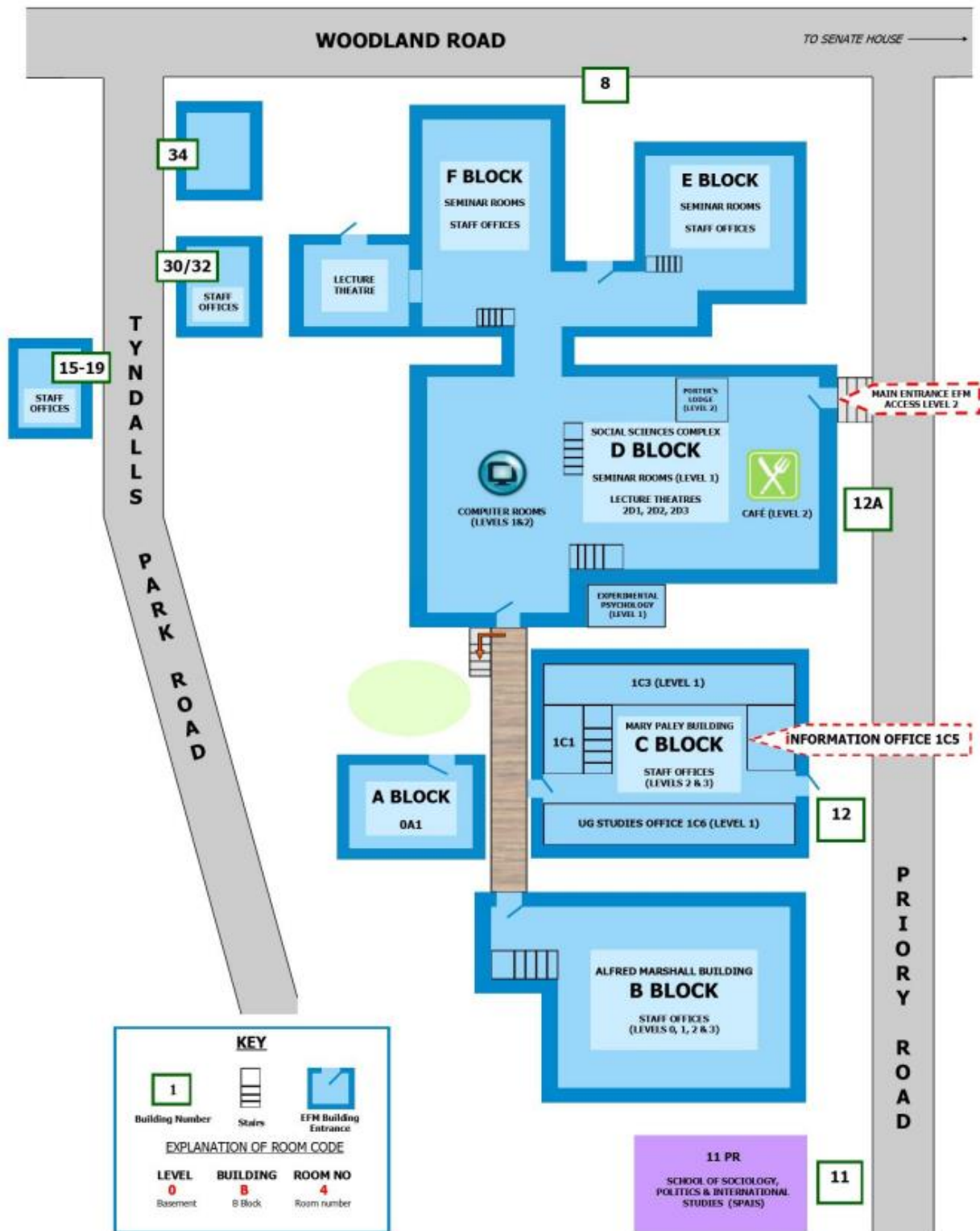


Introduction to EFM and Teaching Practice

University of Bristol
School of Economics, Finance and Management



Map: School of Economics, Finance and Management



Contacts List

Administrative Staff

Undergraduate Information Office

Usually the first port of call or reference for undergraduate students. This office can deal with most queries that will arise from students.

Room 1C5, Mary Paley Building, 12 Priory Road

Undergraduate Student Administrators	Joy Cogzell Rachel Cardew	Tel: 0117 33 10500 Email: efim-info@bristol.ac.uk
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Undergraduate Administration Office

Staff here can help you with most matters related to UG study. There are certain areas of specialism (e.g. Tali is the contact for Erasmus and Study Abroad schemes. Brian is the contact for overseas students on Tier 4 visas and he will request bits of information from you about the engagement of these students.)

Room 1C6, Mary Paley Building, 12 Priory Road

Student Administration Manager	Joan Batchelor	Tel: 0117 33 10517 Email: joan.batchelor@bristol.ac.uk
Undergraduate Administration Supervisor	Tamsin Hart	Tel: 0117 33 10513 Email: tamsin.hart@bristol.ac.uk
Undergraduate Student Administrators	Jordan Collver	Tel: 0117 33 10515 Email: jordan.collver@bristol.ac.uk
	Jessica Wedlake	Tel: 0117 33 10514 Email: jessica.wedlake@bristol.ac.uk
	Emma Davies	Tel: 0117 33 10508 Email: emma.davies@bristol.ac.uk
Undergraduate Student Administrator Erasmus/Study Abroad Coordinator	Tali Rossant	Tel: 0117 33 10501 Email: tali.rossant@bristol.ac.uk
Engagement Monitoring Administrator	Brian Carter	Tel: 0117 33 10503 Email: brian.carter@bristol.ac.uk

Graduate Studies Office – Student Support

This office focuses on student support and can help with enquiries raised by students.

Room G.01, 15-19 Tyndall's Park Road

Email: efim-pgsupport@bristol.ac.uk ; Tel: 0117 39 41514 or 0117 39 41513

Graduate Studies Manager	Jane Pitfield	Tel: 0117 39 41512 Email: jane.pitfield@bristol.ac.uk
Postgraduate Student Support Supervisor	Jen Williams	Tel: 0117 39 41516 Email: jennifer.williams@bristol.ac.uk
Postgraduate Student Administrators	Clare Pinnock	Tel: 0117 39 41511 Email: clare.Pinnock@bristol.ac.uk
	Paul Warren	Tel: 0117 39 41515 Email: paul.warren@bristol.ac.uk
	Jessica Jonerheim	Tel: 0117 39 40516 Email: jessica.jonerheim@bristol.ac.uk
	Graham Cockerill	Tel: 0117 39 41510 Email: graham.cockerill@bristol.ac.uk
	Rosie Miller	Tel: 0117 39 41522 Email: rosie.miller@bristol.ac.uk
Postgraduate Student Administration Assistant	Amy Thomson	Tel: 0117 39 41514 Email: amy.thomson@bristol.ac.uk
Student Administration Assistant	Rory Snailham	Tel: 0117 39 41513 Email: rory.snailham@bristol.ac.uk

Graduate Studies Office – Admissions/Applicant Support

Inquiries from applicants for postgraduate study in the school.

Room G.11, 15-19 Tyndall's Park Road

Email: efim-pgadmissions@bristol.ac.uk

Postgraduate Admissions Supervisor	Rob Parsley	Tel: 0117 39 41509 Email: rob.parsley@bristol.ac.uk
Postgraduate Admissions Administrators	Sally Ogden	Tel: 0117 39 41508 Email: sally.ogden@bristol.ac.uk
	Michelle Johnson	Tel: 0117 39 41505 Email: michelle.johnson@bristol.ac.uk
	Kathryn Maycock	Tel: 0117 39 41507 Email: k.maycock@bristol.ac.uk
Postgraduate Student Admissions Assistant	Sophie Amor	Email: sophie.amor@bristol.ac.uk

Academic Staff

Departmental Staff

Economics		
Head of Department	Sarah Smith	Tel: 0117 92 89847 Email: sarah.smith@bristol.ac.uk
Head of Teaching	Alvin Birdi	Tel: 0117 33 17105 Email: alvin.birdi@bristol.ac.uk
Head of Research	Jon Temple	Tel: 0117 92 88430 Email: jon.temple@bristol.ac.uk
Accounting and Finance		
Head of Department	Mark Clatworthy	Tel: 0117 39 41479 Email: mark.clatworthy@bristol.ac.uk
Head of Teaching	Stuart Cooper	Tel: 0117 39 41480 Email: s.m.cooper@bristol.ac.uk
Head of Research	Nick Taylor	Tel: 0117 39 41498 Email: nick.taylor@bristol.ac.uk
Management		
Head of Department	Andrew Sturdy	Tel: 0117 33 17910 Email: andrew.sturdy@bristol.ac.uk
Head of Teaching	Ann Rippin <i>and</i> Antony Beckett	Tel: 0117 33 17938 Email: ann.rippin@bristol.ac.uk Tel: 0117 33 17405 Email: antony.beckett@bristol.ac.uk
Head of Research	Jonathan Beaverstock	Email: jonathan.beaverstock@bristol.ac.uk

School Staff

Head of School	Steve Lyne	Tel: 0117 92 88408 Email: stephen.lyne@bristol.ac.uk
School Manager	Don Rintoul	Tel: 0117 92 88417 Email: don.rintoul@bristol.ac.uk
School Impact Director	Simon Burgess	Tel: 0117 33 10764 Email: simon.burgess@bristol.ac.uk
Director of Graduate Studies	TBC	
Director of Undergraduate Studies	Luis Correia	Tel: 0117 33 17404 Email: luis.correia@bristol.ac.uk
Senior Tutor (PG)	Annalaura Marini	Tel: 0117 92 88428 Email: a.marini@bristol.ac.uk
Senior Tutor (UG)	Daniella Acker	Tel: 0117 39 41476 Email: Daniella.acker@bristol.ac.uk
Admissions and Transfers	Richard Tutin	Tel: 0117 39 41501 Email: Richard.tutin@bristol.ac.uk
Student Progress Y1	Jahirul Islam	Email: jahirul.islam@bristol.ac.uk
Student Progress Y2	Steven Proud	Tel: 0117 928 9844 Email: steven.proud@bristol.ac.uk
Erasmus Exchange (incoming)	Leandro de Magalhaes	Tel: 0117 33 10692 Email: leandro.magalhaes@bristol.ac.uk
Erasmus Exchange (outgoing) Study Abroad (incoming)	Gregory Jolivet	Tel: 0117 92 88263 Email: Gregory.jolivet@bristol.ac.uk
Senior Executive Assistant	Beverly Watts	Tel: 0117 92 88411 Email: b.watts@bristol.ac.uk
School Administrative Assistant	Tamsin Phillips	Tel: 0117 33 10997 Email: tamsin.phillips@bristol.ac.uk

Programme Directors

Economics Programmes: Economics Economics with SCE Economics and Finance	Jahirul Islam	Email: jahirul.islam@bristol.ac.uk
Accounting Programmes: Economics and Accounting Accounting and Finance Accounting and Finance with SCE	Daniella Acker	Tel: 0117 39 41476 Email: Daniella.acker@bristol.ac.uk
Econometrics Programmes: Economics and Econometrics	Frank Windmeijer	Tel: 0117 92 88423 Email: f.windmeijer@bristol.ac.uk
Management Programmes: Management Management with SCE	John McCormack	Tel: 0117 33 10693 Email: j.mccormack@bristol.ac.uk
Management Programmes: Economics and Management Accounting and Management	Sheena Vachhani	Tel: 0117 92 88438 Email: s.vachhani@bristol.ac.uk
Joint Programmes: Economics and Mathematics Economics and Politics Philosophy and Economics	Steven Proud	Tel: 0117 92 89844 Email: steven.proud@bristol.ac.uk

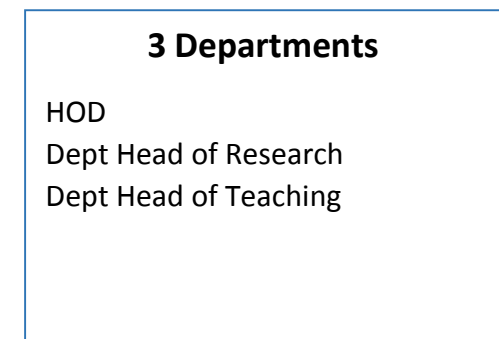
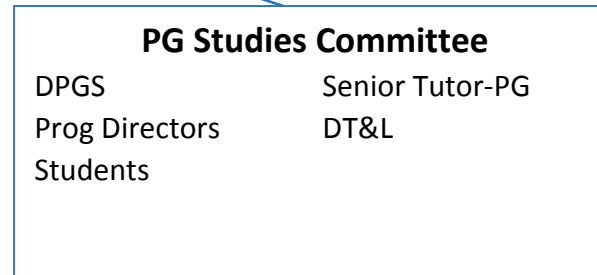
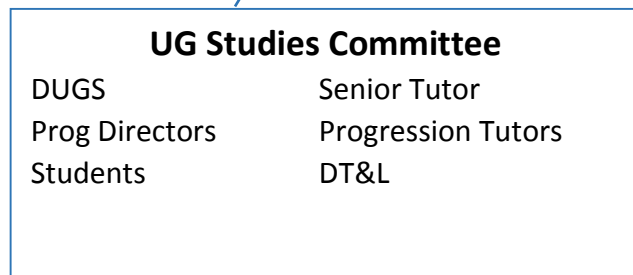
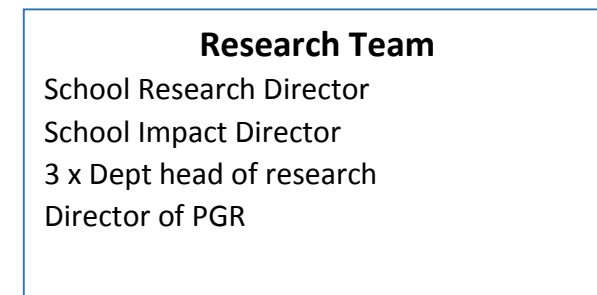
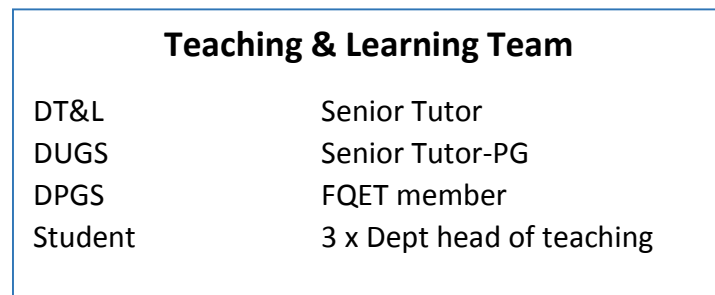
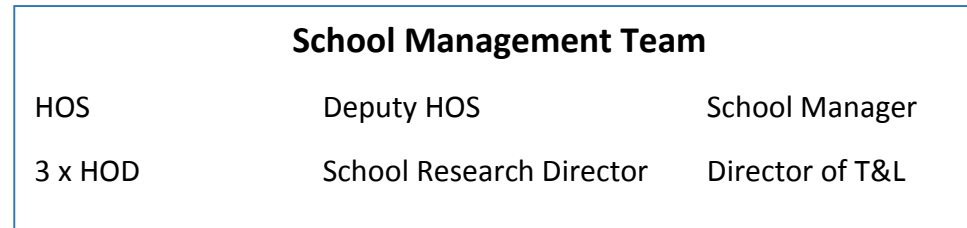
Faculty Staff

Undergraduate Education Director	Rachel Lart	Tel: 0117 954 6706 Email: r.lart@bristol.ac.uk
Graduate Education Director	Humphrey Bourne	Tel: 0117 928 8407 Email: Humphrey.bourne@bristol.ac.uk
Faculty Education Manager	Hannah Quinn	Tel: 0117 92 88899 Email: fem-fssl@bristol.ac.uk
Senior Education Administrator		Tel: 0117 92 89953 Email: fssl-ugadmin@bristol.ac.uk
Faculty Timetabling and Education Officer		Tel: 0117 33 11862 or 0117 92 89008 Email: timetables-fssl@bristol.ac.uk

University Information

IT Services	Tel: 0117 92 87870 Email: service-desk@bristol.ac.uk
Finance	Tel: 0117 92 88591 or 0117 92 88592 Email: fssl-buyers@bristol.ac.uk

School Structure Chart



Further Information about Selected Sessions

Delivering Effective Classes

Small group teaching can be complex and demanding, considerably more so than lecturing, and it can take a number of forms in the areas of economics, finance, accounting and management:

- Quantitative classes where working through problem sets is the focus
- Qualitative classes where discussion of key concepts, questions and journal articles may be the focus
- 'Workshops', including computer workshops

In EFM we pride ourselves on the provision of high quality small group teaching in which independent learning is encouraged and fostered. If tutorials become mini-lectures then we are simply wasting resources because such teaching can be delivered more efficiently in larger groups. We have exercise lectures for this purpose in many units.

This session considers how to create a learning environment in tutorials where students are actively engaged and build on their prior learning. We consider strategies to avoid tutorials becoming mini-lectures in which student participation and engagement is minimal. Engaging students actively in these classes and identifying weak areas in their learning is key to supporting deeper student learning and encouraging independent study and critical thinking.

The session touches on a number of aspects including:

- Planning and structuring a tutorial at the right level
- An overview of how students learn (including how students learn differently) and how you can plan your classes accordingly
- Encouraging deep learning
- Developing effective facilitation skills (listening, questioning and clarifying appropriately)
- Dealing with common problems (e.g. one student dominates, no-one prepares work, everyone is silent, too much material to cover)
- Setting the right expectations

Feedback and Assessment

Assessment is key to students' learning and has many uses apart from giving students summative grades at the end of a unit. Assessment can be:

- *Formative*: where the grade/marks do *not* contribute to the final mark for the unit - its purpose is essentially two-fold: to support students' learning by giving constructive feedback, and to give you feedback on the effectiveness of your teaching.
- *Summative*: where the assessment *does* contribute to final unit marks - demonstrating to what extent students have succeeded in meeting the assessment criteria and the intended learning outcomes of the module.

In this session we look at good practice surrounding formative feedback with some examples of good and poor feedback. Different ways of providing feedback (formal and informal) in a small group

setting and their relative advantages will also be considered (e.g. group feedback, peer feedback, videos etc.) We will also discuss the importance of marking criteria, especially in essays.

We also briefly consider how you can make use of assessment to improve your teaching and students' learning in small group settings.

The session will also look at the NSS results in this area and introduce the School's "Focus on Feedback".

We also look at the exam marking cycle in EFM and what is expected of you in terms of first marking and moderation.

SAFS, reference-writing and other administration duties

This session focuses on record-keeping and other miscellaneous administration and duties (e.g. office hours). It will also look at the NSS and reference writing.

Useful References

Brookfield, S.D. and Preskill, S., 1999, *Discussion as a Way of Teaching: Tools and Techniques for University Teachers*, Buckingham: SRHE and Open University Press

Brown, S. and Knight, P., 1994, *Assessing Learners in Higher Education*, Kogan Page

Entwistle, N., 2009, *Teaching for Understanding at University*, Palgrave Macmillan: Basingstoke

Exley, K. and Dennick, R., 2004, *Small Group Teaching*, RoutledgeFarmer

Exley, K. and Barnett, L., 2006, *The Handbook for Teaching Assistants*, Economics Network

URL: <http://www.economicsnetwork.ac.uk/handbook/gta/>

Fry, H., Ketteridge, S. and Marshall, S., 2008, *A Handbook for Teaching and Learning in Higher Education*, Kogan Page

Morss, K. and Murray, R., 2005, *Teaching at University*, Sage

Northedge, A., 2003, 'Enabling Participation in Academic Discourse', *Teaching in Higher Education*, Vol. 8, No. 2, pp. 169-180

Schunk, D., 2011, *Learning Theories: An Educational Perspective*, Pearson

Strawson, H., Habeshaw, S. and Habeshaw, T., 2013, *53 Interesting Things to Do in your Seminars and Tutorials*, Allen and Unwin

Taylor, R., 2002, 'Seminars', in *Handbook for Economics Lecturers*, Economics Network

URL: <http://www.economicsnetwork.ac.uk/handbook/seminars/>

Tiberius, R., 2012, *Small Group Teaching: A troubleshooting guide*, Routledge

Further Information

Where to go for further information

EFM has an electronic Staff Handbook which is available at:

<https://www.bris.ac.uk/efm/staff/handbook/>

There are sections there on Learning, Teaching and Assessment, Administration, Citizenship and Research.

SAFS

The link for the Staff Feedback and Attendance System can be found from the Staff Handbook link above or directly via:

<http://stafffeedback.efm.bris.ac.uk>

If you have problems using this system, please write to alvin.birdi@bristol.ac.uk with as much detail as possible about the issue. PLEASE DO NOT CONTACT IT-SERVICES DIRECTLY.

Personal Tutoring

Personal tutoring in the School is handled differently at UG and PG level. If you have queries about personal tutoring or difficult cases, you should contact Daniella Acker (UG) or Annalaura Marini (PG) who are the relevant Senior Tutors.

Student Complaints/Difficult Questions

You may be asked questions by students to which you will not know the answer (such as about the degree regulations or appeals). In most cases, these students can be referred to either the Information Office or the Graduate Studies Office. Alternatively you can ask a programme director (see list of staff above) or contact the Director of Undergraduate or Graduate Studies as appropriate.

If a student asks you about appealing an exam board decision, you should refer them to the Examination Regulations (to section 11 in particular) which are found at:

<http://www.bristol.ac.uk/secretary/studentrulesregs/examregs.html>

You could also refer them to the Just Ask team who are based in the Students' Union. The website is:

<http://www.ubu.org.uk/justask/>

Transfers between programmes

Students may ask you about transferring programmes. You should refer them to Ricky Tutin.

The Code of Practice and Regulations

The University's rule book for undergraduate and postgraduate taught programmes is found at:

<http://www.bristol.ac.uk/esu/assessment/codeonline.html>

This is an important reference. Please ensure that any advice you give to students about degree rules and classifications is consistent with what is in this definitive rule book. If you are unsure, ask a programme director or the Director of UG or PG Studies.

Contractual Issues or Office-Related Issues

You should speak to Don Rintoul, our School Manager, in the first instance.

Timetabling Issues

Write to the generic timetabling address given in the details at the beginning of this document or see your Head of Teaching in your Department.

This Document

The most recent version of this document will be stored on the EFM Staff Intranet website. Click on the Staff Intranet link on the top right of the main EFM webpage.

Resources from the Economics Network

The Economics Network website (www.economicsnetwork.ac.uk) has a wide range of resources for early careers lecturers and graduate teaching assistants – below are a few that you might find useful. Though the Network is specifically aimed at Economics lecturers and teachers, many of its resources will be useful to staff in cognate disciplines such Accounting, Finance and Managements.

The Handbook for Economics Lecturers

The handbook offers a set of guides for economics teachers, covering all aspects of teaching. It covers preparation and planning, teaching techniques and problem solving. (<http://www.economicsnetwork.ac.uk/handbook>).

Reflections on Learning

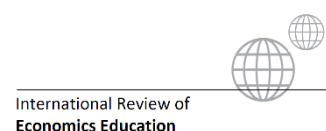


This section of the website contains over 170 individual case studies on teaching and learning. Each case study is an example of innovative methods that can easily be integrated into your teaching –including classroom games, eLearning ideas and alternative learning approaches, such as problem based learning. There is a specific section for GTAs and new lecturers. (<http://www.economicsnetwork.ac.uk/showcase>)

Section 1: Teaching Editor: Peter Doornik	<ul style="list-style-type: none"> • Lectures – John Storey and Chris Hildred • Narratives – Rebecca Taylor • Problem-based Learning – Frank Forsythe • Case Studies – Douglas Ledger • Groupwork and Assessment – Paul Watkins • Joint theses – Tim Eastwood • Video – Louise and Douglas Hildred • Integrating a research @conomics – Catherine McCollough • Teaching Economics – Economic Concepts – Andrew Hurrell • Teaching Economics in Economic – Peter Carriv and John Hurrell • Undergraduate Dissertation in Economics – Neil Smith • Supporting Neuroscience Students – Margaret Deaton and Neil Hurrell • Scientific Case Studies in Economics – Centre for Learning and Todd Lupton • Sustainability in Economics – Andrew Hurrell and Catherine Hurrell
Section 2: Assessment Editors: John Hurrell and David Whigham	<ul style="list-style-type: none"> • Alternative forms of formative and summative assessment – Neil Hurrell • Regulation, Evidence, Detection and Revision – Jennifer Hildred
Section 3: Course Design Editor: David Hurrell	<ul style="list-style-type: none"> • Designing undergraduate degree programmes – Rebecca Taylor
Section 4: Evaluation Editor: David Hurrell	<ul style="list-style-type: none"> • Questionnaires – Jennifer Hildred

The International Review of Economics Education (IREE)

The Economics Network produces an international peer-reviewed journal, which presents and promotes research into effective learning and teaching in economics higher education. Through IREE you can learn about recent developments, ideas and discussions in economics teaching. (<http://www.economicsnetwork.ac.uk/iree>)



The Economics Network Discussion Paper Series

The Economics Network is launching a discussion paper series, which allows academics to share workshop papers and preliminary research on economics teaching in higher education.

Other Open Educational Resources

We have a number of other open educational resources for economics lecturers, such as the following EN projects:

DeSTRESS: <http://destress.pbworks.com/w/page/42308116/Welcome>

TRUE: <http://www.economicsnetwork.ac.uk/projects/oe>

METAL: <http://www.metalproject.co.uk/>

Assessment Question Bank

More than 1300 questions and problems sets are available in the question bank. This is a password protected area of the website, which allows you to assemble, view and print exams or tests for economics students.

(<http://www.economicsnetwork.ac.uk/qnbank/>)

Assessment Question Bank

Up: Home > Learning Materials

This is an archive of assessment questions submitted by the economics academic community, from which you can assemble, view and print exams or tests.

It now has 726 multiple-choice and 577 essay questions, plus more than 100 problem sets. There are 1057 registered users.

Try the Question Bank Taster with a search term.

Search

Essay Questions | MCQ/MRQ

Other Online Learning and Teaching Materials

The Economics Network website also offers a range of teaching materials, including slides, worksheets, videos and assessment material. All of this is free to download and can help you to develop your teaching.

Resources for your students

The Economics Network also runs a student website (www.studyingeconomics.ac.uk), which offers economics students advice on studying, dissertations and exams and careers.

This website is a good place to direct your students, as the information it contains is designed specifically for economics students.

The website also contains materials that your students might find useful, such as the Maths for Economists leaflet, which sets out the mathematical principles and formulae that economics students need during their degree. Paper copies of this are available through the Network (subject to availability) or the leaflet can be freely downloaded at:

http://www.economicsnetwork.ac.uk/themes/maths_formula_sheet.pdf.