

Level 5 Induction

Wednesday Sept 26 2018

**BA/HND Events/Tourism/ITTM
MTour Integrated Masters**

Mike Davies, Year Tutor



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Welcome Back or Hello!!



You had.....

1000



Days....

when the course began

Welcome to Year 2 / Level 5

But first.....in pairs consider:

Please reflect on level 4:

- What did you do well?
- What surprised you?
- What did you learn about yourself and the industry?

How did you spend the summer break?

Then.....look forward to level 5:

- What are you looking forward?
- What are you aiming for?
- What are you going to improve on/change?

Level 5 Headlines

- A step up from level 4
- More challenging academically and intellectually
- You will be stretched!
- New modules – more pathway specific content
- Some new tutors
- Choices about what you study
- Placement - a chance to shine in the real workplace
- Potentially life and/or career enhancing
- The year counts towards your final qualification
- So please make it as good as you can
- Commit, attend, engage!

Enrolment

- HAVE YOU ENROLLED?
- You must do this now!
- Select your modules online
- Compulsory/optional modules

Key Staff This Year- SOTAH



Head of School – Dr Maggie Inman

Programme Director (Events) – Suzanne Wells

Programme Director (Tourism/ITTM/Leisure) – Jacqui Jones

Programme Director (IHM) – John Howells

Year Tutor (Level 5)/School Co-ordinator – Mike Davies

Level 6 Manager – Kathryn Flynn

Level 4 Manager – Marie Pitson

Role of the Year Tutor

- First point of contact – Mike Davies, Year Tutor
- Represent you at Exam Boards
- Sign off appropriate forms for you
- Oversee your progress
- Keep you informed of developments/news
- Monitor your attendance
- Provide pastoral care & to help you
- See role outline and complete form please

Help!

People to speak to:

1. Module Tutor
2. Year Tutor
3. Programme Director

Mike's Availability

- This year part-time Monday-Wednesday
- Available Monday 9-10, 12-1
- After placement on Tuesday
- Wednesday mornings until mid November
- Wednesday afternoons
- Suzanne will support urgent queries on Thursdays/Fridays

Communicating with staff

- Email during 'normal working hours' Mon-Fri 9-5
- Allow 12-24 hours for staff to respond. We may be teaching, in meetings or out of the office/at a different campus.
- Kathryn not at work Mondays; Mike, not on Thursdays/Fridays
- Check your student email EVERY DAY – if classes are cancelled this is usually how we will inform you
- SMS message registration on Moodle
- Check Moodle for each module
- Check My Day
- **TELL US PROMPTLY IF YOU HAVE A PROBLEM**

Moodle - Updated

You can access Moodle in 3 different ways:

1. From MyDay

Access your MyDay dashboard either by logging into a campus PC and opening Internet Explorer, or accessing myday.uwtsd.ac.uk from any browser on an internet-connected device. Click on the Moodle tile.

2. From the University Website

Navigate to <http://uwtsd.ac.uk> and select Quick Links (top left side of screen) and then Moodle.

3. URL Input

Open any browser on an internet-connected device and navigate to <http://moodle.uwstd.ac.uk>

Log in using your Network username and password which are the same used to access campus PC.

Key University contacts

- See pdf emailed to all L5 last Monday
- Finance/accommodation/student services/registry/moodle

Key dates this year

TERM DATES

Term 1 2018

Monday, 24 September ~ Friday, 14 December

Christmas Vacation

Monday, 17 December 2018 ~ Friday, 4 January 2019

Term 2 2019

Monday, 7 January ~ Friday, 5 April

Easter Vacation

Monday, 8 April ~ Friday, 26 April 2019

Term 3 2019

Monday, 29 April ~ Friday, 12 July

SEMESTER DATES

Semester 1

Monday, 24 September 2018 ~ Friday, 25 January 2019

Semester 2

Monday, 28 January 2019 ~ Friday, 12 July 2019

The course structure





Course structure

- All degree/HN courses are made up of a number of credits
- You need 360 credits for an honours degree
- You will normally study 120 credits worth of modules each year
- Most modules are worth 20 credits
- The dissertation (optional, final year) is 40 credits

Course assessment

- You need 120 credits passed at each of levels 4/5/6.
- Only levels 5 and 6 potentially count
- Level 5 only for HND if you don't go on to level 6
- Your BEST 100 credits at each level are averaged to award your degree
- BUT.....

Course assessment

- If your level 6 average is better than level 5, then it's 100% level 6 = your degree class
- If level 5 is better than level 6, then it's $\frac{1}{3}$ level 5 and $\frac{2}{3}$ level 6 which works out your degree class
- So you have a real opportunity here!!



Feedback and results

- You will receive feedback on your work within 20 term time working days
- Marks are provisional until confirmed by an examination board and may change
- Next Board is mid February after semester 1 modules end
- Your work may not be returned until after the exam board
- Results are posted online: results portal

What happens if I fail?

- You may be given the opportunity to re-sit your assessments. You have two further attempts to pass.
- Re-sit sessions
 - check the dates before booking a holiday!
- Pass first time and you don't have to work during the holidays
- Pass 100 credits worth within a year or you may be required to repeat the year
- Maximum number of attempts = 3
- Year 1 resits – discuss with your tutors

Year 2 Modules

All students study:

- **Management in Practice (Semester 2)**
- **Applied Industrial Placement (Sem 1&2)**

Plus:

- **Pathway Specific Compulsory modules**
- **Optional modules**

NB – check module selections today!

L5 Pathway - Events

Compulsory (4 modules):

- **Events Design and Delivery**
- **Live Events Project**
- **Management in Practice**
- **Applied Industrial Placement**

+ 2 Additional Options from:

- **Entrepreneurship**
- **International Travel Operations Mgt**
- **Intercultural Communication**
- **International Travel Operations Management**
- **European Tourism Field Studies**

L5 Pathway Modules - Tourism

Compulsory modules (4):

- International Travel Operations Mgt
- Sustainable Tourism and Hospitality Mgt
- Applied Industrial Placement
- Management in Practice

+ 2 Options from:

- Entrepreneurship
- Intercultural Communication
- Events Design and Delivery
- Live Events Project
- European Tourism Field Studies

L5 Pathway Modules - ITTM

Compulsory modules (4):

- **International Travel Operations Mgt**
- **Intercultural Communication**
- **Management in Practice**
- **Applied Industrial Placement**

+ 2 optional modules from:

- **Sustainable Tourism and Hospitality Mgt**
- **European Tourism Field Studies**
- **Events Design and Delivery**
- **Live Events Project**
- **Entrepreneurship**

L5 Pathway Modules - Leisure

Compulsory modules (4):

- Entrepreneurship
- Applied Industrial Placement
- Management in Practice
- Live Events Project

+ 2 optional modules from:

- International Travel Operations Mgt
- Intercultural Communication
- European Tourism Field Studies
- Events Design and Delivery
- Sustainable Tourism and Hospitality Mgt

	9am	10am	11am	12am	1pm	2pm	3pm	4pm	5pm
Monday	Entrepreneurship	M5X01926			M5X01925		M5X01925		
		Entrepreneurship			Sustainable Tourism and Hosp. Management		Sustainable Tourism and Hosp. Management		
		Lecture			Lecture		Tutorial		
		Chris Thomas / Sandra Dettmer			Huw Thomas		Huw Thomas		
		AS401			AS307		AS307		
Tuesday			M5X01926		M5X02092				
			Entrepreneurship		Applied Industrial Placement				
			Tutorial		Lecture/Tutorial				
			Chris Thomas / Sandra Dettmer		Mike Davies / Suzanne Wells / Marie Pitson				
			AS407		AS401 (L) / AS306 (T)				
Wednesday	M2X9058		M2X9058						
	International Travel Ops Management		International Travel Ops Management						
	Lecture		Tutorial						
	Jacqui Jones		Jacqui Jones						
	AS307		AS307						
Thursday	M5X02107		M5X02107		M5X02108		M5X02108		
	Event Design and Delivery		Event Design and Delivery		Intercultural Communication		Intercultural Communication		
	Lecture		Tutorial		Lecture		Tutorial		
	Suzanne Wells		Suzanne Wells		Caroline Jawad		Caroline Jawad		
	AS307		AS307		AS306		AS306		
Friday									

Semester 2 timetable (draft)

Monday			BMTH5000		M5X02110			
			European Tourism Field Studies		Management in Practice			
			Lecture		Lecture/Tutorial			
			Jacqui Jones		Sandra Dettmer			
			AS307		AS307			
Tuesday					M5X02092			
					Applied Industrial Placement			
					Lecture /Tutorial			
					Mike Davies / Suzanne Wells / Marie Pitson			
					AS228 (L) / AS307 (T)			
Wednesday								
Thursday		M5X02110			M5X02110			
		Management in Practice			Management in Practice			
		Lecture			Lecture			
		Marie Pitson			Brynach Heffernan			
		AS307			AS307			
Friday		M5X02109			M5X02109			
		Live Events Project			Live Events Project			
		Lecture			Tutorial			
		Suzanne Wells			Suzanne Wells			
		AS307			AS307			

Attendance - Reminder

- University attendance is **not** optional
- You will normally have to attend for approximately 12-16 hours per week
- You must inform you module tutor and year tutor if you are absent

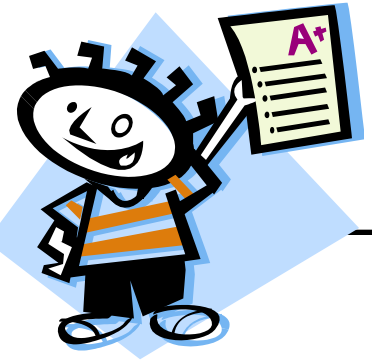
Key rules - Be Professional.....

- Mobile phones off during lectures
- Check use of other devices with your module lecturer
- Timekeeping – 10 minute late rule for lectures/seminars without prior arrangement
- Respect others in the class
- IT use – read the acceptable use policy in your handbook



Late submissions

- Coursework handed in up to 1 week late will be eligible to receive a maximum grade of 40%/pass
- Coursework handed in more than 1 week late will be graded zero.



Grading system BA

- Below 0%-35% Fail
- 35%-39% Fail – eligible for condonement
- 40-49% Pass - 3rd class honours standard
- 50-59% Pass – lower second class (2:2) standard
- 60-69% Pass – upper second class (2:1) standard
- 70%+ Pass – First class honours standard



Grading System – HND/C

Refer <40%

Pass 40-59%

Merit 60-69%

Distinction >70%

Degree classifications

- 1st / First class honours
- 2:1 – upper second class honours
- 2:2 – lower second class honours
- 3rd – third class honours
- Pass degree
- Fail



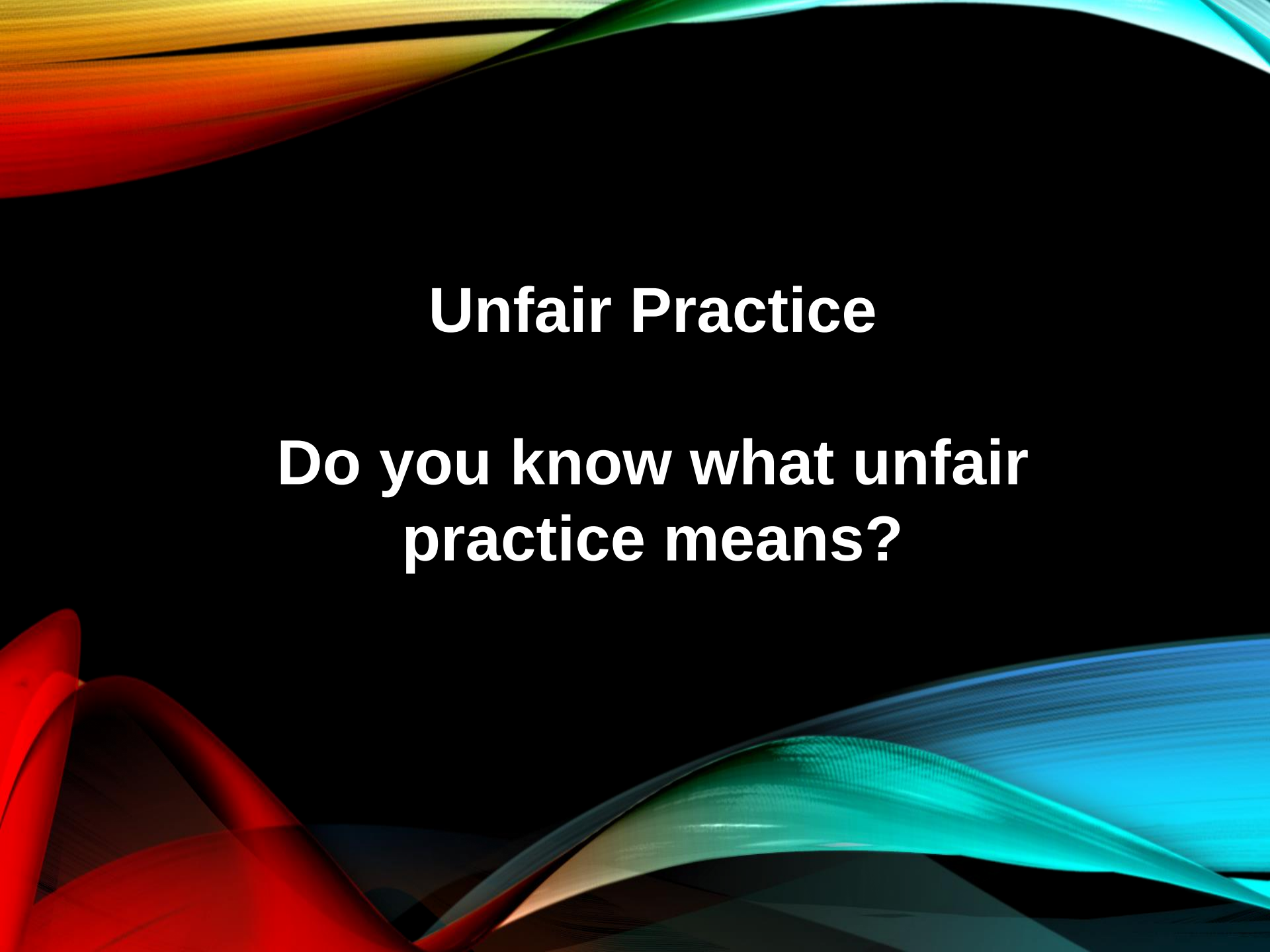
Transfer, suspension and withdrawal

- **Transfer** = when you change to another course
- **Suspension** = when you put your studies on hold for an agreed period
- **Withdrawal** = when you leave the programme
- See your year tutor if you are considering any of these



Academic referencing

- This is probably the biggest difference between school coursework and university coursework
- Academic referencing is about acknowledging the work of others and enabling those who read your work to easily find the sources you have used.
- A reference is required whether you are acknowledging a direct quotation, a theory, a model, or simply an 'idea' that was first created and/or published by someone else.
- Referencing is done in two places within your written work:
 - In the text - In a references list
- <https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/library-and-learning-resources/Harvard-eng.PDF>



Unfair Practice

**Do you know what unfair
practice means?**



SIMPLE DEFINITION

- It is unfair practice to commit any act, intentional or otherwise, whereby a person may obtain for himself/herself or for another, an unpermitted advantage, which may or may not lead to a higher mark or grade than his/her abilities would otherwise secure

13.8.1 (2)



AVOID ENGAGING IN UNFAIR PRACTICE

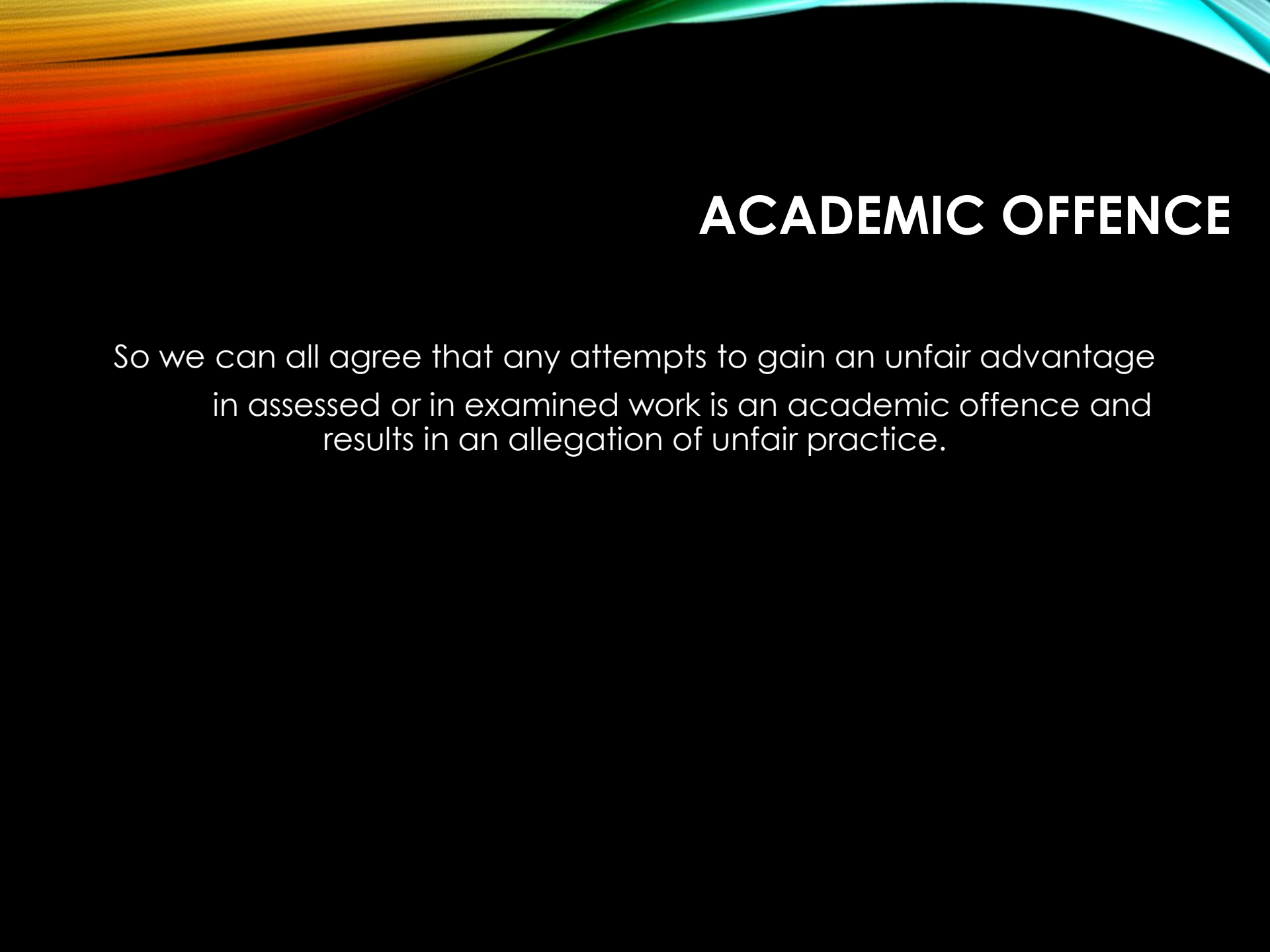
Develop good academic practice

Your lecturers need to be able to grade you on what **you** have **learned** and **understood**.

You have to be able to **demonstrate your learning** progression.

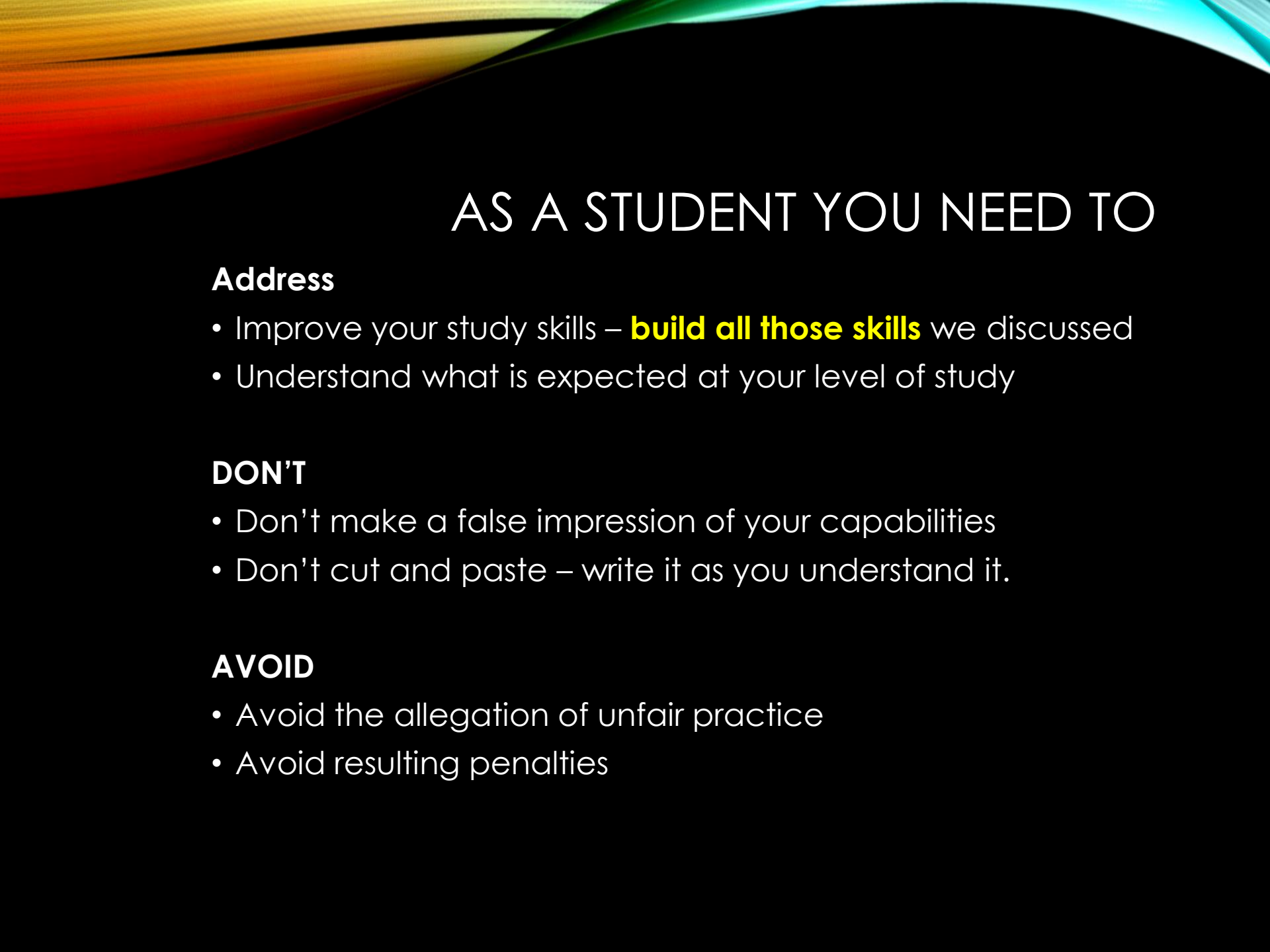
BUILD CONFIDENCE – WE ARE HERE TO HELP YOU

- You need to:
 - Present materials that evidence your thoughts and ideas and when lecturers read your work it is clear that those **thoughts and ideas are yours**. (**First Skill**)
 - Confirm that you understand other authors work and show respect to their work – **reference correctly**. (**Second Skill**)
 - Show that you can tell apart your own thoughts from those of others – **originate with you** (**Third Skill**)
 - Make the topic your own – **have confidence, you can do it. You must do it.** (**Fourth Skill**)
 - Improve your writing skill /academic literacy – **invest in your future starting now** (**Fifth Skill**)
- **Build your Confidence** - Writing in your own words and your own style is central to your learning and development – you're on a learning curve. This takes practice and we are here to help you. (**Sixth Skill**)
- You are graded on your individual work and the **feedback is then personalised** to support you – **that's the gain**



ACADEMIC OFFENCE

So we can all agree that any attempts to gain an unfair advantage in assessed or in examined work is an academic offence and results in an allegation of unfair practice.



AS A STUDENT YOU NEED TO

Address

- Improve your study skills – **build all those skills** we discussed
- Understand what is expected at your level of study

DON'T

- Don't make a false impression of your capabilities
- Don't cut and paste – write it as you understand it.

AVOID

- Avoid the allegation of unfair practice
- Avoid resulting penalties



EXPECTATIONS

Individual and group assessment expectations - When?

- If you are working closely with an individual – do not produce the same material instead show good interpretation of the discussion you engaged in
- Don't produce a joint answer – as that simply represents an unfair advantage

COMMON KNOWLEDGE

What is Common knowledge?

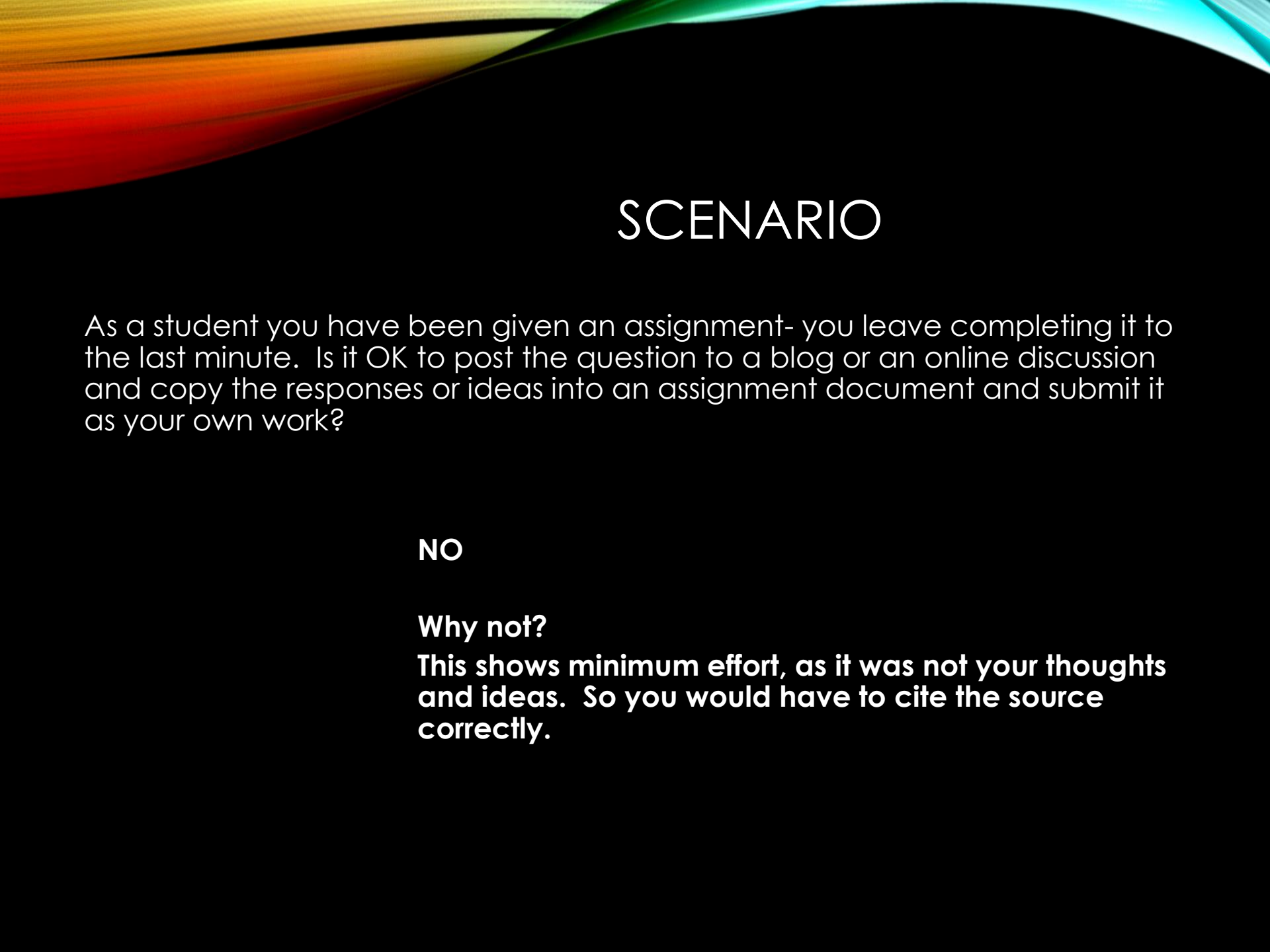
- Things people know –
- Clear and established views

As you progress your learning you will learn more and know when something is common knowledge, but until then just include a reference to the source.

- Q - The capital of Wales is ? Is this common knowledge?

QUOTING SOMEONE

- If you are inserting one sentence it appears in quotes in the text but if it is more than one sentence you indent the quoted paragraph.
- 'Replace missing text with three dots inside square brackets [...] , so there it is'
- References should include the author, the year the material was published and the page number.



SCENARIO

As a student you have been given an assignment- you leave completing it to the last minute. Is it OK to post the question to a blog or an online discussion and copy the responses or ideas into an assignment document and submit it as your own work?

NO

Why not?

This shows minimum effort, as it was not your thoughts and ideas. So you would have to cite the source correctly.

An abstract graphic at the top of the slide featuring a wavy, flowing shape with a color gradient from dark red and orange on the left to bright yellow and green on the right, set against a black background.

DEVELOP GOOD ACADEMIC PRACTICE

DO

- Cite references and sources

DON'T

- Don't put your whole degree at risk - You wont feel great

ACADEMIC PROCESS TO REPORT UNFAIR PRACTICE

- Access MyDay tile – Academic Office

Phylsogol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Academic Office

Search this site

MyDay Dashboard Departments Quick Links

Welcome to the Academic Office

The Academic Office is responsible for the development and management of the University's academic regulatory framework and quality assurance procedures. It also provides support for the principal academic committees of the University and for its collaborative partnerships.

The Office has its main base on the Carmarthen campus but has an active presence on all of the University's main campuses.

For more information and contact details, please visit the Academic Office webpages.

Quick Links

- [Academic Quality Handbook](#)
- Appendices and Forms
- Calendar 2018/19
- Procedures for Academic Appeals, Complaints and Other Student Cases
- University Regulations: Student Guide
- Published Programme Information
- Swansea Module Repository
- Register of Collaborative Partnerships
- Cross Faculty/Campus teaching and delivery checklist

Croeso i'r Swyddfa Academaidd

Mae'r Swyddfa Academaidd yn gyfrifol am ddatblygu a rheoli fframwaith rheoleiddio academaidd a gweithdrefnau sicrhau ansawdd y Brifysgol. Mae'r Swyddfa yn darparu cefnogaeth ar gyfer prif bwyllgorau academaidd y Brifysgol a'i phartneriaethau cydweithredol.

Mae prif ganolfan y Swyddfa yng Nghampws Caerfyrddin ond mae ganddi bresenoldeb gweithredol ar holl brif campysau'r Brifysgol.

Am fwy o wybodaeth a manylion cyswllt, ewch i dudalennau gwedd Swyddfa Academaidd.

Cysylltiadau Cyflym

- Llawlyfr Ansawdd Academaidd
- Atodiadau a Ffurflenni
- Calendr 2018/19
- Gweithdrefnau ar gyfer Apeliadau Academaidd, Cwynion ac Amodau Eraill Myfyrwyr
- Rheoliadau'r Brifysgol: Canllawiau ar gyfer Myfyrwyr
- Cyhoeddi Gwybodaeth Rhaglenni
- Ystorfa Fodolau Abertawe
- Cofrestr Partneriaethau Cystweithredol
- Addysgu a chyflwyno ar draws Cyfadranau ac ar draws Campysau

AQH – Chapter 13 p.256

FORMS – Academic must complete GA6 and provide evidence

PENALTIES

Guidelines

- Details of the Unfair Practice Guidelines can be found in Appendix GA8.
- 'The outcome is noted on the student's record and the student is placed on a monitoring system such as Academic Probation'.

- ***Summative work***

Points Penalty

- 240 – 329 Formal warning letter (further offences will be repeat offences)
- 330 – 424 Component awarded mark of 0% (fail)
- 425 – 524 All components in module awarded mark of 0% (fail)
- 525 – 559 Student expelled from University and is disqualified from any further study at the University (retains credit previously gained)
- 560+ Student expelled from University and is disqualified from any further study at the University (loses all credit from programme)



BUILD CONFIDENCE

- Learn new academic skills – there are so many academic skills to learn, so put those skills on the top of your learning priorities.
- Take pride in writing in your own style.
- Take pride in developing your own expression and writing style.
- Be confident – you will be proud of all your achievements

Plagiarism, cheating, and collusion

5 reasons **not** to plagiarise:

1. You will be caught
2. Plagiarism is cheating yourself – if you don't know your stuff, who is going to employ you?
3. Anti-plagiarism measures protect your work as well as others'
4. You will be penalised heavily
5. You are making more work for yourself in the long run



A service of iParadigms, LLC

Problems, issues, study skills

- **Student services**

- Study support
- Disability support
- Finance
- Counselling

- **Year tutor**

- Issues with your course
- Illness
- Problems affecting your studies

An orange speech bubble with a white border and a tail pointing towards the bottom right.

If you change your contact details you **MUST** inform the faculty office **AND** Registry.

Extenuating circumstances

- **Genuine** and **unexpected** circumstances that has affected your academic performance or ability to submit your assessments
- Guide in your handbook
- If you are experiencing extenuating circumstances you should see your year tutor
- Written evidence and formal application
- An independent panel will consider your request
- Module tutors cannot grant extensions on coursework deadlines
- You may be granted an extension on the coursework deadline or a 'deferral' or claim may be rejected

Course Reps

We need you!

<https://youtu.be/yy-FVUZCT7E>

Expectations of Course Representatives

- Attend and participate in all Staff/Student Committees (School level) meetings (three a year)
- Attend Course Rep training provided by the Students' Union
- Meet with their Faculty Rep and other Course Reps in the Faculty to discuss ideas & issues
- Promote the role and how students can get in touch with them
- Keep the Students' Union informed of activity and issues
- Talk to students on their course and find out their ideas and issues
- Promote student feedback opportunities such as student feedback surveys and Student Forums

Support for Course Representatives

- Bespoke Course Rep training to equip Reps for the year ahead
- Regular and practical briefings on issues relevant to their role
- Access to additional and voluntary training content
- Online resources to recognise their progress and achievements
- Opportunity to attend a University-wide Course Representative Conference
- Regular contact with Students' Union officers and staff
- Help to promote their role and opportunities for students to get involved in providing feedback and shaping their educational experience

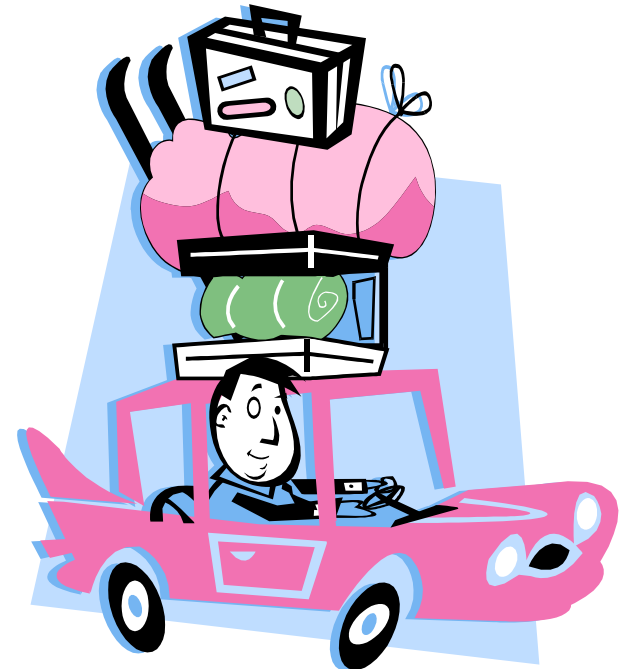
Course Reps

Who'd like to stand?

- BA & HN Events
- BA & HN Tourism
- BA ITTM

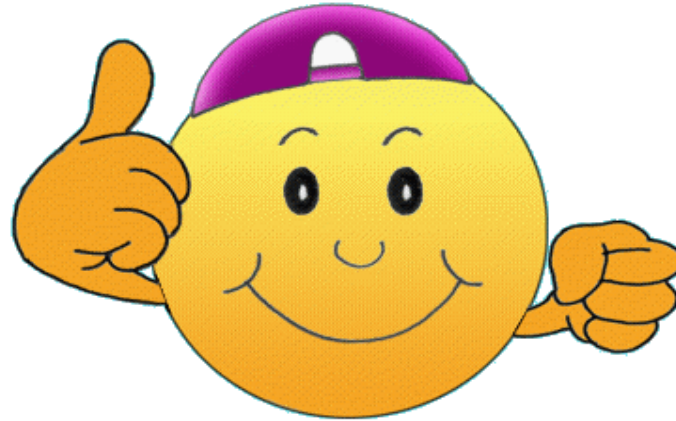
Field Trips

- Module specific visits/trips
- Registration forms required- please complete and return next week



Any Questions?

GO FOR IT !



GOOD LUCK !

Let's get started!
See you next week