

Guidelines on Teaching Materials/Lecture Notes

Teaching Materials/Lecture Notes

All applicants are required to submit the teaching materials/lecture notes of one of the courses (3-credit course) they teach. The teaching materials/lecture notes submitted must be used for the teaching and learning of that particular course for at least one semester. They include:

1. Course Specification (TQF 3)
2. Course outline of the semester in which the teaching materials were used
3. Lesson plan (class or week basis)
4. Detailed content of each class/week

The teaching materials submitted are to ensure that applicants:

1. Fully understand and are well versed in the subject taught.
2. Are efficient in determining the learning objectives, and at the same time in choosing the appropriate teaching methodologies and assessment methods for such objectives.
3. Are skillful and systematic on organizing activities to achieve the course objectives.

In other words, the teaching materials serve as a clear indicator of the competence of applicants as members of the teaching profession.

1. Course Specification (TQF 3)

Submit the Course Specification approved by the chairperson and used in the semester.

2. Course Outline

The course outline is the design and plan of the overall activities to achieve the course objectives. It should at least comprise of:

1. Course Code and Title
2. Prerequisite(s) (*if any*)
3. Department and faculty responsible for the course
4. Course description (according to the TQF 2 of the curriculum)
5. Course objectives
6. Textbooks or other relevant references prescribed for the course
7. Study Plan (Topics included in the course and time frame)
8. Mark allocation
9. Details of assignments/term projects/reports/activities or examination requirements
10. General rules and regulations that students should observe about the course.

3. Lesson Plan

The lesson plan must comprise of at least 7 components:

A. Week of the lesson

As the University employs the semester system, there are approximately 15 weeks in each academic semester. The lessons should then be planned for at least 45 hours (3-credit course). It can also be arranged in a different manner to fit a particular course.

B. Learning objectives of the lesson/Week

The learning objectives of the lesson/week must be identified.

Examples of learning objectives are:

Students are expected to be able to

- *Explain* the concepts of ‘empowerment’
- *Identify* factors which support and constrain ‘empowerment’
- *Differentiate* organizational climates which support empowerment from ones which do not
- *Describe* archetypes of the organization which are appropriate for empowerment
- *Apply* the concept of empowerment in case studies
- *Explain* the advantages and disadvantages of empowerment
- *Design*

Learning objectives are, therefore, the guidelines for the operational plan which has to be implemented to achieve the objectives of the course. It must be emphasized that learning objectives must reflect what we expect students to demonstrate as a result of the teaching of a particular content.

C. Content topics

Content refers to brief description of content of that particular lesson/week in relevance to the learning objectives. Key definitions, concepts, theories or case studies used need to be specified in this section.

D. Teaching methods

Teaching methods are the methods used in delivering the contents of the lesson to achieve the learning objectives defined, for example, lecture, group discussion, students’ presentation, demonstration, or assignment. Teaching methodologies should be flexible to meet different needs of students such as stages of students’ learning and students’ level.

E. Teaching aids

Teaching aids: reading assignments, handouts, powerpoint, exercises, equipment, websites, etc. List all the teaching aids used in teaching.

F. Assessment methods

Assessment methods refer to the methods used to measure the level of students' achievement of the defined learning objectives of each lesson/week. This is normally in the form of assignments, group work, oral presentations, questions & answers, exercises, etc.

G. Reference

References must be given for the materials used in each lesson.

4. Detailed Content

Applicants must present the content of the lesson with reference to the lesson plan. This can be in the form of lecture notes, brief description, or power-point presentation. Handouts, reading assignments, exercises, discussion topics, quizzes or other materials used should be included.