*Presentation pattern    February to October*

*Course description*

This course will give students skills and experience in completing an individual project. They will develop an ICT project topic, carry it out, and then write it up. A tutor will advise and guide them, but they will be expected to produce their work independently, without close supervision. They must also keep a project log and use it for an assessed critical review of their work. About 80 per cent of their study time should be spent on developing their project, and about 20 per cent on understanding how to plan, monitor and critically evaluate their work. The emphasis throughout is on them becoming a reflective practitioner. There are guidance notes and resources but no teaching material associated with the course. Students must have completed one of the Level 3 courses required for the *BSc (Hons) Information and Communication Technologies* degree before starting this course.

*Person specification*

The person specification for this course should be read in conjunction with the generic person specification for an associate lecturer at The Open University.

As well as meeting all the requirements set out in the generic person specification, you should have:

- up-to-date qualifications or experience in ICT, including digital communications
- a willingness to keep up to date with new ICT technologies as they emerge during the lifetime of the course
- ability to support students in developing generic key skills and reflective practice relating to project work
- recent experience of using a personal computer for word-processing, spreadsheets, communications and information searching and retrieval.

It would be an advantage to have:

- experience of supervising university-level project work
- an interest in the general issues of information and communication technologies (including socio-technical ones)
- additional specialist knowledge in a relevant area (e.g. wireless technologies, web services, etc.).
- an understanding of the project requirements for the British Computing Society (BCS) or the Institution of Engineering and Technology (IET).

*Additional information*

- The associate lecturer's role is to provide online and telephone support for up to six students and to mark four assignments and the project reports (of 6000–8000 words) for each of their students. Assignments are submitted, marked and returned electronically. In addition, associate lecturers are expected to participate in peer forums, student-group forums and email communication. Associate lecturers are also expected to carry out second marking on the project reports of another associate lecturer's students and may be required to act with others as a moderator to recommend a final mark on individual reports.
- There may be opportunities for some associate lecturers to undertake additional duties as a project adviser (PA). Each PA works in an advisory capacity for a group of associate lecturers who are appointed to tutor that project course.

The PA's role is to:

- vet project proposals to ensure the project being proposed is feasible and of the required academic standard, commenting where necessary on a project's suitability to meet the IET or BCS requirements for projects
- send comments on the proposal to the associate lecturers within one week of receipt so that associate lecturers can take the information into account in their feedback to the students
- be available to offer advice to associate lecturers on projects that continue to cause concern
- act in an advisory capacity to course tutors via email (with individual associate lecturers) and an online forum for tutor-group discussions on any academic concerns that associate lecturers have relating to the quality of the project
- be prepared to act as a monitor on all assignments to help ensure associate lecturer consistency
- be prepared to act as a third marker on the project report in cases where the marks of the two markers are significantly different and allocate the final mark (this task is unlikely to be necessary as third markers are usually full-time members of staff, but there could be an instance where the course team will need to call upon a PA to do this).

If you wish to be considered for this additional role, you should indicate this on the associate lecturer application form.

*Module related details - a full explanation can be found on the website*

| | |
|---|---|
| Credits awarded to the student for the successful completion of a module: | 30 |
| Number of assignments submitted by the student: | 4 |
| Method of submission for assignments: | 1a |
| Level of ICT requirements: | 2 |
| Number of students likely to be in a standard group: | 6 |
| Salary band: | 3 |
| Estimated number of hours per teaching week: | 3 |

There may be opportunities for ALs to undertake associated assessment work for which there will be additional payment and about which you will be contacted separately if applicable.