

Graduate Teaching Studentship Scheme Teaching Guidance

This material is designed to provide a framework of teaching-related information that you will need in your first weeks as a Graduate Teaching Student (GTS).

You might like to use this information as the basis for discussions with your Postgraduate Teaching Coordinator. It should also provide a useful reference point in your workload planning and continuing professional development planning, throughout the academic year.

The School will provide further specifics about your teaching role. Expectations and obligations of the School and the GTS will also be established as part of this process.

Teaching Orientation

- I am familiar with the University of Salford Graduate Teaching Studentship Scheme Teaching Policy
- I have met with my Postgraduate Teaching Coordinator and Supervisor to agree my teaching workload
- I have agreed mechanisms for feedback and review of my teaching with my Postgraduate Teaching Coordinator
- I have met with the programme/module convener(s) and teaching staff and understand the requirements of the module(s) on which I will be teaching
- The GTS role on the module(s) has been fully discussed in terms of specific duties and responsibilities, teaching and learning approaches, technologies for learning and teaching, assessment and student feedback systems
- I have access to previous teaching materials
- I have had an opportunity to view teaching rooms, laboratories, learning spaces
- I am familiar with where the teaching resources are located
- I am familiar with Health and Safety requirements and procedures

Quality Enhancement and Assurance

- I have located the Academic Regulations for Taught Programmes
- I have located the policy for the Assessment of Taught Awards
- I have located the School Handbook and the Programme and Module Handbooks for the module(s) on which I teach
- I am familiar with the mechanisms for recording student marks
- I am familiar with the mechanisms for providing feedback on assessed work
- I understand my role as a GTS at programme or teaching team meetings (*for those modules on which I teach*)

Continuing Professional Development

- I have started the Postgraduate Certificate in Academic Practice (PgCAP) Core Module
- I have discussed my development needs and identified any development activities that are relevant to my teaching role and Continuing Professional Development
- I am aware of the Salford Postgraduate Research Training Programme (SPoRT) and any other researcher development activities
- We have discussed the opportunities and support available to attend external teaching and research development activities e.g. *Higher Education Academy, Vitae*