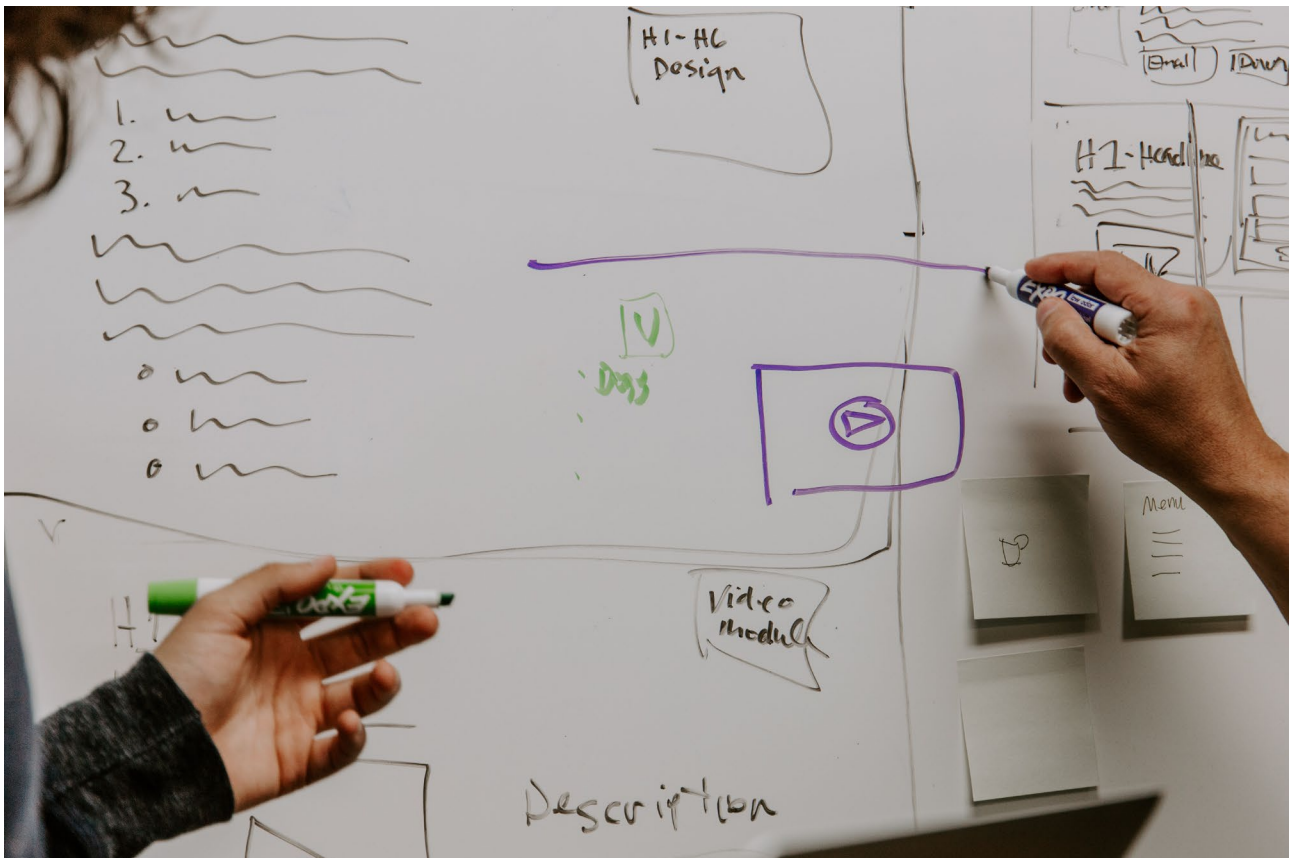


Preparing for a Course in Medicine

Guidelines for Convenors, Design Groups and Principal Teachers



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eMed Map

eMed Map (<http://emed.med.unsw.edu.au/>) is comprised of a number of forms used to capture information about courses in the undergraduate Medicine program, including learning activities, assessments and graduate capabilities. Course designers and convenors, in collaboration with nominated principal teachers, are responsible for completing and updating the information in these forms.

Why Fill in the Map?

- Use of the Map by teachers and designers will facilitate the delivery of an integrated, comprehensive and up-to-date program now and in the future.
- The Map provides staff and students with an overview of the content covered in the Medicine program.
- Students have indicated that they use the information in the Map in their learning and find incomplete forms very frustrating.
- Information is drawn from the Map to produce the Student and Facilitators course guides for each course. If the “aims”, “key concepts” and “key references” fields are not completed before the deadline for preparing the course guides NO information about the learning activity will be included in the guide, apart from the title.

Map Glossary

Assessment Activity form (AAF) – these forms in the Map hold information about course assessments including End of Course exams, projects and assignments.

Course Outline form (COF) – this form in the Map contains general information about each course.

Learning Activity form (LAF) – this form in the Map holds detailed information about each scheduled learning activity in a course.

Learning Context form (LCF) – this form in the Map contains information about the different learning contexts in a course (i.e. scenarios for Phase 1, cases or issues for Phase 2 etc.)



Map Checklist

For Course Convenors and Design Groups:

Course Outline Form (COF)

- Check through the Course Outline Form (COF) for your course.
- Update information, as required.
- Change design status to **completed** once all information is correct.

Learning Context Forms (LCFs)

- Check the Learning Context Forms (LCFs) for your course.
- Update information, as required.
- Change design status to **completed** once all information is correct.

Learning Activity Forms (LAFs)

- Create a Learning Activity Form (LAF) for each scheduled Learning Activity in the course.
- Complete the Designer (white) section of all LAFs.
- Once the design details of the LAF are completed, change the **Designer Input Status** to **completed**.
- Inform Principal Teachers that they need to fill in the principal teacher section for their Learning Activities in the Map.

Assessment Activity Forms (AAFs)

- Create an Assessment Activity Form (AAF) for each Group Project and Individual Assignment, and for the End of Course Exam.
- Ensure that the **AAF** for the **End of Course Exam** is **completed correctly** with all 6 components filled in. (**NB:** This information is needed for the Tracking and Results systems).
- Once AAFs are complete, change the **Designer Input Status** to **completed**.

For Principal Teachers:

- Complete the Principal Teacher's (grey shaded) section of the LAFs for each Learning Activity you are delivering in the Course.
- Change **Teacher Input Status** of LAF to **completed**.

Tips for finding your LAFs Quickly

- Click on **Map Search** in the navigation column (left hand side) of the Map.
- Type your name into the search box.
- If you are involved in many activities in the Medicine program you can **refine your search** by setting criteria listed under the "**Advanced Search**" options.
e.g. You may wish to limit your search to your lectures for cycle A of Society and Health in Phase 1 by selecting the relevant criteria.

Important Points to Remember



Using the Map to identify gaps and overlaps.

By using the Map search function, it is possible to get an overview of where specific content has been or will be delivered in the future.

The various views in the Map can also allow you to gain a big picture view of what will be covered in other courses of the program.

It is important that you are aware of what has been covered in previous courses, so you can build on content already covered and avoid unnecessary repetition.

Need more Help?

Detailed instructions for using the Map can be found in the **Map Help** located at the top of the Map screen.

For further assistance, contact **eMed Map/Moodle Support** in the Medicine Education and Student Office
Phone: 9385 8795

Keep in mind that the **audience is both staff and students** and word the information accordingly.

Keep the “**Aims**” and “**Key Concepts**” fields as **concise** as possible –detailed notes can be provided to students via the WebCT Course site.

“**Aims**” indicates the **general purpose** of the activity. You can use a statement (e.g., to introduce students to the eMed systems) or an essential question (e.g., what is eMed?).

“**Key Concepts**” indicates the **key information to be covered** in the activity. (e.g., concepts, theories, activities, procedures)

Learning objectives are not required in the Map.

Use Australian spelling.

In the “**Thesaurus Keywords**” field, use only terms from the **Health and Ageing Thesaurus** linked to the Map LAF.

Any discipline specific terminology that is not covered in the thesaurus should be included in the “Key Concepts” field.

Provide **complete references** in the “**Key References**” field using the **APA** Citation Style. Please indicate when references are NOT required.

Provide any **additional information** for yourself or other staff in the Designer or Principal Teacher’s **Notepads** (these are not seen by students).

Only edit information relating to your own learning activities, unless otherwise authorized.

Guides and Manuals

The Learning Resources staff in the Medicine Education and Student Office (MESO) co-ordinate the production and printing of guides and manuals for the new Medicine program. This is done in collaboration with Course Convenors.

In general, all materials required for printing should be finalised approx **5 weeks** before the commencement of the course. If you are running a course in the first eight weeks of Session 1, materials need to be finalised by the end of the first week in January.

Student and Facilitator Guides

Information in the guides about individual learning activities and assessments are exported from the Map. Therefore, all **LAFs and AAFs need be completed before the guides are produced**. The Course Outline Form in the Map lists the deadline date for LAFs. Please make every effort to have the Map completed **before the deadline**.

Additional information such as course introductions, detailed instructions for facilitators relating to Scenario Group Sessions etc. should be sent Learning Resources staff before the deadline.

Please use the appropriate Microsoft Word templates for your course (available from the Faculty website at: <http://www.med.unsw.edu.au/medweb.nsf/page/Medicine+Program+Resources>) to make the production of guides as efficient as possible.

Practical Manuals

Student instructions and notes for science practicals should be sent to Learning Resources staff four weeks before course begins.

Moodle Course Sites

The Learning Resources staff located in the Medicine Education Development Unit administer the Moodle course sites for the undergraduate Medicine program.

All teaching staff producing PowerPoint lecture notes and other handouts for students enrolled in undergraduate Medicine course are encouraged to provide an electronic copy for inclusion in student course materials.

Any material to be placed in Moodle for students or staff should be sent to Kerrie Arnhold (kerriea@unsw.edu.au). If your file is too large to email, an alternative delivery method can be organised.

Timetable

eMed Timetable and all room bookings are managed by the Medicine Education and Student Office. Please liaise with Elena Mankovskaia (elenam@unsw.edu.au) regarding any Timetabling and/or room requirements for your course.

Timetable Checklist

For Course Convenors and Design Groups:

- Obtain the master version of the Course timetable spreadsheet for your course from the MESO, and strictly adhere to this master for all subsequent timetabling.
- Confirm with the MESO that rooms are booked for all tutorials / practical classes
- Confirm teaching staff for all activities.

When all details are confirmed, sign off on the final version of course timetable spreadsheet and return it to Elena Mankovskaia (elenam@unsw.edu.au) for uploading into the eMed Timetable system.

NOTE: All learning activities are exported from the Map, therefore all LAFs, etc need to be completed before the Course timetable can be uploaded.

Requirements for Scenario Group Sessions

All material including student handouts and other equipment (e.g. sphygmomanometers) that will be required for scenario group sessions should be confirmed and submitted to the Learning Resources staff **four weeks prior** to course commencing.

Medicine Education and Student Office

Contact Information:

Administration

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