

The Manchester Induction Cycle

Tools for Success



Mapped against Manchester Business School's delivery of undergraduate induction

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Academic Expectations

Conduct	Level of performance expected	Understanding of results and reassessment	Role of Academic Adviser/Supervisor	Feedback
<ul style="list-style-type: none"> - Good academic practice - Appropriate behaviour in teaching contexts – e.g. contributing to seminars, group work - Mutual responsibilities – Student Charter 	<ul style="list-style-type: none"> - What constitutes a 'good grade' 	<ul style="list-style-type: none"> - Finality of results - Limit to opportunities for reassessment - Possible contrast with previous experiences 		<ul style="list-style-type: none"> - Different mechanisms - How to maximise benefit
				
<p>Via:</p> <ul style="list-style-type: none"> - Welcome Week sessions - Online undergraduate handbook - 1st year Business & Management Skills - Student charter included in welcome pack (or link in pre-arrival email if no printed charter) 	<p>Via:</p> <ul style="list-style-type: none"> - Academic Advisor dialogue - Marking criteria for each course unit within the full course description 	<ul style="list-style-type: none"> - Some scene setting done in Welcome Week (<i>however this needs review and we need to ensure we are setting the right tone but not going into detail</i>) - Tailored specific email to students in February explaining about results process, ratification by exam board, no remarking and feedback - Tailored email to ug course coordinators in February explaining about results process, ratification by exam board, no remarking and feedback - Included in undergraduate online handbook - Further student dialogue via ug e-bulletin (exam specific communication) prior to second semester exam period 	<p>Included in:</p> <ul style="list-style-type: none"> - Online undergraduate handbook - MBS undergraduate guide - Fortnightly ug e-bulletin - Welcome pack - Welcome Week sessions - Formally embedded in 1st year Business & Management Skills unit included scheduled fortnightly Academic Advisor sessions - Formal Academic Advisor meetings in 2nd year and informal at final year - Personalised email about continued engagement in Academic Advisor scheme sent to returning 2nd and final year students each year from named administrator 	<p>Included in:</p> <ul style="list-style-type: none"> - Online undergraduate handbook - MBS undergraduate guide - All ug course coordinators asked to cover off course unit feedback mechanisms (formative and summative) in first lectures - Feedback mechanisms included in course outlines and full course descriptions



Academic Skills

Introduction to expectations of different delivery modes – lecture, seminar, tutorial, lab, supervisor relationship – at UoM	Awareness of academic skills and knowledge they can expect to develop during the year	Skills to be developed and means of doing so – essay writing, note taking, critical thinking, referencing & citation – and routes for support	Research library and information handling skills	Adjusting from different educational or cultural backgrounds
<p style="text-align: center;"></p> <p>Via:</p> <ul style="list-style-type: none">- Welcome Week sessions- Online undergraduate handbook- MBS undergraduate guide- Individual course units	<p style="text-align: center;"></p> <p>Via:</p> <ul style="list-style-type: none">- Fortnightly Academic Advisor sessions embedded in 1st year Business & Management Skills unit- Business & Management Skills lecture content- Welcome back meetings- Individual course units	<p style="text-align: center;"></p> <p>Via:</p> <ul style="list-style-type: none">- Fortnightly Academic Advisor sessions embedded in 1st year Business & Management Skills unit & relating lecture content. All students have to complete a non-assessed practice essay within this course unit and receive feedback from their Academic Advisor- Note taking skills developed in 1st year Marketing course unit. Students have to take notes in this lecture as a developmental exercise- Faculty of Humanities study skills web site and other routes of support promoted via online undergraduate handbook	<p style="text-align: center;"></p> <p>Via:</p> <ul style="list-style-type: none">- 1st year Business & Management Skills unit. Students have a 'finding resources for your assignments' practical session across weeks 2 & 3 which is delivered by the library- 2nd year Research Methodology course unit- Bespoke information handling sessions occasionally delivered by the library (ad hoc rather than embedded)	<p style="text-align: center;"></p> <ul style="list-style-type: none">- 1st year does not count towards the overall degree classification and gives everyone the opportunity to reach a certain level- Support from Academic Advisor and PSS Student Support team- Promotion of societies <p style="text-align: center;"><i>Room for further development</i></p>



Wellbeing & Support

Awareness of support available & how to take the first step	Understanding of 'typical' student problems	Standards & values of our community	Staying safe	
<ul style="list-style-type: none"> - Promotion/reminder of support services - Calendar of key messages 	<ul style="list-style-type: none"> - Normalising problems and facilitating help-seeking behaviour 	<ul style="list-style-type: none"> - Behavioural expectations, mutual respect, understanding diversity - Social responsibility - Research ethics 	<ul style="list-style-type: none"> - Personal safety - 'Health & Safety' - Protecting online reputation 	
				
<p>Via:</p> <ul style="list-style-type: none"> - Welcome Week / Welcome Back sessions - Academic Advisors – and particularly scheduled individual meetings - Peer mentors - Online undergraduate handbook - MBS undergraduate guide - Fortnightly ug e-bulletin (includes promotion / reminders of support services and ensures key messages are disseminated at appropriate times) - Bulletin messages supported with further social media activity (facebook / twitter) - Undergraduate office banners / signage - Academic calendar of events and meetings available on undergraduate online handbook - <i>This has previously been evaluated through student representative feedback</i> 	<ul style="list-style-type: none"> - Covered in Welcome Week student support and programme director sessions / Welcome Back sessions - Via Academic Advisors - Commitment to staff training in various elements of student support (University and Externally led) 	<ul style="list-style-type: none"> - 55 out of 151 undergraduate course units have ethics, sustainability, business in society and social responsibility embedded - Students have the opportunity of taking Leadership in Action at 2nd year - Loosely covered in Welcome Week / Welcome back - Undergraduate ethics approval process included on online undergraduate handbook - Dignity at work policy linked in online undergraduate handbook <i>Room for further development</i> 	<ul style="list-style-type: none"> - All new students complete an online Health and Safety unit - Further information on Health & Safety and personal safety included in online undergraduate handbook - Personal safety covered in Welcome Week - <i>Protecting online reputation is an area requiring further development. At present there is no specific School activity other than promoting any central initiatives / communications</i> 	



Personal & Academic Development

Role of key staff	Learning needs analysis	Promotion of / facilitation of opportunities for extension/enrichment e.g. University College, Volunteering, Study Abroad	Employability agenda	
<ul style="list-style-type: none"> - Academic Advisor - Supervisory Team - Programme Directors, Year Tutors, Student Support Officers, UG/PG Managers - Peer Mentors & PASS leaders 	<ul style="list-style-type: none"> - Development needs - Sources of support e.g. locally, Learning Commons workshops, Wellbeing programme workshops 			
				
<ul style="list-style-type: none"> - Clearly communicated to students via online undergraduate handbook - Included in pre-arrival information and Welcome pack - Covered in Welcome Week - Academic Advisor scheme formally embedded into 1st year Business & Management Skills credit bearing course unit. Continues with a formal scheme in 2nd year and more informal at final year. 	<ul style="list-style-type: none"> - Development needs identified via Academic Advisor / Course Coordinator feedback; NSS student comment; Staff / Student Liaison & Programme Committee feedback; employer liaison; student representative feedback - Local sources of support included in online undergraduate handbook; MBS undergraduate guide; fortnightly ug e-bulletin - Other central sources of support promoted via ug e-bulletin as per prompts from Centre 	<ul style="list-style-type: none"> - Embedded in programmes: University College units available at 2nd year across all MBS undergraduate programmes; Leadership in Action (now included in University College suite) available at 2nd year across all MBS undergraduate programmes; study abroad in IM & IMABS; placement year in BSc Accounting & ITMB; issues relating to ethics, sustainability, business in society and social responsibility are well integrated across the MBS undergraduate curriculum (55 course units out of 151 have this embedded) - Further enhancements currently being considered, specifically introducing a placement year across other ug programmes 	<ul style="list-style-type: none"> - Undergraduate employability action plan presented to student representatives - Student communications plan re: employability being developed for 13/14 ensuring continued engagement and dissemination of key messages across the year. 	



Programme Organisation

Location of key buildings and offices – where to hand things in	Location of information – physical and virtual	Introduction to key systems – BB, My Manchester	Identity of course leaders, relevant office staff – and where to find them	Processes for Student Representation
				
<p>Included in:</p> <ul style="list-style-type: none"> - Online undergraduate handbook - MBS undergraduate guide - Fortnightly ug e-bulletin - Welcome Week PSS presentation - Where / how to submit assessed work included in every full course description 	<p>Included in:</p> <ul style="list-style-type: none"> - Online undergraduate handbook - MBS undergraduate guide - Fortnightly ug e-bulletin - Welcome Week PSS presentation - Welcome pack 	<p>Included in:</p> <ul style="list-style-type: none"> - Online undergraduate handbook - MBS undergraduate guide - Welcome Week PSS presentation 	<p>Included in:</p> <ul style="list-style-type: none"> - Online undergraduate handbook - MBS undergraduate guide - Fortnightly ug e-bulletin - Welcome Week presentation (office staff) - Faculty course unit database (course leaders) - Full course description (course leaders) - Timetables (course leaders) - Campus Solutions (course leaders) - MBS intranet / Staff Directory (all staff) 	<p>Included in:</p> <ul style="list-style-type: none"> - How to get elected - Role of rep - Who your rep is - Staff/Student Liaison <p>Included in:</p> <ul style="list-style-type: none"> - Online undergraduate handbook - MBS undergraduate guide - Fortnightly ug e-bulletin - Welcome Week presentation & Welcome Week student fair (MBS led) - Welcome pack - Noticeboards - Facebook / Twitter

For online undergraduate handbook see <https://ughandbook.portals.mbs.ac.uk/>
 MBS Undergraduate Guide distributed in arrival pack to all new first year students.

Additional note: Student Experience Action Plan / Employability Action Plan promoted to students via student representatives and personalised email / e-bulletin dialogue