Postgraduate Diploma in Education in the Field of Digital Education and Online Teaching

Programme Handbook 2024

This booklet aims to help prospective students for the Postgraduate Diploma in Education in the Field of Digital Education and Online Teaching Programme to gain an understanding of the courses offered and some key administrative aspects of the diploma.

Contents

Welcome and Introduction

Dear Prospective Student,

Welcome to the Postgraduate Diploma in Education in the Field of Digital Education and Online Teaching programme at Wits School of Education (WSoE). The fact that you are in this group means that you are to be congratulated on your academic achievement in reaching this stage of your career. Well done!

The Postgraduate Diploma in Education in the Field of Digital Education and Online Teaching programme is a programme that opens opportunities for career development, for professional renewal and for personal development. The purpose of the programme is to provide educators, lecturers, trainers, and anyone involved with online learning or using Information Communication Technologies in their learning environments with the necessary knowledge, skills, and competencies in digital education, teaching, and online learning. We hope that during this year we will be able to build on what you have already achieved.

The Postgraduate Diploma in Education in the Field of Digital Education and Online Teaching programme and Timetable for 2024 can be found on page 5. The curriculum consists of four components offered within this programme (1) Instructional Design, (2) Teaching with Technology, (3) (3) e-Assessment in Education, and (4) New Direction in Digital Learning. Students must complete the full curriculum as stipulated to complete the qualification.

Good Luck with your studies. We look forward to collaborating with you in furthering your studies and enhancing your professional practice.

Fatima Makda
Postgraduate Diploma in Education in the Field of Digital Education and Online Teaching
Programme Co-ordinator
Leseding Building L263
Email: Fatima.Makda@wits.ac.za

The Academic Staff

Your lecturers are passionate about education and teaching in South Africa and are committed to its improvement and development. Lecturers are involved in teacher and research associations and attend national and international conferences, and so are in touch with the latest educational developments both nationally and internationally.

Take this opportunity to learn as much as you can from them. Your lecturers are invested in helping you build your knowledge and skills. If you experience any difficulties during the year that might affect your studies, please talk to one of your lecturers about it. It is often easier to deal with problems earlier rather than later and your lecturers are experienced in doing this and wish to help and support you as much as they can.

Programme Co-ordination Staff
Co-ordinator
Fatima Makda
Leseding Building L263
Email: Fatima.Makda@wits.ac.za

Administrator
Ms. Cathrine (Nini) Monyane
Room: A204
Tel: 011 717 3221
Email: Cathrine.Monyane@wits.ac.za

Please direct all general inquiries to our administrator.

Faculty Enquiries, 2nd Floor, Campus Centre
Deputy Faculty Registrar: Ayanda Zwane
Tel: 011 717 3021
Email: Ayanda.Zwane@wits.ac.za

Senior Faculty Officer: Faith Herbert
Tel: 011 717 3018
Email: Faith.Herbert@wits.ac.za

Faculty Officer: Madile Ntebe
Tel: 011 717 3271
Email: Madile.Ntebe@wits.ac.za

Faculty Admin Assistant: Lebo Mokone
Tel: 011 717 3332
Email: Lebo.Mokone@wits.ac.za

Timetable

Course Codes	Course Name	Semester	Day	Time
EDUC5278A	Instructional Design	1	Tuesday	16h00 – 19h00
EDUC5279A	Teaching with Technology	1	Thursday	16h00 – 19h00
EDUC5280A	e-Assessment in Education	2	Tuesday	16h00 – 19h00
EDUC5281A	New Directions in Digital Learning	2	Thursday	16h00 – 19h00

Note: If you are a part time student, you will complete the programme over two years. During your first year you will complete courses EDUC5278A – Instructional Design and EDUC5281A – New Directions in Digital Learning. During your second year you will complete courses EDUC5279A – Teaching with Technology and EDUC5280A – e-Assessment in Education.

Programme

		Week No.	Week Range	Description
Semester 1	Block 1	0	Jan 29, 2024 - Feb 09, 2024	Gateway to Success
		1	Feb 12, 2024 - Feb 16, 2024	Lectures/Tutorials
		2	Feb 19, 2024 - Feb 23, 2024	Lectures/Tutorials
		3	Feb 26, 2024 - Mar 01, 2024	Lectures/Tutorials
		4	Mar 04, 2024 - Mar 08, 2024	Lectures/Tutorials
		5	Mar 11, 2024 - Mar 15, 2024	Lectures/Tutorials
		6	Mar 18, 2024 - Mar 22, 2024	Lectures/Tutorials
		7	Mar 25, 2024 - Mar 29, 2024	Lectures/Tutorials
	Study Break		Mid-term Vacation/Study/Research Break Thursday 28 March – Sunday 07 April (11 Days)	
	Block 2	8	Apr 08, 2024 - Apr 12, 2024	Lectures/Tutorials
		9	Apr 15, 2024 - Apr 19, 2024	Lectures/Tutorials
		10	Apr 22, 2024 - Apr 26, 2024	Lectures/Tutorials
		11	Apr 29, 2024 - May 03, 2024	Lectures/Tutorials
		12	May 06, 2024 - May 10, 2024	Lectures/Tutorials
		13	May 13, 2024 - May 17, 2024	Lectures/Tutorials
		14	May 20, 2024 - May 24, 2024	Lectures/Tutorials
	Study Break & Exams		Study Break Friday 24 May - Thursday 30 May (07 Days)	
			Examinations Friday 31 May - Friday 28 June (20 Days)	
			Winter Vacation/Study/Research Break Saturday 29 June - Sunday 14 July (16 days)	
Semester 2	Block 3	15	Jul 15, 2024 - Jul 19, 2024	Lectures/Tutorials
		16	Jul 22, 2024 - Jul 26, 2024	Lectures/Tutorials
		17	Jul 29, 2024 - Aug 02, 2024	Lectures/Tutorials
		18	Aug 05, 2024 - Aug 09, 2024	Lectures/Tutorials
		19	Aug 12, 2024 - Aug 16, 2024	Lectures/Tutorials
		20	Aug 19, 2024 - Aug 23, 2024	Lectures/Tutorials
		21	Aug 26, 2024 - Aug 30, 2024	Lectures/Tutorials
	Study Break		Mid-term Vacation/Study/Research Break Tuesday 03 September - Sunday 08 September (6 days)	
	Block 4	22	Sep 09, 2024 - Sep 13, 2024	Lectures/Tutorials
		23	Sep 16, 2024 - Sep 20, 2024	Lectures/Tutorials
		24	Sep 23, 2024 - Sep 27, 2024	Lectures/Tutorials
		25	Sep 30, 2024 - Oct 04, 2024	Lectures/Tutorials
		26	Oct 07, 2024 - Oct 11, 2024	Lectures/Tutorials
		27	Oct 14, 2024 - Oct 18, 2024	Lectures/Tutorials
	Study Break & Exams		Study Break Wednesday 23 October - Tuesday 29 October (7 days)	
			Examinations Wednesday 30 October - Tuesday 26 November (20 days)	
			Summer Vacation/Study/Research Break Thursday 28 November	

Components of the Programme

Courses

Your curriculum consists of the following components:

1. Instructional Design
2. Teaching with Technology
3. e-Assessment in Education, and
4. New Direction in Digital Learning

Instructional Design

This course focuses on outcomes-driven sequencing and pacing of learning environments (Gagné), the "chunking" of integrated learning modules within the limits of working memory (information processing theory), and the embodiment of a virtual teacher or mediator in the design of structured learning pathways (constructivist learning theory), in a complex model of curriculum design for online learning. The course provides students with the knowledge and skills to create situation-specific online learning modules and live web-based training sessions, teacher/trainer-led learning guides and support materials.

Teaching with Technology

This course focuses on using ICTs within different teaching and learning environments, highlighting the importance of the effective use and application of various digital tools to enhance teaching-and-learning practices. Topics include pedagogy and the technology-enhanced classroom; effective instructional strategies; adopting a blended learning approach; selecting an appropriate learner management system (LMS); implementing technology-enhanced teaching; using collaborative and interactive learning tools; gamification and eLearning simulations; feedback and assessment tools; integrating technology into curriculum planning and evaluating the effectiveness of technology-enhanced teaching.

e-Assessment in Education

This course introduces a variety of techniques for assessing classroom-based learners using online digital platforms. It covers theory and practice of e-assessment and includes theoretical frameworks like behaviourism, cognitivism and constructivism and the way they shape e-assessment. The principles that govern e-assessment and how e-assessment can be aligned with learning objectives, curricula and pedagogy are examined.

New Direction in Digital Learning

This course focuses on the use of technologies for improved teaching and learning. It covers emerging digital learning environments connecting them with teaching and learning. The course explains the latest trends in educational technology which are analysed, and technological affordances are explored to determine their potential to improve teaching and learning in specific contexts. Participants have an opportunity to analyse their current contexts in relation to pedagogic problems, students' learning needs and current available technologies. Students apply relevant research to solve problems suitable for their contexts.

Course Participation

As you will learn in this programme, we subscribe to the view that learning takes place within communities of practice, which are established and maintained over time. Both lecturers and students have crucial roles in maintaining these communities.

In this programme, we expect each student to come prepared for each session, having done all the required tasks and to be ready to contribute by raising questions and by engaging with questions that others raise, with the goal of together coming to a better understanding of the issues under consideration.

Additionally, we expect you to develop a sense of professionalism. This includes coming on time for course sessions, being prepared, and completing all assessments by the specified time, in short, acting as professionals.

Assessments

All the courses adopt a continuous assessment approach and require submission of several deliverables during the year. Due dates and times will be indicated by lecturers. There will be a final assessment for each course, which might take the form of a traditional examination or a take-home assessment. External examiners are involved in the moderation of final assessments, and these usually count for at least 30% of your final mark.

In the case of take-home summative assessments (which are examination equivalents) it is important to note that extensions and late submissions are not permissible. Take-home summative assessments must be handed in on the due date and at the specified time. If you cannot do this for legitimate reasons (e.g., illness) you will be required to apply for a deferred examination, with supporting documentation, in the same way that you would for a traditional exam. If you do not do this, you will be considered to have failed (absent) as if you were absent from a traditional examination. You cannot pass a course if you have a failed (absent) for an examination. Supplementary examinations are not offered in the Postgraduate Diploma in Education in the Field of Digital Education and Online Teaching programme.

Registration and Amendments (Changes to your Registration)

It is your responsibility to check the accurateness of your registration. The University does not send out letters of registration, so it is up to you to access your Wits email and Self-Service portal and attend to the accuracy of your registration. At registration you will receive your Wits email address, please check it frequently to ensure that you are registered for all the courses and that the course codes are correct. Your email is the only form of communication tool between Wits and you the student.

You have the responsibility to check that you are correctly registered for ALL the necessary courses. Students may change their registration in the first two weeks of the first semester. To do this, complete a course amendment form and submit this to the Faculty Office. Swopping one course for another during these periods will not incur any fees or penalties. Thereafter, late amendments will not be permitted. For more information about fees please see the Schedule of Fees book available at registration or from the Faculty Office or online.

The programme co-ordinator cannot be held responsible for incorrect registrations. You should not attend lectures for courses for which you are not registered. If your registration is incorrect or incomplete, it will result in you not graduating, even if you attended all lectures and passed all courses. This is a very important aspect of your academic responsibility, so make sure you are correctly registered.

Other Important Information

Facilities
Harold Holmes Library / Education Library
The Education Library is situated on the Education Campus and supports the teaching, learning and research of Wits Education. It also provides special room facilities for all postgraduate students.

Library Hours

Monday, Tuesday, Thursday 08h00-21h30
Wednesday 09h00-21h00
Friday 08h00-17h00
Saturday 09h00-13h00

April, mid-year, and year-end breaks

Monday, Tuesday, Thursday, Friday 08h00-17h00
Wednesday 09h00-17h00
Saturday Closed

Education Librarian:

Ms Alison Chisholm,
Tel: 011 717-3240
Email: Alison.Chisholm@wits.ac.za

The Education Library incorporates a strong collection of educational material, posters and audio-visual media which is available to students.

The Wits School of Education [WSoE] Writing Centre
The Wits School of Education Writing Centre is a satellite of the main Wits campus Writing Centre and was established in 2010 to give undergraduate and postgraduate Education students support with their academic writing. The centre employs several senior Education students who are trained to work with students on an individual basis to develop their writing confidence and proficiency. Students who attend the Writing Centre receive individualised attention regarding their conceptualisation, organisation, and expression of ideas.

If you would like to make an appointment with a writing consultant, please visit the centre which is open from 13h00 to 17h00, Monday to Friday, First floor WSoE Harold Holmes Library. You need to bring a draft of the assignment or chapter on which you are working. If you are a postgraduate student, you will be matched with a postgraduate writing consultant.

Computer Facilities

The university has several walk-in centres with computer equipment for the use of students. To gain access to these facilities students must register with the Computer Centre through Wits Education. Students make use of these facilities to access email and develop skills necessary for academic work.

Grievance Procedure

Should you have a grievance about a matter related to your studies, please follow these steps:

1. Consult your lecturer. Should the matter not be resolved, then proceed to 2.
2. Contact the course co-ordinator. Should the matter still not be resolved, then proceed to 3.
3. Draft a letter detailing the nature of your grievance. Submit the letter with supporting documentation to the programme co-ordinator to request a meeting. To meet with the programme co-ordinator, you must officially request an appointment. Should the matter still not be resolved, then proceed to 4.
4. Request an appointment to see the Head of Division. Should the matter still not be resolved, then proceed to 5.
5. Request an appointment to see the Head of Postgraduate Studies. Should the matter still not be resolved, then proceed to 6.
6. Request an appointment with the Head of School. This is seen as a last step. If the problem is still not resolved.
7. Request an appointment with The Dean of Faculty of Humanities.

In every step of this procedure, you are advised to summarise the meeting in an email to the person that was met with, where agreements and remedies that were agreed upon, are set out in detail. A paper trail is always a good record. Please do not escalate matters without having followed the protocol above.

DP Policy (Due Performance/Satisfactory Participation)
Purpose of the DP Policy

To acculturate students into helpful academic practices such as attending lectures and tutorials, participating in discussions and activities, and completing assignments. Students are expected to attend a minimum of 80% of lectures and tutorials. The DP gives us a way of ensuring that you participate in the course throughout the year, thus participating in and contributing to an emerging community of practice in your course.

DP Requirements

Course co-ordinators/methodologists may or may not nominate appropriate DP requirements for their course. Check your course outline in this regard.

Absence During Term Time

Students are strongly discouraged from taking leave during teaching blocks. If, however, in exceptional circumstances the need to do so arises (e.g., if asked to represent the university or province at a sports event) permission should be asked for well in advance. The student should take an official letter of invitation to each course lecturer and get it signed before taking such leave. Arrangements should be made in advance for work missed to be done. Assignments due should be submitted before the period of absence.

Cancellation of Registration

If you decide to discontinue your studies and to cancel your registration for either the whole course or any part of it, please make sure that you carry out the necessary procedures with the faculty office. Do not simply disappear and assume that your failure to attend lectures or submit assignments will be sufficient to inform the University of your decision. If you fail formally to cancel your registration, you will still be legally bound to the University for the payment of fees, and you will be recorded as having failed your course(s) at the end of the academic year.

Late Submission Policy

Purpose

1. To provide clear and explicit guidelines for the practice of awarding marks for late submission.
2. We aim to be fair to the group as a whole by consistent practices, but we also want to be fair to the individual by recognizing your particular circumstances.
3. We do not want to reward dishonesty. We know that students sometimes use excuses to make up for insufficient planning.
4. The policy gives a yardstick for normal practices; however, a lecturers' discretion will guide whether you are given a special dispensation.

All coursework is expected to be handed in on the due date and time stipulated. If there is an exceptional reason you are unable to hand in your work on time, you are required to apply for an extension with the lecturer concerned well before the due date. Assignments that are not submitted on time will be subject to the following policy:

> Assignments will NOT be accepted more than 3 days (including weekends and public holidays) after the due date. The maximum mark for submissions which are 1 – 3 days late will be 50% of the total marks (e.g., for an assignment marked out of 20, the maximum possible mark would be 10 but could be less than 10 depending on the quality of the work). Assignments received more than three days after the due date will receive a 0 mark. Please note that late submission policy starts the moment that the submission deadline was not adhered to.

Assignments placed under office doors will be considered not to have been handed in, will not be marked, and will also be given a mark of 0%.

N.B. Lecturers and tutors will not read drafts of assignments. The Wits Writing Centre is a university resource that is available to all students, to assist with assignment planning and writing, so make use of their services timeously.

Documentation

You are expected to submit a medical certificate to the lecturer and to the administrator in the event of absence due to illness. Please note that a letter from a doctor, which stipulates that you are booked off for a period of time, is the only acceptable documentation. A letter merely stating that you visited the doctor/clinic on the day in question, is not sufficient and will not be accepted.

In the event of a student being absent from lectures, assessments, assignment submissions, presentations, due to unforeseen circumstances, the appropriate documentation must be provided to the administrator of the programme who will then forward it to the relevant lecturer/ tutor. The above also applies should a student request to be excused for late submission. Please familiarise yourself with the university policies regarding this.

In the unfortunate event of the death of a family member/close friend, you will be required to provide a copy of the death certificate or an official funeral programme. Should you be the victim of a crime or accident, you will need to include a police case number and/or supporting documentation with the police station stamp and date on it.

Extensions

It may be appropriate to ask for an extension (by an individual or group) for the submission of an assignment but do remember it could impact negatively on your other work, where deadlines also apply. Negotiate with the lecturer before the submission date, as extensions could also impact their planning and turnaround time.

Resubmission
Where we are dealing with formative assessment you could be requested to resubmit an assessment. Please check the date and time of such resubmissions with the relevant lecturer.

Late Submission Problems
Students often give problems with printers, computers, data, internet connection, load shedding etc. as a reason for late submission. Please note that these reasons are not an excuse for late submission. This usually occurs due to poor time management and planning thus we suggest that you look at your workload and other schedules carefully and plan accordingly.

Submission and Submission Dates
As the course is blended, all submissions will be done through ULWAZI (Learning Management System). Submission deadlines are communicated in the course outlines issued at the beginning of a course. Where the dynamic nature of the course results in a new assignment emerging during the course, deadlines will be negotiated with the class concerned.

Academic Misconduct
Academic misconduct includes any action which gains, attempts to gain, or assists others in gaining or attempting to gain an unfair academic advantage. It includes Plagiarism as defined below, collusion, cheating, copying, contract cheating, fabrication of data, the use and/or possession of unauthorised materials or devices during an assessment; and falsification or misrepresentation of information including, falsification of a medical certificate, and/or changing a script after it has been marked.

For example, students who have:

- colluded/cheated with each other through WhatsApp and/or other social media groups
- colluded/cheated with each other through in-person interactions
- copied from one another
- borrowed other students/individuals work
- used and/or are in possession of unauthorised materials, webservices and devices
- downloaded essays (other assessment equivalents) from the Internet, e.g. chegg.com.
- made someone else write out answers for them during an assessment
- committed plagiarism
- made payment to a third party to complete assessments, assignments or provide solutions on behalf of them
- falsified or misrepresented information (documents or fraudulent medical certificates)
- changed a script and/or answers and/or marks after an assessment is marked
- entered false logbook entries
- fabricated research data
- forged documents other than medical certificates
- published course materials on sites without permission
- stolen exam scripts or any assessments through hacking or physical stealing etc.

The University views academic misconduct in a very serious light. Students engaged in academic misconduct may find themselves sanctioned by the Student Academic Misconduct Committee or will be referred to the University's Legal Office in terms of the Rules for Student Discipline. Such misconduct may result in punishment which includes but is limited to an exclusion from the University.

Plagiarism

Plagiarism is a form of Academic Misconduct and is described as the failure to acknowledge the ideas and writings of others and/or the presentation of others' ideas or writings as one's own. This definition includes intentional and/or unintentional failure to acknowledge the ideas or writings of others.

For example, this includes using someone else's work and passing it off as your own. It refers to copying other people's work word for word, or only making minor changes to it with the intention of representing it as your own. This does not mean that you are forbidden to use every word or phrase that appears in a text from which you are working. In particular, you will almost certainly need to repeat technical vocabulary. However, when you reproduce whole sentences or paragraphs without indicating that these are original quotations or paraphrased from your original source, this will be considered as plagiarism.

To avoid plagiarism, you must:

- Use your own words. It is very important that the bulk of your essay demonstrates your own understanding of the topic without an over-reliance on the words of others, i.e., extended direct quotations.
- Ensure that all source material is consistently and appropriately referenced by using the style and conventions for APA referencing. Each student has access to the School of Education's Handbook to APA Referencing. Please make use of this handbook when citing and referencing your work.
- Remember that all ideas, concepts, thoughts, points of theory, data and writings of other persons must be referenced. If it is not a product of your own mind, you must acknowledge where it came from (the source).
- It is your responsibility to ensure that you are familiar and understand what constitutes plagiarism and how to avoid it.

The following referencing inadequacies should be noted:

- Insufficient referencing - information is referenced only now and then, and much of it is not referenced at all.
- Unacknowledged paraphrasing is also considered to be plagiarism. The words might be yours (mostly), but the ideas are not.
- No references given - not one reference appears in the text of the essay, regardless of whether a reference list is given or not. Such an essay will fail, no matter how good it is.
- Blatant plagiarism - sentences or even paragraphs are copied verbatim from a source, with no quotation marks used and/or no reference given.

The University views plagiarism in a very serious light. Students that submit work that contains plagiarised material may find themselves sanctioned by the Student Academic Misconduct Committee or will be referred to the University's Legal Office in terms of the Rules for Student Discipline. Such misconduct may result in punishment which includes but is limited to an exclusion from the University.

For more information, please read the Academic Misconduct Policy. This can be accessed through the link: https://www.wits.ac.za/media/wits-university/about-wits/documents/Academic-misconduct-policy.pdf

Please note that all assignments will need to be submitted to Turn-it-in which provides a similarity index score. As a guideline, a similarity score of above 15% is considered too high. If you require assistance with learning how to integrate sources appropriately into your academic essays, book a consultation at the Writing Centre. There is also a leaflet compiled by the chief librarian on this matter available in the library.

Communication and ULWAZI

The platform that is used to communicate with students, make resource materials available, post assignments etc., is ULWAZI. The system will automatically send an email to your registered student email address. Make sure that you access your student email regularly, and that it is connected to your smart device, should you have one. Notices are posted by lecturers/tutors on this platform on a regular basis, so make sure that you know your way around the ULWAZI platform to find important course information.

Assessment Submission

You are expected to submit a copy of your assignments and final assessment on the day/date/time specified on the course outline, or on an official announcement on ULWAZI. Make sure that you keep a copy for your own records until you receive it back.

Final Note

We hope that you will enjoy this programme and find it useful. If you have any concerns, please speak to us. We would like to be able to provide whatever help and support we can, as soon as possible.

Wishing you well with your studies.

Fatima Makda
Programme Co-ordinator

Assignment Cover Page

Student no (please ensure this is correct and legible):

Course Name and Course Code:

Lecturer / Tutor:

Assignment due date:

Full Topic:

I have handed in a plagiarism declaration separately:
Yes

Your assignment will not be accepted without your plagiarism declaration.

Declaration of Original Work:

I, (Name and surname) _____,

Student number: _____

know and accept that Academic Misconduct (i.e. any action which gains, attempts to gain, or assists others in gaining or attempting to gain an unfair academic advantage including plagiarism, collusion, cheating, copying, contract cheating, fabrication of data, the use and/or possession of unauthorised materials or devices during an assessment; and falsification or misrepresentation of information including, falsification of a medical certificate, and/or changing a script after it has been marked) violates the principles of integrity and honesty that form the foundation on which scholarship is built.

Please confirm the following:

	I declare that the assignment, activities, quizzes, forum discussions, projects, class test, essay, examination, proposal, research report, dissertation, thesis (Please tick the relevant box) entitled_____ and handed in on the date below is my own unaided work.
	I have complied with all of the assessment instructions and requirements. I did not use unauthorised materials, webservices and devices; pay a third party to complete this work for me or provide solutions/answer to me; conversely; collude through whatsapp and social media groups, and "other online platforms" and/or in-person interactions; falsify information.
	My work does not contain plagiarised material and I have complied with all of the applicable academic conventions in respect of referencing. I have acknowledged and duly referenced all direct quotations and paraphrased ideas.
	I have provided a complete and accurate, alphabetized reference list, as required by the School's method of referencing (described in the Referencing Handbook).
	I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work. I have not provided my solutions/answers to others using social media or any other platform.
	I have submitted a Turn-it-In report together my own work.
	I understand that the University of the Witwatersrand, Johannesburg may institute student disciplinary proceedings should there be evidence of plagiarism and/or academic misconduct.

Signed: _____

Date: _____

Wits School of Education