

ACADEMIC EXPECTATIONS

How much time should be set aside?

For each paper, plan for 10 hours per week on coursework and associated study.

- There are 3 hours of lectures each week for on-campus students. Distance students should allocate 3 hours to reading lecture notes and/ or watching the lecturers' PowerPoint presentations.
- All students should expect to spend 7 hours each week on personal study including reading, assessment tasks.

How do I get hold of learning materials?

Moodle is the College's web-based learning site and each week *both* distance and on-campus students go there to read course material and do tasks set by the lecturer.

The use of the Moodle website means:

- Students do not need to buy textbooks (unless specified otherwise by their lecturer), as readings are available on Moodle as pdfs or e-books.
- Lecturers no longer need to provide handouts at lectures or send course material to distance students.

To use Moodle all you really need is access to a computer able to run a broadband internet connection, with a sound and video card.

You will require enough computer skills to:

- Send and receive emails.
- Open word, pdf, PowerPoint, video files.
- Type assignments in Word.
- Reply to the lecturer's questions in either a forum or quiz format in Moodle.
- Hand in and collect your assignment online

How are courses graded?

To pass a course you must first pass "terms": meaning that you have done the required work of the course, handed in the assignments and passed the attendance requirement (80%).

Assignments are graded tasks set by the lecturer, which are scheduled for completion by the students during the semester. They consist of:

- written essays, or critical reviews on a topic, and/or:
- in-class presentations; and/or
- oral or written examination held in the exam week at the end of the semester.

If exams are part of your assessment, it's essential that you are available to sit them on the day they are scheduled in exam week.

What if I miss a few lectures or weekly tasks?

Students who do not meet the **minimum 80% attendance requirement** will fail the paper, regardless of how well their assignments are. This is a Good Shepherd College expectation as a government-funded Tertiary organisation.

On-campus students are to attend at least 29 hours of lectures i.e. absent *no more* than 7 hours of lectures in a course a semester.

Distance students need to complete at least 10 (out of the 12 weeks) online tasks within that week of lectures i.e. miss *no more* than 2 weeks.

All attendances are marked by the lecturers.