



# **Department of Computing**

## **Casual Academic Staff**

### **Induction Booklet February 2008**

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## Welcome!

We trust you enjoy your teaching experience with the Department of Computing this semester. To help with this process, the following information has been prepared as a general guide to requirements for casual academic staff. This information should be read in conjunction with the material relating to your appointment and personnel matters.

## 1. Teaching Matters

**Read the Study Guide regularly for the unit you are involved with – it contains information you and the students are expected to know.**

<http://www.comp.mq.edu.au/undergrad/info/units/index.htm>

**Check the unit homepage's "What's on this Week/What's New" before attending your first practical or tutorial class each week.**

### Staff

Unit convenors and lecturers for all computing units may be found at:

<http://www.comp.mq.edu.au/undergrad/people/teachinglist.htm>

### Schedule & University Calendar weeks

Some units have classes that start in Week 1, others in Week 2. Please check the "When do classes start" page on the Computing web-site to determine the week classes start for each unit:

<http://www.comp.mq.edu.au/undergrad/info/unitstart.htm>

Not all units have classes in every teaching week. Please check the Study Guide on the web-site to determine whether or not Tutorials and/or Practicals are running each week. If in doubt please contact the Unit Convenor.

Please note that the numbering of the weeks in a semester is as per the university calendar. So as to make this clear for you, listed below are the weeks with the commencing dates for Semester 1, 2008:

Week 1 Commences 25 Feb  
Week 2 – 3 March  
Week 3 – 10 March  
Week 4 – 17 March  
Week 5 – 25 March  
Week 6 – 31 March  
Week 7 – 7 April  
Week 8 – 28 April  
Week 9 – 5 May

Week 10 – 12 May  
Week 11 – 19 May  
Week 12 – 26 May  
Week 13 – 2 June

### **Textbooks**

Chris Cassidy keeps a library of textbooks. Please contact her if you need to borrow a copy of one of the current textbooks. Note that while we make every effort to secure extra copies of the textbooks, it may not be possible for all casual staff to receive an individual copy. Please refer to your unit convenor for additional resources. All textbooks must be returned to Chris at the end of each semester.

### **Practical/Tutorial Arrangements**

Please contact Chris if you require a folder with a class list.

The folders will provide information from the current lecturer about the current practical/tutorial and a class list. At times the class list will include the marks the student has received to date. If you note a problem with the marks listed, please let Chris know (via email, giving the unit code, your name and details of the particular problem).

Please collect your folder(s) from the mailbox in the E6A tearoom before your first class each week. Please return them via the marked assignment box on Level 1 of E6A. The box is marked “**Class Folder Return**”.

Remember to collect your folder sufficiently in advance to be able to digest the contents before the start of your class.

You will receive unit information via your ...@ics email account. Please check your account regularly.

### **Assignment Marking**

In some units, particularly at 100-level, assignment marking will be undertaken in the practical sessions (see the relevant Study Guide for details regarding assignment arrangements).

Where you are marking in a practical, please ensure you mark the sheets in a pen colour other than black – this will make it easier for Chris to see the details!

Staff will need to work quickly to ensure that as far as possible all students who have assignments to be marked are in fact attended to. Encourage students to add their name to a list on the whiteboard when they are ready for marking so that they can be kept in an orderly queue.

If you are selected to do assignment marking of paper submissions, you are required to return them to us within a fortnight, unless otherwise specified by the Unit Convenor. These assignments should be handed back to Chris Cassidy sorted in alphabetic order. Once the marks have been data entered by Chris, the assignments will be ready for collection by the students, from the Computing Dept - E6A360.

### **Assistance to Students**

Even if students do not DIRECTLY ask for help, try to tease out any problems they may be having (shyness or poor English may cause some students to be hesitant in approaching prac supervisors), so try to be friendly as well as firm.

## Tutor Consultations

For staff allocated to tutorials, you are required to provide an hour of 'associated working time' for each paid tutorial hour. This generally involves providing student consultations.

To help manage this in the Department, we have arranged for a Help Desk separately for each level, in the labs. These are:

Help-101 in lab E6A 110 for consultations on 100-level units

Help-201 in lab E6A 121 for consultations on 200-level units

Help-301 in lab E6A 119 for consultations on 300-level units

As soon as you have accepted the offer of employment, please note your consultation hours on the schedules we have pasted onto the Counter outside the Department Office E6A360. If you are an external applicant please email [Chris Cassidy](#) to let her know the timing of your consultation hours.

## Student Requests

Students may want to change their tutorial or practical class, or won't be able to turn up for assignment marking etc. To ensure fairness and equity in your dealings with students, please note and implement the following:

- For in-class marking, students must attend their scheduled practical class. You will know who is meant to be in each practical class by the class list in the folder prepared by Chris.
- If a student wants to change their practical or tutorial class: all Undergraduate coursework students are able to change classes via the **Web enrolment system**. The Department (be it a practical supervisor, Chris or the Unit Convenor) is not involved with student requests for class changes.
- For 100-level students, it is essential for students to officially change their practical class, as this may be the only one in which they will be able to have their assignments marked.
- To be eligible to temporarily attend a different practical (generally for one week), you will need to contact [Chris Cassidy](#)
- Towards the end of the semester, some students may seek extra assistance in the way of private tuition. It is imperative that you deal with these requests to ensure you are in no way compromising the integrity of the University teaching available to the student. Clearly there could be a conflict of interest if you seek payment from a student that is in your class or who you will mark at some later stage. Standard departmental policy is to discourage tutors / practical demonstrators from involving themselves in this activity, except for units for which they are not involved in giving formal tuition.

## Class Rationalisation

At the time practical supervisors and tutors are arranged, students are still changing their enrolment. This means classes sizes are not normally stable until after Week 2 (at the earliest). Once class sizes have stabilised, it is sometimes necessary to rationalise offerings (for example, to move all students to one lab, rather than have them split into two rooms etc). This will obviously affect the number of practical supervisors and tutors employed. In rationalising classes in order to ensure the efficient use of department resources, equity and fairness are paramount. This is highlighted here to emphasise that such a process does not

reflect on the quality of the supervision provided, but rather on the number of students enrolled in a particular class.

### **Public Holidays**

You will not be required to teach on public holidays as there will be no classes. Friday 21 March and Monday 24 March are public holidays this semester. Please contact the Unit Convenor to discuss how the material for the Tutorial and Pracs is to be handled should classes fall on a public holiday. For example it may be necessary to ask these students to attend a class on any other day of that week. Whatever the arrangement, students need to be notified in advance. This is crucial if marking is to take place during classes in such a week.

## **2. Housekeeping**

### **Chris Cassidy's Availability**

Chris Cassidy is the Undergraduate Administrator and is responsible for administration matters. Chris is available to assist students and casual academics daily i.e. Monday to Friday from 9.30 am to 4 pm. Chris's office is E6A 360.

### **Access and Use of the Tea Room E6A302**

You will need a key to access the E6A tea room. If you do not have access to this room, please contact the Computing Dept E6A360 Monday to Friday between 9.30 am. - 4.00 pm. to request a key. Please note that this is a *staff room* and is used by many people. Please ensure you keep the door closed and do not loan your key to anyone else. Milk is provided but you will need to bring your own tea/coffee. You will need to return this key to Chris Cassidy at the end of the semester.

### **Access to Building E6A**

#### During Semester – Mondays to Fridays

The main entry to Level 1 is open from 7 am to 9 pm this includes the doors and sliding doors.

Entry to the southern end of the building (used to access the labs) is open from 7 am to 1 am.

The lift and the fire stairs near the lift are open 7 am to 7 pm, after which an access card is needed to use the lift.

#### During Semester – weekends and public holidays

Access to Level 2 and 3 are closed except for those with access cards.

#### During the break – All days

The main entry to Level 1 is open from 7 am to 7 pm this includes the doors, lift and sliding doors.

Entry to the southern end of the building (used to access the labs) is open till 1 am, till the date of the Supplementary Exam and is closed thereafter.

Access to Level 2 and 3 are closed except for those with access cards.

Please note: As the second and third floors of Building E6A are closed from 7.00 pm – 7.00 am each weekday and all hours of the weekend (and Public Holidays), you need to take this into account if you are teaching in the Electronics lab on level 2 ie E6A 265.

### Stationery

Should you require stationery (e.g. whiteboard pens etc) please ask for this at the Computing Dept E6A360 Monday to Friday between 9.30 am. to 4.00 pm.

### Mail

Two mailboxes have been set up in the Staff Tea Room. The CASUAL ACADEMIC STAFF PICK-UP mailbox – this should be checked periodically for any mail that we might have left for you. The mail will be in individual covers addressed to you by name.

The CASUAL ACADEMIC STAFF TIMESHEETS mailbox is for you to drop off your timesheets. Do not wait for the last day to drop off your timesheets, but please do so as and when you have completed work for the fortnight. This helps the processing workload at our end.

### Identity Cards

You will be issued with an Identity Card which must be worn in a clearly visible place, while you are on duty that is when taking a class. Please collect your card from the Computing Dept E6A360 Monday to Friday between 9.30 am. to 4.00 pm. Identity cards must be returned to us at the end of the semester.

## 3. Computer Facilities

### Computer Accounts

You will receive a computer account on the relevant server(s). This will enable you to access unit material. If you have any difficulty accessing material, please contact the Computer Technical Services (CTS) Section via [help@ics.mq.edu.au](mailto:help@ics.mq.edu.au) remembering to state who you are and what your problem is. CTS staff can be found in E6A355 or ext 9553 (9.00 – 6.00 Mon to Fri).

**You must NOT use your named staff account for anything other than work directly associated with your employment with the Department of Computing. This is particularly important for casual academic staff who are also Macquarie University students – using your staff account for non-work related purposes is a breach of the laboratory usage rules and could result in suspension from employment and/or your studies.**

### Email Accounts

You will receive an ICS email account. Casual staff who are also students must use their student account while other staff will receive a named @ics.mq.edu.au account. **Unit convenors will use your ...@ics.mq.edu.au address to contact you.** Please make sure you check it regularly. If you prefer to use a non-ics email address, please ensure you have your ...@ics emails forwarded appropriately. Note that we would not recommend using non-ics accounts, as we have experienced difficulties contacting staff whose accounts are full or no longer in existence.

Email aliases have been set up to facilitate contact between staff:

Practical supervisors: <unitcode>-prac@ics.mq.edu.au  
Tutors: <unitcode>-tut@ics.mq.edu.au  
All staff: <unitcode>-allstaff@ics.mq.edu.au

For example, to contact all COMP115 practical supervisors' use:

comp115-prac@ics.mq.edu.au

All emails sent to these aliases will use your ...@ics.mq.edu.au email address.

### **Laboratory Usage**

The Department of Computing provides a range of computing facilities to enable students to undertake the practical components of its teaching program. To ensure fair and equitable access to these facilities, laboratory usage rules have been established.

[http://www.comp.mq.edu.au/undergrad/policies/lab\\_usage.htm](http://www.comp.mq.edu.au/undergrad/policies/lab_usage.htm)

Please ensure you are familiar with these rules.

As the staff member in charge of a laboratory, you are responsible for ensuring due and proper conduct of the class. This may mean asking all non-practical students to leave the room. Note that students do not have a right to use a computer if there is a scheduled class running, unless they are registered for that particular class (and laboratory).

No eating or drinking is permitted in the Laboratories. Should you notice this happening, please ask students politely but firmly to refrain from doing so. If they do not take heed, please ask the Security (Dial 7112) to remove them from the class.

### **Computer Account Problems**

Do not send any students to the Computer Technical Services (CTS) during Week 1. Students who are unable to log on should be asked to sit with another student and complete the practical class together. The student should then be encouraged to try and logon before the start of their next practical class. If there are a large number of students unable to logon after Week 1, send one student to CTS (E6A355) to ask for a CTS officer to attend the laboratory to deal with the problem.

Each student receives a cumulative printing allocation each week. Details are available at:

<http://www.comp.mq.edu.au/undergrad/labs/>

Lab Demonstrators rove around offering assistance to simple technical problems. You can identify them from their staff ID card. Call on their assistance should you be facing any difficulties.

### **Data projectors in the Labs**

Three labs have been fitted out with data projectors - E6A112, E6A119 and E6A121. Access to using these projectors will be via a swipe card. If you are scheduled to have classes in any of these labs please contact Chris Cassidy to obtain a swipe card or if you already have a card, to then have it upgraded to include this access. It is our aim to have all seven computing labs fitted out with data projectors shortly.

## **4. Your Commitment**

### **Staff Matters**

Students have a right to expect professionalism from their teachers. You have undertaken a commitment for the full semester.

**If you are unable to attend a class, it is your responsibility to contact one of your colleagues to try and arrange a swap. Use the email aliases noted above to arrange a replacement. You must also inform [Louella Almeida](#) of such *temporary* changes to your class allocation.**

To find a replacement for a tutorial please contact *only* staff currently doing tutorials in that unit.

If you wish to resign from this position, please contact Louella Almeida as soon as possible and she will arrange a replacement.

### **Louella Almeida's Availability**

Louella is available from 9.30 am to 4 pm Monday to Friday. Drop by at any time to see her. However to avoid disappointment, should Louella be away, please make an appointment to see her prior.

### **Work Hours**

You will need to work the hours that you have agreed to in our offer of employment *and* the tutor consultation times that you have committed to. We would expect you to conduct yourself in a professional manner by turning up for work on time and making yourself available for the entire duration of the allocated class/consultation time.

Please report any sharp drop in class attendance, i.e. less than 5 students, to Louella Almeida and the Unit Convenor as soon as possible.

### **Professional Development**

#### **Foundations in eLearning and Teaching Course**

The Centre for Professional Development (CPD) at Macquarie University runs the above course which is targeted towards new academic staff. The course is run over a period of 4.5 days. If you have not attended such a course before, you are encouraged to do so. The fees are waived for Casual Academic Staff however you will need to obtain approval of your nomination. Visit the CPD website for more details <http://www.cpd.mq.edu.au/>

#### **Getting Started in Teaching Booklet**

The CPD "Getting Started in Teaching Booklet" is meant to support Casual Teaching Staff. Section 3 which focuses on teaching and learning is particularly important and is recommended reading. It will provide you with guidance and helpful techniques.

Please also visit the CPD webpage on "Teaching and Learning and the Macquarie Context" <http://www.cpd.mq.edu.au/induction/tl.htm>

### **Unit Evaluations**

The Department conducts unit evaluations on all units each semester (via the Centre for Professional Development) – <http://www.cpd.mq.edu.au/evaluation/index.htm>

For a more individual assessment of your teaching, you are strongly encouraged to contact CPD to arrange a teaching assessment (called TEDS – Teaching Evaluation Development Service). Note that CPD requires at least ten (10) working days to process requests. Please make sure you contact them in good time if you wish to avail yourself of this opportunity.

### **Research Seminar Series**

The Department has a monthly research seminar program featuring talks of general interest. These are usually held on the first Friday of every month and are advertised on the website at:

<http://www.comp.mq.edu.au/news/seminars/>

There are also more specialised seminars organised by individual research groups. If you are interested in any of these seminars please contact the Director of Research (for the department seminars) or the appropriate coordinator in the relevant research group (for the group seminars).

## Contact

**We will generally contact you via email. Please make sure you read your email account regularly.**

## Changes to Personal Details

The University no longer issues paper pay slips. Your pay details are available at HR Online. If you have not received your password for HR online please contact Philip Dartnell at HR by email: [philip.dartnell@pers.mq.edu.au](mailto:philip.dartnell@pers.mq.edu.au) Please include your staff number in your request. This is found on your contract if you are a casual or on previous pay slips. If you are new HR will tell you your staff number.

Should you move house or have made any changes to your personal details, eg change in name, visa status or qualifications; you will need to fill out the 'Changes to Personal Details' Form 8.11a <http://www.pers.mq.edu.au/forms/8/811a.pdf>

## Occupational Health and Safety (OHS)

### Your Occupational Health and Safety (OHS) Responsibilities

You are responsible for your own safety and that of students in any class you are supervising. To ensure you are trained for this you are required to complete a number of online safety modules within the first four weeks of employment. To complete them you will need your staff (employee) number which will be on the contract copy when returned to you. The modules can be found at the Division OHS website at <http://www.ics.mq.edu.au/ohs/induction/index.htm>

The above training is for new staff only and not for those that completed or attended an OHS training at Macquarie University.

### First Aid

A First Aid box has been set up in the Tea room E6A 302. The name and contact details of the current First Aid Officer is on the front of this box. If you require first aid and are unable to contact an ICS Division first aid officer, please call Security on extension 7112. All Security staff are trained senior first aid officers.

### Emergency Evacuation

If you are the person in charge of a class, you will assume the role of Floor or Area Warden. When you hear the siren, bell or an instruction, please make your way to the assembly point guiding your students there:

- Walk, do not run, to the nearest safe EXIT
- Do NOT use the lifts
- Proceed to the assembly point (refer to placards in the building);
- Return to the building only when instructed by a Warden or Security
- Resume your class

Please visit this webpage <http://www.ics.mq.edu.au/ohs/induction/index.htm> for a copy of the emergency exit plan on each floor of each building. Prior to starting your classes familiarise yourself with those in areas that you will be working in.

### **Maintenance**

If you notice anything that needs fixing eg ripped carpet, broken handrail etc please email [Louella.Almeida@mq.edu.au](mailto:Louella.Almeida@mq.edu.au) The Department will report this to the Office of Facilities Management for it to be attended to.

### **Important telephone numbers**

Emergency 9999  
Security 7112

More information on OHS can be found on the Division webpage at <http://www.ics.mq.edu.au/ohs/general/>

### **Timesheets**

#### **Timesheet Due Dates**

Please check the website for the Timesheet Due Date in 2008. [http://www.comp.mq.edu.au/casual\\_academics/TimesheetDueDates\\_2008.htm](http://www.comp.mq.edu.au/casual_academics/TimesheetDueDates_2008.htm)

#### **Delivery point for timesheets:**

Timesheets should be dropped off into the Casual Academic Staff Timesheets mailbox, in the Staff Tea Room in E6A Level 3.

#### **Department contact:**

Louella Almeida, Phone 9850 9523 or Fax 9850 9551 or Email: [Louella.almeida@mq.edu.au](mailto:Louella.almeida@mq.edu.au)

## **5. Casual Academic Webpage**

If you need any information please first visit the Casual Academic webpage set up on the Department website [http://www.comp.mq.edu.au/casual\\_academics/](http://www.comp.mq.edu.au/casual_academics/)

It contains a lot of very useful information which will be of help to you during your employment. Please also provide us with feedback on how to improve this page.

We trust you enjoy this opportunity and look forward to working with you in the coming semester.

Louella Almeida  
Department Manager (Academic)  
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Macquarie University

Contact:

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