

Undergraduate Teaching Opportunities Programme (UTOP)

<Sample only>

Students will assist with module XXXX in Semester 1 (or 2) of Academic Year 2021/2022.

During this period, they will learn to:

- 1) To support the module by involving in teaching duties, as assigned by the supervisor;
- 2) *To be determined by the supervisor;*
- 3) *To be determined by the supervisor, etc.*

Briefing Points:

- 1) A student embarking on UTOP will declare at the start of the semester, before accepting the assigned teaching assignment, that he or she has **no conflict of interest**. For instance, this means no personal relationships (e.g., siblings) with students enrolled in that specific module, that semester.
- 2) Meet with the supervisor early to find out exactly what are the assigned duties, deliverables. Agree on the expectations and things to do.
- 3) etc.

Assessment:

- 1) All teaching related duties for the assigned module should be submitted directly to the supervisor. In general, one should keep the assigned supervisor up to date (the easiest way would be to simply send regular journal entries, or have regular communications).
- 2) etc.

The module deliverables:

- ❖ Keep a journal of what has been completed, what may be outstanding (e.g., preparation work, briefings, teaching observation, teaching practice, etc.).