 Prescribed book(s)

[redacted]

receive Tutorial Letter 101 for BPT1501 2023. The reading material is available online.

5.2 Recommended book(s)

There are no recommended books for this module

5.3 Electronic reserves (e-reserves)

There are no e-reserves for this module.

E-reserves can be downloaded from the library catalogue. More information is available at: http://libguides.unisa.ac.za/request/request

5.4 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 (e.g. the services offered by personal librarians and the request a literature search service offered by the information search librarians), go to http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support
- For library training for undergraduate students, go to https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Training

The library has created numerous library guides, available at 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
- A–Z of library databases: https://libguides.unisa.ac.za/az.php

Important contact information:

- Ask a librarian: https://libguides.unisa.ac.za/ask
- Technical problems encountered in accessing library online services: Lib-help@unisa.ac.za
- General library-related queries: Library-enquiries@unisa.ac.za
- Queries related to library fines and payments: Library-fines@unisa.ac.za
- Social media channels: Facebook: UnisaLibrary and Twitter: @UnisaLibrary

6 STUDENT SUPPORT SERVICES

The *Study @ Unisa* brochure is available on myUnisa: www.unisa.ac.za/brochures/studies

This brochure contains important information and guidelines for successful studies through Unisa.

If you need assistance with regard to the myModules system, you are welcome to use the following contact details:

- Toll-free landline: 0800 00 1870 (Select option 07 for myModules)
- E-mail: mymodules22@unisa.ac.za or myUnisaHelp@unisa.ac.za

You can access and view short videos on topics such as how to view your calendar, how to access module content, how to view announcements for modules, how to submit assessment and how to participate in forum activities via the following link: https://dtls-ga.unisa.ac.za/course/view.php?id=32130

Registered Unisa students get a free myLife e-mail account. Important information, notices and updates are sent exclusively to this account. Please note that it can take up to 24 hours for your account to be activated after you have claimed it. Please do this immediately after registering at Unisa, by following this link: myLifeHelp@unisa.ac.za

Your myLife account is the **only** e-mail account recognised by Unisa for official correspondence with the university, and will remain the official primary e-mail address on record at Unisa. You remain responsible for the management of this e-mail account.

6.1 The Unisa First-Year Experience Programme

Many students find the transition from school education to tertiary education stressful. This is also true in the case of students enrolling at Unisa for the first time. Unisa is a dedicated open distance and e-learning institution, and it is very different from face-to-face/contact institutions. It is a mega university, and all our programmes are offered through either blended learning or fully online learning. It is for this reason that we thought it necessary to offer first-time students additional/extended support to help them seamlessly navigate the Unisa teaching and learning journey with little difficulty and few barriers. We therefore offer a specialised student support programme to students enrolling at Unisa for the first time – this is Unisa's First-Year Experience (FYE) Programme, designed to provide you with prompt and helpful information about services that the institution offers and how you can access information. The following FYE services are currently offered:

- FYE website: All the guides and resources you need in order to navigate through your first year at Unisa can be accessed using the following link: www.unisa.ac.za/FYE
- FYE e-mails: You will receive regular e-mails to help you stay focused and motivated.
- FYE broadcasts: You will receive e-mails with links to broadcasts on various topics related to your first-year studies (e.g. videos on how to submit assessments online).
- FYE mailbox: For assistance with queries related to your first year of study, send an e-mail to fye@unisa.ac.za .

7 STUDY PLAN

The main tool that we will use is the **Lessons tool**. This tool will provide the content of and the assessments for your module. The orientation tool found on the main site of this module show you how to interact with myUnisa tools. At times you will be directed to join discussions with fellow students and complete activities and assessments before you can continue with the module.

It is very important that you log in to myUnisa regularly. We recommend that you log in at least three times a week to do the following:

- **Check for new announcements.** You can also set your university e-mail account so that you receive the announcement e-mails on your cellphone.
- **Do Discussion Forum activities.** When you do the activities for each lesson, we want you to share your answers with the other students in your group. You can read the instructions and even prepare your answers offline, but you will need to go online to post your messages.
- **Do other online activities.** For some of the lesson activities you might need to post something on the **Blog tool**, take a quiz or complete a survey under the **Self-Assessment** tool. Do not skip these activities because they will help you complete the assignments and the activities for the module.

- **Written assignments.** These assignments must be typed in word document. Thereafter you convert them to a **pdf** document and submit them online in the same way as you will submit all other assignments online. These assignments will be **routed to your TA who will process your assignment and provide feedback.**

We hope that by giving you extra ways to study the material and practise all the activities, this will help you succeed in the online module. To get the most out of the online module, you **MUST** go online regularly to complete the activities and assignments on time.

8 PRACTICAL WORK

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.**
- **All 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 will communicate with you via e-mail and SMS, and use the **Announcements,** the **Discussion Forums** and the **Questions and Answers** tools. You can also use all these platforms to ask questions and contact your lecturers.

9 ASSESSMENT

9.1 Assessment criteria

ALL QUERIES REGARDING YOUR ASSIGNMENTS SHOULD BE DIRECTED TO YOUR TEACHING ASSISTANT (TA). YOUR TA CONTACT DETAILS ARE FOUND IN YOUR RESPECTIVE GROUP SITES

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 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 Assessment plan

- To complete this module, you will be required to submit seven (7) assessments.
- All information about when and where to submit your assessments will be made available to you via the myModules site for your module.
- Due dates for assessments, as well as the actual assessments are available on the myModules site for this module.
- The assignment weighting for the module is 100%.

- You will receive examination information via the myModules sites. Please watch out for announcements on how examinations for the modules for which you are registered will be conducted.

9.3 Assessment due dates

- There are no assignment **due dates** included in this tutorial letter.
- Assignment due dates will be made available to you on the myUnisa landing page for this module. We envisage that the due dates will be available to you upon registration.
- Please start working on your assessments as soon as you register for the module.
- Log on to the myUnisa site for this module to obtain more information on the due dates for the submission of the assessments.

9.4 Submission of assessments

- Unisa, as a comprehensive open distance e-learning institution (CODeL), is moving towards becoming an online institution. You will therefore see that all your study material, assessments and engagements with your lecturer and fellow students will take place online. We use myUnisa as our virtual campus.
- The myUnisa virtual campus will offer students access to the myModules site, where learning material will be available online and where assessments should be completed. This is an online system that is used to administer, document, and deliver educational material to students and support engagement between academics and students.
- The myUnisa platform can be accessed via https://my.unisa.ac.za. Click on the myModules 2023 button to access the online sites for the modules that you are registered for.
- The university undertakes to communicate clearly and as frequently as is necessary to ensure that you obtain the greatest benefit from the use of the myModules learning management system. Please access the announcements on your myModules site regularly, as this is where your lecturer will post important information to be shared with you.
- When you access your myModules site for the module/s you are registered for, you will see a welcome message posted by your lecturer. Below the welcome message you will see the assessment shells for the assessments that you need to complete. Some assessments may be multiple choice, some tests, others written assessments, some forum discussions, and so on. All assessments must be completed on the assessment shells available on the respective module platforms.

- To complete quiz assessments, please log on to the module site where you need to complete the assessment. Click on the relevant assessment shell (Assessment 1, Assessment 2, etc.). There will be a date on which the assessment will open for you. When the assessment is open, access the quiz online and complete it within the time available to you. Quiz assessment questions are not included in this tutorial letter (Tutorial Letter 101) and are only made available online. You must therefore access the quiz online and complete it online where the quiz has been created.

- It is not advisable to use a cell phone to complete the quiz. Please use a desktop computer, tablet or laptop when completing the quiz. Students who use a cell phone find it difficult to navigate the **Online Assessment** tool on the small screen and often struggle to navigate between questions and successfully complete the quizzes. In addition, cell phones are more vulnerable to dropped internet connections than other devices. **If at all possible, please do not use a cell phone for this assessment type**.

- For written assessments, please note the due date by which the assessment must be submitted. Ensure that you follow the guidelines given by your lecturer to complete the assessment. Click on the submission button on the relevant assessment shell on myModules. You will then be able to upload your written assessment on the myModules site of the modules that you are registered for. Before you finalise the upload, double check that you have selected the correct file for upload. Remember, no marks can be allocated for incorrectly submitted assessments.

9.5 The assessments

As indicated in section 9.2, you need to complete 7 assessments for this module. Details on the assessments….

There are no assignments included in this tutorial letter. Assignments and due dates will be made available to you on myModules for this module. We envisage that the due dates will be available to you upon registration.

9.6 The examination

Examination for this module will be a Portfolio and details on the format of the examination will be made available to you online via the myUnisa site. Look out for information that will be shared with you by your lecturer and e-tutors (where relevant) and for communication from the university.

9.6.1 Invigilation/proctoring

Since 2020 Unisa conducts all its assessments online. Given stringent requirements from professional bodies and increased solicitations of Unisa's students by third parties to unlawfully assist them with the completion of assignments and examinations, the University is obliged to assure its assessment integrity through the utilisation of various proctoring tools: Turnitin, Moodle Proctoring, the Invigilator App and IRIS. These tools will authenticate the student's identity and flag suspicious behaviour to assure credibility of students' responses during assessments. The description below is for your benefit as you may encounter any or all of these in your registered modules:

Turnitin is a plagiarism software that facilitates checks for originality in students' submissions against internal and external sources. Turnitin assists in identifying academic fraud and ghost writing. Students are expected to submit **typed** responses for utilisation of the Turnitin software.

The **Moodle Proctoring tool** is a facial recognition software that authenticates students' identity during their Quiz assessments. This tool requires access to a student's **mobile or laptop camera**. Students must ensure their camera is activated in their browser settings prior to their assessments.

The Invigilator "mobile application-based service does verification" of the identity of an assessment participant. The Invigilator Mobile Application detects student dishonesty-by-proxy and ensures that the assessment participant is the registered student. This invigilation tool requires students to download the app from their Play Store (Google, Huawei and Apple) on their **mobile devices** (camera enabled) prior to their assessment.

IRIS Invigilation software verifies the identity of a student during assessment and provides for both manual and automated facial verification. It has the ability to record and review a student's assessment session. It flags suspicious behaviour by the students for review by an academic administrator. IRIS software requires installation on students' **laptop devices** that are enabled with a webcam.

Students who are identified and flagged for suspicious dishonest behaviour arising from the invigilation and proctoring reports are referred to the disciplinary office for formal proceeding.

Please note:

Students must refer to their module assessment information on their myModule sites to determine which proctoring or invigilation tool will be utilised for their formative and summative assessments.

10 ACADEMIC DISHONESTY

10.1 Plagiarism

Plagiarism is the act of taking the words, ideas and thoughts of others and presenting them as your own. It is a form of theft. Plagiarism includes the following forms of academic dishonesty:

- Copying and pasting from any source without acknowledging the source.
- Not including references or deliberately inserting incorrect bibliographic information.
- Paraphrasing without acknowledging the original source of the information.

10.2 Cheating

Cheating includes, but is not limited to, the following:

- Completing assessments on behalf of another student, copying the work of another student during an assessment, or allowing another student to copy your work.
- Using social media (e.g. WhatsApp, Telegram) or other platforms to disseminate assessment information.
- Submitting corrupt or irrelevant files; this forms part of examination guidelines.
- Buying completed answers from so-called “tutors” or internet sites (contract cheating).

For more information about plagiarism, follow the link below:

https://www.unisa.ac.za/sites/myunisa/default/Study-@-Unisa/Student-values-and-rules

11 STUDENTS LIVING WITH DISABILITIES

The Advocacy and Resource Centre for Students with Disabilities (ARCSWiD) provides an opportunity for staff to interact with first-time and returning students with disabilities.

If you are a student with a disability and would like additional support or need additional time for assessments, you are invited to contact (Ms Moila (**emoilamm@unisa.ac.za**)

to discuss the assistance that you need.

12 IN CLOSING

Do not hesitate to contact us by e-mail if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module. However, your TA is the most relevant person to contact and will be available to always provide you with any form of assistance.

We wish you a fascinating and satisfying journey through the learning material, and trust that you will complete the module successfully.

Enjoy the journey!

Ms Moila MM – Lecturer for BPT1501

Ms Wongo N.A – Lecturer for BPT1501

13 ADDENDUM

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 cancelled and returned unmarked

The **Department of Curriculum and Instructional Studies** places specific emphasis on integrity and ethical behaviour regarding 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: _____