

UCL ARENA

UCL

# UCL Arena Two

## Programme Handbook 2016-17



# Welcome to Arena Two

Arena Two is a course that enables you to focus on and develop your own academic practice. You will explore ways of inspiring your students to learn through active investigation, at all levels of the curriculum, and ways of enabling students to find inspiration in UCL's world-leading research and professional expertise.

Arena Two is a course for UCL staff in all departments; it prepares you to apply for a Fellowship of the Higher Education Academy (FHEA), which is a probationary requirement at UCL and at many UK universities.

Arena Two is based around seven taught sessions. Between the taught sessions you'll be working in peer groups face to face and online, to learn from each other's experience and ideas. You'll also engage with the UCL Peer Dialogue on Teaching which is a requirement for all staff.

You'll also be asked to read some selected literature relating to aspects of higher education, with a particular emphasis on areas of practice most relevant to your role and subject.

## Course aims

Arena Two aims to:

- Prepare you to teach confidently and effectively at UCL
- Enable you to develop in your teaching-related role (including assessment, supervision, tutoring and lecturing)
- Help you make a successful application for FHEA.

Further information:

[www.ucl.ac.uk/arena/two](http://www.ucl.ac.uk/arena/two)

Enquiries: [arena.two@ucl.ac.uk](mailto:arena.two@ucl.ac.uk)

## UCL Arena and HEA Fellowship application

Through the Arena Two course, you will work towards applying for a nationally recognised teaching qualification. An award of Fellowship of the Higher Education Academy provides professional recognition of your practice in line with Descriptor 2 of the UK Professional Standards Framework for teaching and supporting learning in higher education (UKPSF) and entitles you to use the post-nominal letters FHEA. Course content is informed by and mapped to the UKPSF.

## Intended learning outcomes (ILOs) mapped to the UKPSF

By the time you submit your FHEA application, you should be able to:

1. demonstrate that you meet UKPSF Descriptor 2 criteria (see p.8) (All UKPSF dimensions)
2. articulate your approach to education in your discipline at UCL and more widely (K2, K3 and V4)
3. reflect critically on the way your teaching role forms an integral part of your academic practice in a research-intensive environment (A5, K6, V2, V3)
4. integrate partnerships with students into appropriate areas of your academic practice (A4, K1, K5, V1)
5. teach and support students in ways which harmonise with UCL's strategic objectives, particularly in relation to the Connected Curriculum framework (A1, A2, A3, K4)
6. develop professionally as a higher education teacher throughout your career drawing on peer and student feedback, relevant literature, events and analysis of practice (A5, V3).

# Sessions and Activities

Each Arena Two session is two hours long. The purpose of these sessions is to explore aspects of your practice with colleagues and course leaders. Activities which run between sessions are an integral part of the course. The between-session activities will vary in length according to the time you are able to devote to them. A range of additional options is also provided.

This is a practice-based course, informed by evidence-based literature. Through dialogue with your peers and drawing on a selection of relevant literature, you will be able to develop your ideas and approaches to teaching, research supervision and supporting students' learning. We invite you to analyse new ideas, whether from practice or literature, critically. You can apply them creatively to your teaching practice as appropriate to your discipline, and then include them in the case studies in your Fellowship application.

The schedule below provides an overview of the course to help you plan your work.

## Moodle

Arena Two will feature a Moodle site to provide an online learning environment for some of the activities, resources, and discussions. You were enrolled on this Moodle site at the start of the course. Please e-mail [arena.two@ucl.ac.uk](mailto:arena.two@ucl.ac.uk) with any issues.

Arena Two is a 'blended' course, which means that some of the activity takes place in the physical learning environment and some in the virtual. Please refer to the preparation required for each session. The Moodle is designed to enhance your independent and small group-based learning opportunities and contains a wide range of further resources.

Please see Moodle for the full details of all between-session activities.

### Preparation for Course Welcome

- Prepare questions for the Vice-Provost informed by the UCL Education Strategy consultation document, upload them to 'Hot Questions' on Moodle and vote for your favourite question



### Course Welcome with the Vice Provost (Education & Student Affairs)

UKPSF Dimensions K6, V4

During this session, the Vice-Provost (Education and Student Affairs) will answer your 'Hot Questions'. You'll also have the opportunity to follow up on any issues which arise.



### **Session 1: Teaching in your discipline: challenges and solutions**

UKPSF Dimensions K2, K3

In this session, we'll discuss the special characteristics of teaching in your own subject. What inspires you? We'll also consider some of the challenges, and suggest solutions to them.

We'll look at UK Professional Standards Framework (UKPSF) (see p.8) as a way of capturing the areas in which a teacher should be able to demonstrate competence.

Things to do before session 2:

- Analyse learning theory, such as active learning and learning styles



### **Session 2: Classroom interactions**

UKPSF Dimensions - A2, K4

In this session, we will consider different techniques and technologies you can use in the classroom to encourage effective learning.

Things to do before session 3:

- Take a photo of a learning environment
- Use the NUS benchmarking tool for Academic Support for your department



### **Session 3: Creating an inclusive and effective learning environment at UCL**

UKPSF Dimensions – A4, V1, V2

In this session we will think about the challenges and opportunities inherent in UCL's virtual and physical learning environments. We will consider how to provide effective personal tutoring and through the contributions of UCL specialists, we'll discuss different approaches to supporting student learning in diverse cohorts.



### **Session 4: Designing assessment and feedback for learning**

UKPSF Dimensions – the emphasis is on A3; also K3, K4, V1, V3

This session will be wholly online. Using a unit of the 'Arena Digital' course we will learn about technologies for assessment in an online environment. The session will run asynchronously (flexibly in the virtual learning environment, Moodle) over two weeks and conclude with a webinar with synchronous (scheduled) online participation.

Things to do before session 5:

- Find the Quality Assurance Agency subject benchmark statement for your or a similar subject. (All subjects do not have benchmark statements).



### **Session 5: Designing modules to help students learn: an introduction**

UKPSF Dimensions – the emphasis is on A1, K2

In this session, we'll consider how to design a coherent module in the context of a larger programme. We'll use the Quality Assurance Agency (QAA) subject benchmark statements as a basis for designing learning outcomes, learning activities and assessment tasks.

Things to do before session 6:

- Browse examples of research-based education at UCL including cases on the Teaching and Learning Portal
- Look at the Connected Curriculum webpages and note what implications CC may have for your programme.



### **Session 6: Developing research-based education and a Connected Curriculum** **UKPSF Dimensions - All dimensions are relevant to the Connected Curriculum**

In this session, we shall discuss how we can improve our teaching, especially in light of UCL's educational priorities: partnering with students and connecting the curriculum. We'll identify specific measures we can take and learn about ways to measure the efficacy of our innovations and interventions.

Things to do before session 7:

- Look at guidance for compiling an application for FHEA
- Read the sample applications on Moodle.



### **Session 7: Quality assurance, quality enhancement and your continuing professional development; writing your application**

UKPSF Dimensions – the emphasis is on K6; also K5, V4

In this session we'll think about what teaching quality assurance and quality enhancement mean for your students and (increasingly) your career. We'll also look in detail at the Fellowship application process and what you need to do before the end of your probation.

# Applying for UCL Arena and HEA Fellowship

Having completed the Arena Two course, you will have opportunity to submit an application for Fellowship of the Higher Education Academy. As the course progresses, you will be able to develop a clear understanding of the application format. By session 6 you will have drafted a case study for your application (and uploaded it to Moodle). You will then peer review a case study written by a colleague.

All the sessions are mapped to the UK Professional Standards Framework (UKPSF). You will be able to apply your Arena Two learning to develop your educational role as you gain more experience of teaching and then use these experiences as the basis for your application.

Fellowship (Descriptor 2) is awarded to individuals who are able to provide clear evidence of success and effectiveness in relation to their professional role, which will include teaching and/or learning support responsibilities. An award of Fellowship entitles you to use the post-nominal letters FHEA.

## Oral/Multimedia option

If you prefer, you can replace 'Section 3: Narrative Case Studies' with an oral/multimedia presentation which you upload to Moodle. There is an 'Oral/Multimedia' submissions area on the Arena Two Moodle submissions page.

Your presentation can take any form (PowerPoint with voice over, video or images, Prezi, etc). It should last 18-20 minutes. 20 minutes is the maximum. The quality of your presentation is not assessed but the content should be clear.

Your oral/multimedia presentation is assessed against the same criteria as a written application, so ensure that you provide evidence of effective approaches across all the dimensions of the UKPSF.

## Developing your application

During Arena Two, you will be introduced to the UKPSF and supported in identifying and developing your professional experience so that you can demonstrate attainment of Descriptor 2. To apply for Fellowship, you will need to complete a UCL Arena Fellowship Application Template. This is a written application containing six sections:

- Section 1:** Information about the Applicant;
- Section 2:** Your Professional Activities and Continuing Professional Development;
- Section 3:** Narrative Case Studies;
- Section 4:** Analysis of Development during Arena Two;
- Section 5:** References;
- Section 6:** Staying in Good Standing with your Professional Development.

Section 3 consists of 4 x 600 word case studies (2400 word limit total). Section 5 requires two references. Your referees (at least one of whom needs to be from UCL) should be able to comment on your professional achievements in relation to teaching, research supervision and/or supporting student learning in higher education, and they need to read your application and provide comments on the basis of their knowledge of your work and how you meet the criteria.

You will receive support from the Arena Two tutors and your peers as you develop your application, including peer review of drafts, an application development workshop, and short individual writing tutorials if required.

You can find detailed information about the UCL Arena application on the Arena Two Moodle, under 'Application Submission'. This includes the application template, copies of the UKPSF, sample case studies, information for referees, and sample references. You can also confirm your plans to apply, book a tutorial, and submit your application on this page.



## Descriptor 2: Fellow Overview of the UKPSF

**For participants in Arena Two, around two to three years of experience of teaching/supporting learning in higher education is advisable.**

Fellow demonstrates a broad understanding of effective approaches to teaching and learning support as key contributions to high quality student learning. Individuals should be able to provide evidence of:

- 1) Successful engagement across all five Areas of Activity
- 2) Appropriate knowledge and understanding across all aspects of Core Knowledge
- 3) A commitment to all the Professional Values
- 4) Successful engagement in appropriate teaching practices related to the Areas of Activity
- 5) Successful incorporation of subject and pedagogic research and/or scholarship within the above activities, as part of an integrated approach to academic practice
- 6) Successful engagement in continuing professional development in relation to teaching, learning, assessment and, where appropriate, related professional practices

### Areas of Activity

- A1 Design and plan learning activities and/or programmes of study
- A2 Teach and/or support learning
- A3 Assess and give feedback to learners
- A4 Develop effective learning environments and approaches to student support and guidance
- A5 Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluations of professional practice

### Core Knowledge

- K1 The subject material
- K2 Appropriate methods for teaching and learning in the subject area and at the level of the academic programme
- K3 How students learn, both generally and within their subject/disciplinary area(s)
- K4 The use and value of appropriate learning technologies
- K5 Methods for evaluating the effectiveness of teaching
- K6 The implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching

### Professional Values

- V1 Respect individual learners and diverse learning communities
- V2 Promote participation in higher education and equality of opportunities for learners
- V3 Use evidence-informed approaches and the outcomes from research, scholarship and continuing professional development
- V4 Acknowledge the wider context in which higher education operates recognising the implications for professional practice

### UCL Arena Events

These events are popular with staff across UCL. You will benefit from the expertise of colleagues who teach and support learning in a welcoming, informal environment. You can add your attendance at these events and what you gained from them to the record of your professional development in Section 2 of your UCL Arena application.

### UCL Arena Essentials

These are short, topical lunchtime sessions led by CALT Teaching Fellows for anyone who teaches and/or supports students' learning at UCL. They each cover an essential teaching practice, such as 'Effective lecturing', 'Evaluating your teaching', or 'Helping students understand assessment'.

### UCL Arena Exchange

These seminars feature presentations from colleagues who teach and/or support student learning across UCL. They provide an opportunity for you to hear about examples of good teaching practice and discuss them informally with engaged UCL colleagues.

### UCL Conferences

On 05 June 2017 there will be an internal student engagement event, featuring UCL ChangeMakers workshops and Provost Teaching Awards. Further details will be available shortly.

UCL will host a large international conference held on 26-28 June 2017. Further information is available on the website: [bit.ly/2cW71lw](http://bit.ly/2cW71lw)

### UCL Arena Digital

Online courses and resources are provided to enable you to extend your students' learning beyond face to face sessions.

UCL Arena Digital is fully online and will take only 2-3 hours of your week. The course is made up of three Units. Each unit will last 2 weeks and there will be breaks in between Units. Each fortnight will end with a live online webinar where you can share your experiences with your colleagues on the course.

The course is designed so you can take all three Units, or the Units that interest you.

- **Unit 1: multimedia** – find out how to create and embed media and interactive tools in Moodle to enliven the online environment for your students.
- **Unit 2: communication** – discover ways of using tools inside and outside of Moodle to communicate with students and support their collaboration with each other.
- **Unit 3: assessment and feedback** – explore ways of using the online environment to create new kinds of assessment and give feedback to students.

We hope you enjoy and benefit from your engagement with Arena Two. Please get in touch with any questions, comments, or feedback.

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