

MAP tutor training

2021

Today

- What is MAP?
- The academic assignment
- Role of a tutor
- Safeguarding

BREAK

- Marking the assignment
- Timeline and meetings
- HR, Payment and Support
- Questions

Manchester Access Programme

- A targeted and structured programme for year 12 students.
- Students meet a list of criteria.
- Compulsory events, optional events, conference, workshops, guidance, academic assignment.
- Successful students receive a differential offer and a bursary/scholarship.



Why MAP Tutors are important

MAP Tutor Lynne Hampson:

<https://vimeo.com/161183937/8d964b3db4>

What is the Academic Assignment?

- 1500 word researched and referenced written assignment.
- Compulsory module

What it is:

- Demonstrates potential
- Develops and acquire new skills
- Increases preparation for HE level study
- Challenging
- Encourages students to be independent learners

What it's not:

- A first year standard piece of work
- A redraft of college work

Role of a tutor

- Oversee and support the production of the Academic Assignment
- Allocated 1-6 MAP students with the same subject area of interest

Activity	Description	Hours
First Meeting	To agree on an appropriate assignment title and go through the expectations and learning outcomes of the assignment process.	45 minutes
Mark Draft Assignment	Mark the draft assignment through Blackboard	2 hours
Second Meeting	To give feedback to the students regarding the draft assignment and to highlight areas for improvement.	45 minutes
Mark Final Assignment	Mark the final assignment through Blackboard	1.5 hours

Safeguarding

How old are MAP students?

A child is defined as anyone who has not yet reached their 18th
Birthday

It is our responsibility to ensure students are safe. Legally MAP students are children.

Safeguarding

<https://www.staffnet.manchester.ac.uk/compliance-and-risk/safeguarding/>

There is not enough time to go through the entire policy today.

You must read this document in your own time.

Safeguarding

Today we will briefly cover the following:

1. What is child abuse?
2. Identifying child abuse
3. General conduct when working with children
4. Practices never to be sanctioned
5. Disclosures

Safeguarding

General conduct:

- Enhanced DBS check against Children's Barred List
- Appropriate environment and time (Mon-Fri, 9am- 5pm)
- Appropriate dress and language
- Be an excellent role model
- Treat all children equally and with respect
- Build a balanced relationship on mutual trust
- Give enthusiastic and constructive feedback
- Be mindful of your own safety – do not share personal contact details

Safeguarding

Practices never to be sanctioned:

- Spending excessive time with students in 1-1 meetings
- Sharing personal contact details
- Organising to meet face to face
- Allowing children to use inappropriate language
- Reducing a child to tears as a form of control
- Engaging in rough, physical or sexual games or making sexually suggestive comments
- Allowing allegations to go unchallenged or not acted upon

Disclosure procedure

If a young person discloses information to you which means that they could be vulnerable to abuse:

- **1) Listen and reassure**
 - Non-judgemental
 - Do not ask questions
 - Make it clear that you will need to pass this information on to lead member of staff
- **2) Record information**
 - As soon as possible, word for word as much as you can
 - [Disclosure of Information Form](#) (appendix to Child Protection Policy)
- **3) Inform promptly and appropriately**
 - Inform MAP team map@Manchester.ac.uk and 07783 410 475
 - Email MAP team inbox with subject CONFIDENTIAL – Disclosure

Disclosure procedure

A student discloses information to you



Listen, reassure and make it clear you have to pass this information on



Inform the appropriate member of the MAP Team straight away



Complete the 'disclosure of information,' form – We will support you with this



The MAP team will pass the information on to the University Child Protection Officer



The University Child Protection Officer will decide what action to take

DISCLOSURE OF INFORMATION FORMS ON Pg.20 OF THE POLICY

Internet, phones, social media

Do NOT share any personal contact details with MAP students

This includes:

Facebook / Twitter / Social Media

Mobile Phone

Personal Email Address

Do NOT meet with MAP students outside of the MAP programme

You must adhere to the MAP Staff Online Code of Conduct

Break – 5 mins

Marking the Academic Assignment

Students are awarded **two marks** as part of the Academic Assignment process;

- Mark for their **Academic Assignment**
- Mark for their **performance and engagement** throughout the process.

Academic Assignment: Marking Matrix

The students are marked out of 8 on **seven learning outcomes**.

1. KNOWLEDGE

Demonstrate knowledge and understanding of the topic.

2. ACADEMIC STYLE

Describe subject knowledge in own words in an appropriate academic style

3. STRUCTURE

Explore a range of information making clear links between different materials and ideas so the assignment flows in a coherent way in a clear and logical structure.

Academic Assignment: Marking Matrix

4. RESEARCH

Demonstrate an ability to research the Academic Assignment using a range of appropriate resources.

5. REFERENCING

Demonstrate the origin of their ideas by showing referencing skills

6. PRESENTATION

Demonstrate use of appropriate ICT skills in the presentation of their Academic Assignment using the guidelines provided.

7. CONCLUSION

Select and summarise relevant information with concluding comments and original ideas and reflections.

Performance Mark

The Student will also receive a separate mark out of 8, for their performance throughout the Academic Assignment process. This mark will be based on how successfully they meet the following criteria;

- **Communicate** effectively with tutor in person (remotely) or by email.
- **Attendance** at first and second meetings as arranged.
- **Interact** and **engage** effectively and positively with tutor at 1-1 meetings.
- **Take on board advice, guidance and feedback** provided by tutor in 1-1 meetings.

Criteria to pass the Academic Assignment

In order for the student to **pass** the Academic Assignment, they would need to;

- Achieve a minimum overall average score of **5 for the Academic Assignment**.
- AND; achieve a **3 or above in all learning outcomes**.
- AND; achieve a **3 or above for performance mark**.

PENALTIES

Penalties will be applied for an assignment that is submitted past the submission deadline and exceeds the word limit. The penalties are;

- Lose 5% of marks per day that the assignment is late up to 5 days past the deadline. After 5 days , the assignment mark will be reduced to 0.
- Lose 10% of marks for every 250 words over or under word count.

Penalties are applied to the academic assignment mark by the MAP Officer and NOT the performance mark.

Activity

Look at the bad and good sample assignments.

Using the marking matrix, think about;

- What marks would you give and what feedback would you give.

Welcome



eLearning Support

[Check the Knowledge Base](#)

[Get eLearning Support](#)

0161 306 5544 (or xt 65544)

[eLearning Website](#)



Course List

Current courses

Past years' courses

Courses where you are: Student

[Email Phishing \(76\)](#)

[TBF26 Data Protection 08/08/2018](#)

My Communities

Organisations where you are: Primary Leader

[Manchester Access Programme](#)

[Placement Student Area](#)

Organisations where you are: Participant

[Professional Support Services staff community](#)

Communication

Turnitin problems in Safari browser - 20 December 2018

Students attempting to submit coursework via Turnitin using Safari browser are receiving an error message and the file fails to submit. Turnitin has said it is working on the problem. In the meantime, students are advised to submit to Turnitin via a different browser, or to use a computer in any of the University clusters to submit their coursework to Turnitin.

Changes to notifications from Blackboard

Students will no longer receive reminder notifications regarding upcoming due dates (or failure to submit) for: Turnitin Assignments and *graded* Discussion Forums, Blogs, Wikis, Journals. Students will continue to see notifications about due dates and missed deadlines for Blackboard Tests and Blackboard Assignments. Notifications have been disabled because Turnitin was incorrectly sending out late submission notifications to a small number of students who had already submitted.

Blackboard Ally Accessibility Service

A new accessibility checking tool (Ally) is available in Blackboard (Bb). Ally automatically performs an accessibility check on all files uploaded to Bb. [Read more](#)

Need help with Blackboard?

See the [User Guide](#) on My Manchester.

DigiLab

DigiLab is a concept developed by the library "where space and support is provided for you to try out new technology". You can also follow [DigiLab on Twitter](#).

3D printing drop-in workshops

The next DigiLab event will take place on Friday 29 March 2019 between 2pm and 5pm in the Alan Gilbert Learning Commons. See the [DigiLab event pages](#) for more

Turnitin Feedback Studio

- Marking with the Turnitin Feedback Studio
- Different types of feedback available
 - QuickMark
 - Rubric
 - Comments
 - Audio
 - Overall

Resources can be found on [IT Support Portal](#)'s Knowledge Base;

[Turnitin: Marking and feedback for assignments](#)

First Tutorial Meeting

You must have your first meeting between:
Friday 7th May – Thursday 3rd June

Setting up the Meeting:

Students will contact you via email to arrange the meeting using template on Blackboard.

Meetings are to be conducted on Zoom

- follow [Staff Online Code of Conduct](#)
- Refer to Specific Zoom good practice guidance ([available on Blackboard](#))
- Virtual meetings are to occur during office hours (Mon-Fri, 9am- 5pm)
- Tutor/MAP Student must be in an appropriate environment and appropriately dressed
- No exchange of personal contact details; audio/video calls are to be arranged using work phone/email address

First Tutorial Meeting

You must have your first meeting between:

Friday 7th May – Thursday 3rd June

Before the Meeting:

Resources to have ready for the meeting;

- Meeting sheets
- Marking Matrix
- Example Turnitin Report
- Referencing examples

First Tutorial Meeting

You must have your first meeting between:
Friday 7th May – Thursday 3rd June

During the Meeting:

- Smile when you meet your student
- **Agree title for assignment**
- Go through the ILO and set actions
- Discuss how the student has **communicated** so far and provide feedback
- Use meeting sheet and checklist as a guide.

Troubleshooting

If you or the student experience technical difficulties:

- Ask them to try to reconnect
- Reorganise the tutorial
- Do not switch to another platform / distribute personal number

Please be patient with students who have limited access to wifi / suitable device or space

First Tutorial Meeting

First meeting sheet

First Meeting checklist

Has the student looked at your profile on Blackboard?	
Have you given your student a copy of the assignment guidelines?	
Have they confirmed they are aware of assignment deadlines? Please discuss any overlap with annual leave etc.	
Have you confirmed/discussed a date for first draft and second meeting?	
Have you given a copy of the marking matrix to the student and explained the learning outcomes?	
Have you signposted referencing and research resources on blackboard?	
Have you explained the Harvard referencing system?	
Has a title been suggested and discussed?	
Have you shown the student the example turnitin report?	

Second Tutorial Meeting

You must have your second tutorial meeting
between Wednesday 7th July – Tuesday 10th August

Before the meeting:

Student will contact you via email to arrange meeting using template on Blackboard.

Student submits a draft via Blackboard by **Monday 5th July**. Provide written feedback on blackboard but not a mark.

Things to have with you for the meeting;

- Assignment and feedback
- Turnitin report
- Marking Matrix

Second Tutorial Meeting

You must have your second tutorial meeting
between Wednesday 7th July – Tuesday 10th August

During the meeting:

- Discuss the draft and plagiarism report.
- Use marking matrix to guide feedback
- Set targets for final assignment against ILO (**Deadline 31st August**)
- **Identify if any of the ILO would currently be scoring a 2 or below**
- Discuss how the student has **communicated** so far and provide feedback
- Use meeting sheet and checklist as a guide.

Marking final assignment

You must mark the final assignment by
Wednesday 8th September 10pm

- Use Turnitin and ensure final total is applied
- Report similarity reports over 20% to MAP Team
- **Identify any of the ILO scoring a 2 or below**
- Extensions – negotiated by MAP Team
- Failing assignments are moderated by second marker

What have the students received

- Assignment guidelines
- Student Online Code of Conduct
- Handbook
- Blackboard tour
- Assignment area on Blackboard
- Library guidance TBC
- Researching and Referencing information
- All resources are available on Blackboard

Tutoring timeline

	Deadline	
First Contact your tutor Day	Thursday 6 th May	Student will email you.
First meeting	Friday 7 th May - Thursday 3 rd June	
Second Contact Your Tutor Day	Wednesday 23 rd June	Student will email you
Draft Assignment submitted via Blackboard	Monday 5 th July	Can be uploaded earlier
You can mark the draft at any point on Blackboard	Feedback will be available to students from Tuesday 6th July	You must provide feedback by 12pm Tuesday 10th August
2nd Meeting	Wednesday 7 th July – Tuesday 10 th August	
Final assignment	Friday 31 st August	Can be uploaded from Tuesday 10 th August
Final assignment feedback uploaded	Final assignment feedback can be uploaded from Wednesday 11 th August 12pm – Sunday 5 th September 10pm	Final feedback will be available to students from Monday 27th September

HR

- We will contact tutors individually following training to confirm the following:
- Sign up to casual worker payroll (CAS)
- Right to Work document checks
- Tier 4 visa processes (if applicable)

Right To Work Documents

You will need to send HR one of the following documents:

Your valid in date passport *or*

Your full (A4) original birth certificate and proof of your National Insurance number *or*

Your country ID card

Please email a scanned copy of the original document to

hrrservices@manchester.ac.uk

Payment

£60 per tutee - paid in two £30 instalments

First Payment

- Following initial meeting with tutee(s)
- Meeting sheet(s) is proof to initiate payment
- Send to map@manchester.ac.uk by Thursday 3rd June.
- Paid on **June payroll IF sent by Thursday 3rd June**
- CoGC fees (if applicable)

Second Payment

- Following second meeting and marking of final assignment.
- Meeting sheet(s) and successful marking of the assignment on blackboard is proof of completion.
- Send to map@manchester.ac.uk by Monday 4th October.
- Paid on **October** payroll.

Payment

Tier 4 Visa

Tier 4 visas carry legal restrictions on the number of hours students can undertake work.

Most PhD students on Tier 4 visas are restricted to a maximum 20 hours per week (7 days beginning with Monday) work all year round, as research students are not considered to have terms.

Paid and unpaid work counts towards your maximum permitted working hours. You can have multiple contracts but the total hours in one week must not exceed the maximum stated on your visa.

The consequences of not complying with your visa conditions can be very serious and could result in your visa being cancelled, being required to stop your studies and being denied future entry to the UK.

Payment – Tier 4

In order to be paid for your work as a MAP Tutor, you will need to declare that you have not exceeded your hours for that week.

- When submitting your meeting sheets for the first and second meetings, you will need to sign and complete the declaration for each meeting which is included in the meeting sheet.
- Following on from marking the draft and final academic assignment on Blackboard, you will need to complete the separate 'Declaration form' indicating the dates that you marked each assignment.
- All documents need to be submitted to map@manchester.ac.uk

Tutor Support

Blackboard – FAQ section

map@manchester.ac.uk

Please do not hesitate to contact us 😊

Meet Your Tutor Area

I'm a PhD student in Materials Science. My current research looks at the fracture and damage mechanics of carbon fibre composites. My background is in Textiles Science and Technology which is a multidisciplinary science combining Textiles Technology, Physics, and Chemistry. I graduated my degree in Textiles Science here at The University of Manchester in 2013 and started my PhD in 2014.



You will need to send us details to create your profile

Tutor Top Tips

‘Be clear as to what you expect from the student from the start’

‘Be patient and remember what academic level they are at’

‘Email students to remind them of their meeting a day or two in advance if you arranged it quite a while in advance. Occasionally they forget!’

‘Don't assume that the student knows anything about how to write an academic assignment’

‘The most important thing is to make your student feel at ease- as this will encourage them to ask you questions. The better the communication is, the better their essays will be, and the more they will learn from the experience’

Moderation by experienced tutors

Next Steps

- Blackboard Access – MAP team to update
- DBS clearance – MAP team to organise
- HR – we will send you CAS forms and request RTW documents
- Closure days over Easter and AJ annual leave
- Contact from students – from Thursday 6th May
- First Meetings from Friday 7th May

Questions?

Thanks for attending!

The video of this training with answers to any questions not addressed will be added to the training folder of the tutor area on Blackboard