TEACHING AT RHUL DCLINPSY
A PRACTICAL GUIDE FOR LECTURERS 2023/2024

Timing of the Teaching Day

The teaching day starts at **10 am** and ends at **5pm**; lectures will be scheduled for either the full day or a half-day session (**10 am to 1pm or 2pm to 5pm**). The lunch period falls between **1 pm and 2 pm**. Trainees also have a 30-minute break during the morning teaching (**11:15 am to 11:45am**) and the afternoon teaching (**3:15pm to 3:45pm).** Speakers are encouraged to plan their sessions (in person and online) in accordance with these timings as trainees may use the scheduled breaks for meetings (i.e., with personal tutors, research supervision etc.) or Q&A sessions schedule during breaks. Please, allow a few minutes at the end for feedback and to catch the train.

As a course we are committed to creating an inclusive environment for all our students, this includes supporting students who observe worship and prayers at various times during the day. Please, note that this might be the reason some students might leave a few minutes earlier or arrive a few minutes after during the lunch break, or indeed leave earlier on Fridays depending on the time of worship throughout the year.

Slides and Teaching Materials

Trainees access lecture slides and any relevant material via DclinPsy Lecture Library Moodle page. It is important that all slides are uploaded as this serves as a database/resource of topics for all students, please note that all slides should identify Learning Objectives as discussed with the academic team.

We are committed to ensure core materials and slides are made available to trainees **at least 48 hours in advance** of their scheduled teaching session to ensure accessibility and maximise their learning, however 5 days is best practice. Invited lecturers should send slides and supporting material via email to dclinpsyslides@rhul.ac.uk for a member of the Academic Team to upload them to Moodle, course staff are asked to upload all slides directly on to the relevant cohort and term on the DClinPsy Lecture Library Moodle page, following the naming convention indicated below. If speakers would like to highlight specific resources or make requests for trainees in preparation for the session, this can be done via email to the relevant distribution lists or posting an Announcement on the Moodle page for the required cohort or via the cohort's Team channel.

Lecture Title*, Surname, (Additional information for other resources), Date

Compassion Focused Therapy, Smith, 17.06.21
Compassion Focused Therapy, Smith, Vignette 1, 17.06.21
Compassion Focused Therapy, Smith, Reading List, 17.06.21

Please note, if you are uploading several documents, it would be preferable to upload all documents into one folder. In this instance, please name the folder using the above naming convention.

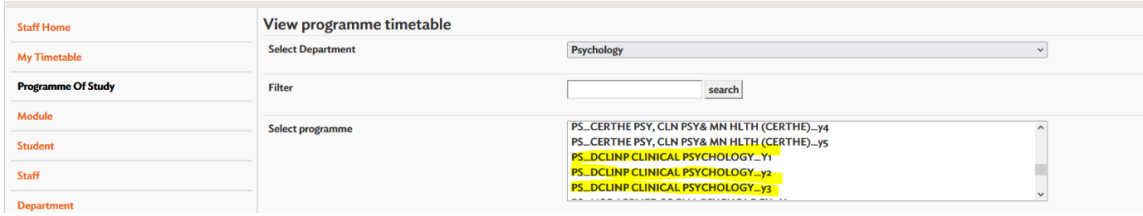
Slides presented on an off-white background with a sans serif font are much easier to read. It is preferable to avoid italics or underline long sentences and use a font size of at least 18points. Microsoft has a build in accessibility checked to help make documents easier to navigate. More tips on how to make your presentations more accessible can be accessed here.

Teaching Rooms

Room details can be found on the relevant timetables accessible via Teams and Moodle and were correct at the time of uploading the schedule; as rooms are managed centrally there sometimes are last minute changes, **it is therefore advisable to check the Academic Timetable** on the college intranet for up-to-date room details, this is accessible to RHUL staff only. **Invited lecturers will be informed about their rooms and any changes by admin, for queries please email dclinpsy@rhul.ac.uk.**

To find out the allocated room on Academic Timetable follow these instructions:

- ✓ Click on Academic Timetable
- ✓ Log in using your usual RHUL log in details
- ✓ Click on Programme of Study and select DClinPsy Y1, Y2 or Y3



- ✓ Select the term or the week you wish to look up
  Please note that the week numbering system starts from the first week College is open in September ('Welcome Week for UGs and PGTs) and continues until the end of August
- ✓ The system will default to show weekdays, but if you are looking for a specific day of the week you can select the day
- ✓ The system will also default to show all day, but you can choose from Morning, Afternoon and Evening
- ✓ Click the View Timetable button at the bottom of the page
- ✓ Capacities for other rooms can be found by looking them up using the 'Location' tab and 'Central Booking'
- ✓ You cannot use the back button on the system, if you wish to go back to amend your timetable search you can use the 'Back To Selection' button under the timetable.

If possible, it is useful to familiarise yourself with the relevant rooms ahead of scheduled teaching sessions to account for room layout, equipment etc. We believe that there should not be any barriers to learning, and that an inclusive, diverse, and supportive environment is key to helping students make the most of their time here. You can view the accessibility information about campus buildings via the AccessAble site. Please, let us know if you have any concerns about the accessibility of teaching facilities so that we can take appropriate action if needed.

Audio-visual facilities on rooms

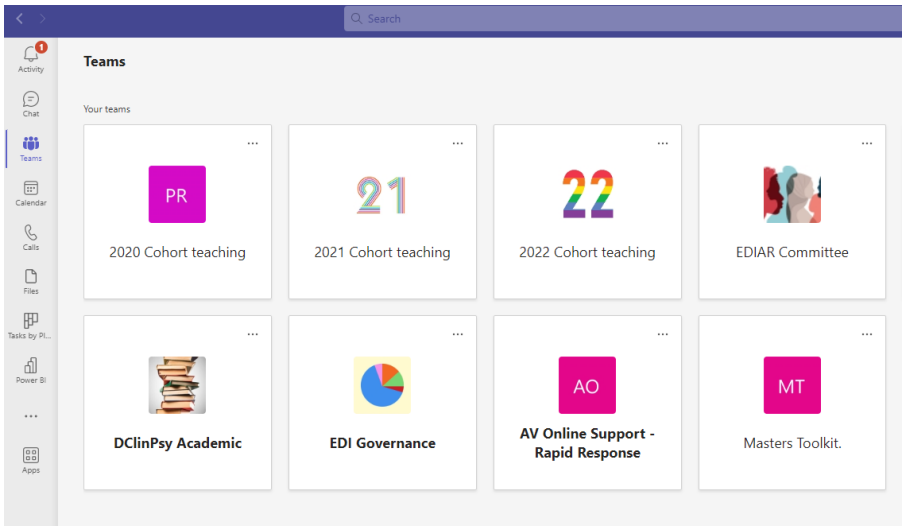
Each teaching room has either a PC or Laptop that will have Microsoft office and Teams applications (including PowerPoint), as well as a web-camera and desk-mounted microphone. Each room will also include either a screen or projector that can be used to display video, and speakers (either built in or wall-mounted) to project sound to the audience. Except for Gower Wedderburn, each room will feature a lectern mounted control panel which will be used to switch the screen on/off, and change sound and video sources (PC, HDMI and VGA). Internal staff can use their RHUL log in details to access these, invited lecturers will be assisted by the cohort IT Rep (see below). Each room will also feature a HDMI cable (in some cases there will also be a VGA Cable for users with older devices) - these are used to display content from the user's own device. The sources (PC, HDMI, VGA) can be selected by plugging the cable into the user's device and using the lectern mounted control panel to select the appropriate source, or in the case of Gower Wedderburn, by using the sole supplied HDMI cable that is usually plugged into the supplied Laptop.

Select rooms from your list that feature a document camera to display hand-written/printed content are JB 0-05, Wettons A and Wettons B, Q170, Moore Auditorium. Like the PC, HDMI and VGA buttons on the lectern control panel, the doc-cam can be selected as source via the control panel. The document camera can also be displayed via MS Teams by opening the Camera Application on the PC/Laptop and sharing the window via the Share Tray in MS Teams.

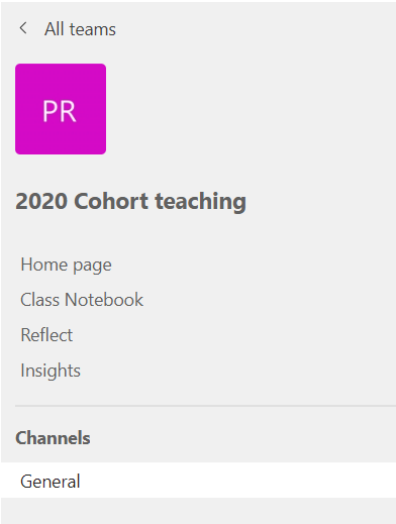
Moore Auditorium also features a Revolabs wearable lapel microphone. These can be used by removing from the cradle, clipping them to the lapel/collar-bone area of clothing and pressing the button once. If these are used, please ensure that they are replaced back in the cradle after use for recharging.

Online Teaching

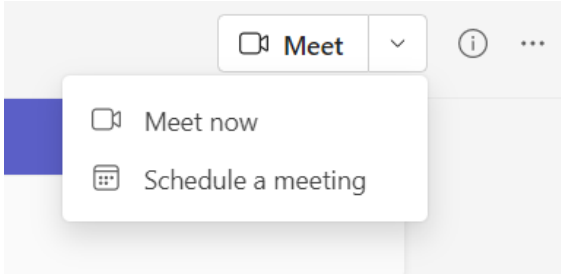
Online teaching is delivered via MS Teams. Each cohort has a dedicated Teams page which staff and invited lecturers should already be added to (please contact admin if this is not the case dclinpsy@rhul.ac.uk).



Once you have clicked on the relevant cohort, you will be taken to the **'General Channel'** for that cohort:



Speakers can simply use the **'Meet now'** function to start a teaching session for the day or '**Schedule a Meeting'** if you wish to set the link in advance:



From there, speakers can then **share screen** and slides. Invited speakers are advised to use their RHUL email to log into the call, as this would grant them more functionalities within Teams.

Please, refer to our brief guide to teaching via Teams for tips that will assist your delivery of the lecture, such as how to create **'Breakout Rooms'** for smaller group discussions/tasks. Microsoft has also a suite of support pages for in meeting controls, break out rooms, etc.

Please note the programme DOES NOT support hybrid teaching. If a trainee approaches you with a request to join online for teaching that is scheduled as face-to-face, they should be directed to dclinpsy@rhul.ac.uk for consideration and told the speaker does not make this decision.

IT Helpers

Within each cohort there are trainees who have offered to be at hand as IT Helpers to support with any IT or audio/visual queries a speaker may have for both in-person and online sessions. For online sessions IT helpers can support with scheduling of the Teams meeting on the relevant channels and the setting up of breakout rooms (IT helpers will need to assign invited speakers as a Breakout room manager to be able to assign participants, open/close rooms, move between rooms, if logging in with an external email). IT helpers typically contact speakers in advance of the sessions to introduce themselves and to ask about any support you may need.

There is also an AV Online Support Rapid Response group on Teams that you can join where you can access AV support during the lecture if you need to (click on 'Join or create team' on the right-hand corner).

Lecture Attendance

Trainees are required to log their attendance for all teaching sessions whether these are face-to-face or online, they should log attendance twice a day, in the morning and the afternoon. Speakers are kindly asked to remind trainees to log in their attendance at the beginning of the day and are invited to include the QR code at the start of their slides. There are also posters across the college's teaching rooms with this information:

https://intranet.royalholloway.ac.uk/restricted/contensis/staff/teaching-and-learning/student-communications.aspx

Recording of Lectures and Remote Attendance

Trainees are expected to attend and fully engage in all teaching sessions (except if leave has been approved or off due to sickness), when online sessions the expectation is for cameras to be switched on and engagement in discussions via chat or direct contributions, please refer to the separate handout on supporting online lectures via Teams. **The programme no longer supports hybrid teaching; therefore, any requests to join in-person sessions via Teams (i.e., due to sickness or transport issues) should not be accommodated.** Trainees are advice to liaise with the academic team and their personal tutors in the event of ongoing difficulties to attend face to face lectures to ensure a supportive individualised plan can be put in place. Likewise, requests for sessions to be audio or video recorded is not currently supported by the course, except for trainees who need this adjustment due to specific needs (i.e., DNS registered students).

Teaching Feedback

Trainee feedback is crucial to the development of course curriculum and initiatives. Trainees are asked to complete anonymous feedback on your contribution. **Please, contact** dclinpsy@rhul.ac.uk **if you would like a copy sent to you**. Please, could you kindly allow 10min at the end of your session for trainees to complete the online feedback form; it would be really help if you could add the link to the end of your slides. The Academic Team will also really value *feedback on your experience* delivering teaching to our trainees. You can do so by emailing the Year Academic Tutor or Academic Director at any time.

HEE, HCPC & BPS Standards

Please ensure the following is covered during your lecture:

- Clearly state your **learning outcomes** at the beginning of the lecture **and capture these on the slides**. This is helpful for trainees, and for auditing purposes and curriculum development.
- Time is divided approximately **50/50 across theory/research and practice** including skills development. Trainee feedback has consistently requested more applied learning, examples of clinical practice when possible, role-plays, modelling strategies and competences, etc.
- Ensure issues of **diversity and inclusion** are addressed in your lecture, this might refer to gender, race, culture, religion, ethnicity, disability, economic status, sexuality or other, and how they refer to clinical practice. HEE also encourages courses to include consideration of **prevention practices** across all work.

Support for Lecturers/Speakers

Teaching can be an incredibly rewarding experience, particularly when the audience is as engaged, keen, and knowledgeable as our trainees are. However, we also appreciate the fast-moving field of critical pedagogy, the increased amount of technological tools we can draw upon including AI, the importance and challenge of decolonising and diversifying knowledge, and the need to increase our accessibility to name a few. The Academic Team is working on developing workshops, reflective spaces and a resource library that will be available for everyone supporting our academic endeavours. We are also happy to be contacted at any point for informal discussions and/or to access resources to support your teaching. The academic Team is formed by:

Gail Wingham – 1st Yr Academic Tutor
Lauren Bryan – 2nd Yr Academic Tutor
Tracy Teng – 3rd Yr Academic Tutor
Elizabeth Harding – Assessments Tutor
Olga Luzon – Academic Director

We would like to take this opportunity to thank you for your contribution to our course curriculum, we really value your expertise and support to our course.