

PROGRAMME CALENDAR 2009-2011

Week	Week Commencing	University Activity	PGC in Teaching and Learning in Higher Education
8	Mon 14 September 2009	Enrolment (new students) – Wed 16 (part-time) and Sat/Sun 19/20 (full-time)	
9	Mon 21 September 2009	Induction	Mentor review preparation, training and induction
10	Mon 28 September 2009	Teaching Week 1	Module 1 - Induction and introduction to module and UK Professional Standards - BT
11	Mon 5 October 2009	Teaching Week 2	Module 1 - Learning and Teaching in the context of a widening participation University and the Bolton Academic - PM Meet with mentor reviewer. Exchange contact details, availability, methods of communication. The purposes of the mentor reviewing relationship, parameters of the role. Complete and sign the mentor reviewing contract
12	Mon 12 October 2009	Teaching Week 3	Module 1 - Theories of learning, planning and implementing teaching - LCB To support the course member in reaching effective performance in their role in supporting the student. Plan and prepare for first review of professional practice. Discuss initial area for focus
13	Mon 19 October 2009	Teaching Week 4	Module 1 - Developing critical reflection in learning and teaching - GW (external speaker: John Cowan/Jenny Moon) Observation of course member in their role
14	Mon 26 October 2009	Teaching Week 5	Module 1 - Evaluating the effectiveness of teaching - GW Joint evaluation of performance. Agree developmental action plan
15	Mon 2 November 2009	Teaching Week 6	Module 1 - Problem based learning and work based learning - AW/AMR Course member to act on action plan
16	Mon 9 November 2009	Teaching Week 7	Module 1 - Action learning and reflective practice - RN Course member to act on action plan
17	Mon 16 November 2009	Teaching Week 8	Module 1 - Technology enabled learning and resource management - MRY/AWS/SW Course member to act on action plan
18	Mon 23 November 2009	Teaching Week 9 (Degree Congregation 27 November)	Module 1 - Creativity and innovation in learning and teaching - MRY/BT/SP Meet with course member to review action plan. Plan and prepare for second review of professional practice. To support the professional development of the course member within their specific area of expertise
19	Mon 30 November 2009	Teaching Week 10	Module 1 - Inclusivity and diversity - JW/KM/BP Observation of course member in their role
20	Mon 7 December 2009	Teaching Week 11	Module 1 - Assessment and giving feedback to learners - SFB

			Module 1 - Joint evaluation of performance. Identify strong points and areas for development. Agree on a further professional development plan
21	Mon 14 December 2009	Teaching Week 12	Module 1 - Enquiry and research in the pedagogy of HE learning and teaching (including subject specific) (External speaker: Mantz Yorke)
22	Mon 21 December 2009	Winter Vacation	
23	Mon 28 December 2009	Winter Vacation (New Year's Day Friday 1 Jan)	
24	Mon 4 January 2010	Winter Vacation	
25	Mon 11 January 2010	Teaching Week 13	Module 1 Reflective learning through a presentation to Peers (two groups of 10) - SFB/BT
26	Mon 18 January 2010	Teaching Week 14/Assessment	Module 1 Feedback on assessment (presentation) and submission of a critically reflective personal learning journal
27	Mon 25 January 2010	Independent Study Week (continuing students)	
28	Mon 1 February 2010	Independent Study Week (continuing students) Enrolment and induction (new students)	Mentor review preparation, training and induction
29	Mon 8 February 2010	Teaching Week 1	Module 2 - Curriculum theory including product, process and praxis models
30	Mon 15 February 2010	Teaching Week 2	Module 2 - The personalised curriculum; the hidden curriculum - DAN Meet with mentor reviewer. Exchange contact details, availability, methods of communication. The purposes of the mentor reviewing relationship, parameters of the role. Complete and sign the mentor reviewing contract
31	Mon 22 February 2010	Teaching Week 3 (Final awards published)	Module 2 - Relationship of curriculum design to learning theories To support the course member in reaching effective performance in their role in supporting the student. Plan and prepare for first review of professional practice. Discuss initial area for focus
32	Mon 1 March 2010	Teaching Week 4	Module 2 - Sequencing programme specifications; schemes of learning Observation of course member in their role
33	Mon 8 March 2010	Teaching Week 5	Module 2 - The role of the curriculum in employer and professional organisation engagement. - AMR Joint evaluation of performance. Agree developmental action plan
34	Mon 15 March 2010	Teaching Week 6 (Module choice for 2010/11 UG students)	Module 2 - Diverse student needs - JW/BP Course member to act on action plan
35	Mon 22 March 2010	Teaching Week 7 (Module choice for 2010/11 UG students)	Module 2 - Assessment theory including benchmarking; module specifications; institutional Codes of Practice - RH Course member to act on action plan
36	Mon 29 March 2010	Spring Vacation (Easter Sunday 4 April)	
37	Mon 5 April 2010	Spring Vacation	
38	Mon 12 April 2010	Spring Vacation	
39	Mon 19 April 2010	Teaching Week 8	Module 2 - Written and oral feedback; summative and formative feedback Course member to act on action plan
40	Mon 26 April 2010	Teaching Week 9	Module 2 - Validity and reliability measures

			Meet with course member to review action plan. Plan and prepare for second review of professional practice. To support the professional development of the course member within their specific area of expertise
41	Mon 3 May 2010	Teaching Week 10	Module 2 - Relationship of assessment data to curriculum design; the design of assessment instruments; interpreting assessment data Observation of course member in their role
42	Mon 10 May 2010	Teaching Week 11	Module 2 - Peer and self-assessment and authentic work-based assessment Joint evaluation of performance. Identify strong points and areas for development. Agree on a further professional development plan
43	Mon 17 May 2010	Teaching Week 12	Module 2 - Developing the professional educator through an exploration of the use of technology for curriculum design, delivery and assessment - AW
44	Mon 24 May 2010	Teaching Week 13	Module 2 - Presentation to Peers (two groups of 10)
45	Mon 31 May 2010	Teaching Week 14/Assessment	Module 2 - Assessment.
46	Mon 7 June 2010	Assessment cont'd	
47	Mon 14 June 2010	Assessment activities	
48	Mon 21 June 2010	Assessment activities/ Module Boards Marks agreed by 4pm Friday 25, students access resit exam info electronically	
49	Mon 28 June 2010	Summer Vacation/ School Exam Boards	
50	Mon 5 July 2010	Summer Vacation (Final awards published) Revision week (Staff to coach students for refer/defer assessments)	
51	Mon 12 July 2010	Summer Vacation (Degree Congregations 15 and 16 July) Referral/Deferral Exam Submission of refer/defer assignments by 4pm Friday 16 July	

Week	Week Commencing	Activity	PGC in Teaching and Learning in Higher Education
8	Mon 13 Sept 2010	Enrolment (new students) – Wed 15 (part-time) and Sat/Sun 18/19 (full-time)	
9	Mon 20 Sep 2010	Induction	
10	Mon 27 Sept 2010	Teaching Week 1	Module 3 - Introduction to module: Professional development; formation and the role of the academic
11	Mon 4 Oct 2010	Teaching Week 2	Module 3 - Practitioner research and action research: Action Learning Sets (ALS). Developing a focus for action and inquiry
12	Mon 11 Oct 2010	Teaching Week 3	Module 3 - Professional knowledge (such as policy, scientific paradigms, ethical frameworks): ways of knowing (such as personal, practical, procedural); + ALS
13	Mon 18 Oct 2010	Teaching Week 4	Module 3 - Outline proposal submitted for + ALS peer review
14	Mon 25 Oct 2010	Teaching Week 5	Module 3 - Identifying evidence from action: analysis, making claims, presenting outcomes + ALS
14	Mon 1 Nov 2010	Teaching Week 6	Module 3 - Meet the academic\Supervision + ALS
15	Mon 8 Nov 2010	Teaching Week 7	Module 3 - Supervision + ALS
16	Mon 15 Nov 2010	Teaching Week 8	Module 3 - Meet the academic\Supervision + ALS
17	Mon 22 Nov 2010	Teaching Week 9 (Degree Congregation 26 November)	Module 3 - Meet the academic\Supervision + ALS
18	Mon 29 Nov 2010	Teaching Week 10	Module 3 - Meet the academic\Supervision + ALS
19	Mon 6 Dec 2010	Teaching Week 11	Module 3 - Peer Presentation and assessment
20	Mon 13 Dec 2010	Teaching Week 12	Module 3 - Supervision + ALS
21	Mon 20 Dec 2010	Winter Vacation	
22	Mon 27 Dec 2010	Winter Vacation (Bank Holidays Mon 27 and Tues 28 Dec)	
23	Mon 3 Jan 2011	Winter Vacation (Bank Holiday Mon 3 Jan)	
24	Mon 10 Jan 2011	Teaching Week 13	Module 3 - Supervision + ALS
25	Mon 17 Jan 2011	Teaching Week 14/Assessment	Module 3 - Supervision + ALS