Preparation for Learning and Teaching at Oxford

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Credit: Paul Billingham, Scot Peterson

Timetable

Time	Topic
10:00—10:30	Welcome, Summary and Objectives
10:30—11:15	Overview of the Tutorial System and Politics at Oxford; Tutorial Case Studies I
11:15—12:30	Teaching Tutorials (plus morning break!)
12:30—13:15	Tutorial Case Studies II
13:15—14:00	Lunch Break
14:00—14:45	Essay Evaluation
14:45—15:45	Other Tutor Responsibilities; Finding Teaching; Legal Issues (plus afternoon break!)
15:45—16:30	Q&A with current students
16:30—16:45	Final questions and discussion

WELCOME AND INTRODUCTIONS

Learning Objectives

- What is an Oxford Tutorial?
  - What is a tutorial; what happens during a tutorial?
  - How do tutorials fit into the overall Politics course?
- How do tutorials fit into the PPE and HPOL degrees and the university framework?
- What are the responsibilities of a tutor apart from tutorial teaching?
- How does one become an Oxford tutor?
  - What kinds of jobs are available?
  - How do I find them?
  - What support will I have?

Vocabulary terms

- Papers
- Lecture list; reading list (divided into topics)
- Tutorial
- Assessment: Formative, Summative
- Collections: 2 meanings! (Mock exam & end-of-term meeting with tutors)
- Exams: Prelims (Preliminary Exams); Finals (Final Honour Schools); First and Second Public Examinations
- Degree Classifications: First (1st), Two-one (2.i), Two-two (2.ii)
- Revision
- Titles: (i) Fellow (College Politics Fellow); (ii) Professor; (iii) Lecturer (Retained, Stipendiary); (iv) Tutor

Overview of Tutorial System

- PPE
  - Prelims: all three subjects
    - Introduction to the Theory & Practice of Politics
    - Exam at the end of the year
  - Final Honour Schools: two; sometimes three subjects
    - Core papers; option papers
    - Exams at the end of 3rd year
- HPOL
- Tutorials (college), Lectures, and Exams (university)
- Responsibilities of the College Politics Fellow
- Responsibilities of the Tutor
  - Tuition
  - Revision
  - Evaluation
    - Formative (essays, tutorials, collections, TMS reports)
    - Summative (final examinations, independently marked)

General Cases

TUTORIAL CASE STUDIES I

Teaching Tutorials

- Preparing your reading list
  - Be sure to understand requirements for the paper
    - Papers can change from year to year, so review each year
  - Can just use DPIR reading list, but can also produce your own, or give additional reading suggestions
  - Choosing topics
    - Prelims is idiosyncratic by college
  - Choosing essay questions
- Scheduling tutorials
  - Timing
  - Location

Teaching Tutorials

- Essays
  - Length
  - How many? DPIR norm is 6.
  - Deadline
  - Read them in advance
  - Feedback
  - Plagiarism & AI
    - https://www.ox.ac.uk/students/academic/guidance/skills
- Length of tutorial
- What happens during a tutorial?

Teaching Tutorials

- Students' conceptions of tutorials (Ashwin 2005)
  1. Tutorials as the tutor explaining to the student what the student does not understand
  2. Tutorials as the tutor showing the student how to see the subject in the way that the tutor does
  3. Tutorials as the tutor bringing things into relation to each other to help the student develop a new perspective in the wider context of the discipline
  4. Tutorials as the tutor and the student exchanging different points of view on the topic and both coming to a new understanding.

Teaching Tutorials

- Tutors' conceptions of tutorials (Ashwin 2006)
  1. Tutorials as a place where tutors help students to develop an understanding of concepts
  2. Tutorials as a place where students see how to approach their discipline
  3. Tutorials as a place where evidence is critically discussed
  4. Tutorials as a place where new positions on the topic are developed and refined

Individual Cases

TUTORIAL CASE STUDIES II

ESSAY EVALUATION

Other Tutor Responsibilities

- TMS reports
- Collections
  - Formative assessment
  - Happen in 0th week of the following term
- Revision
  - Rough departmental norm: four sessions in all core papers; sometimes option papers, too
  - Help them to think cross-topically, in new ways
  - Review the past papers, prepare answers; go over examiners' comments
- Admissions
- Recommendations
- Pastoral responsibility

Finding teaching

- Tutorial register
  - Centrally organized vs non-centrally organized papers
- Different kinds of lectureship
- Adverts – email, Gazette, word of mouth
- Networking
- Visiting students

Legal Issues

- Data Protection Act (2018) & GDPR
  - Restricts use and transmission of personal data.
  - Restricts retention of personal data.
- Subject Access Data Protection Request
  - Data must be disclosed to its subject upon request
- College, University Disciplinary Systems
- University Statutes
  - Examination Regulations (available at examregs.admin.ox.ac.uk)
  - Proctors' and Assessors' Procedures (available at https://www.proctors.ox.ac.uk/what-we-do-0)

STUDENT PERSPECTIVES

QUESTIONS AND DISCUSSION