

FIE: Foundation for International Education

New Faculty Orientation



The full *Faculty Handbook* is on the Faculty Resources
section of MyStudy@FIE

FIE: Foundation for International Education

- Founded in 1998 to provide innovative, high-quality study abroad programmes
- Not-for-profit organisation
- Currently works with ~50 U.S. and international universities to deliver their study abroad programmes in London, Dublin, and Amman
- Look at our website for more information on FIE www.fie.org.uk

Mission and Values

○ Mission:

To provide high quality educational experiences to the global community. In pursuit of these goals, FIE is committed to the development of creative learning environments wherein an understanding of, and appreciation for, the privileges and responsibilities of international citizenship is fostered. This commitment is driven by the belief that interaction between people of diverse cultures is the base upon which empathy among nations is built

○ Values:

- Knowledge and inclusivity
- Ethics and human rights
- Social and cultural reflection and action
- Commitment to the environment

○ Charting the Course

Diversity and Inclusion

- FIE is committed to the principle of equal opportunity in education and employment and in the administration of educational, admissions, and employment policies, scholarship, and other FIE administered programs and activities
- In our commitment to ensuring an environment that is welcoming and respectful to all, FIE proactively undertakes initiatives and actions to create an environment that welcomes diverse populations

Environment and Sustainability

- FIE is committed to fostering a sustainable future by implementing initiatives to encourage practices such as ethical consumption, fair trade and education of those within our community
- FIE encourages students to engage with the NUS Student Switch Off campaign each semester



- In 2014, GoAbroad selected FIE as the recipient of the Innovation in Sustainability Award

Sustainability in practise

- 'What can YOU do?'
- Syllabus
- Creative look at broader definition
 - Social Justice
 - Economic Management of resources
 - Human Rights
- Making the connection
 - Topics
 - Activities
 - Assignments
 - Discussions



Safe Spaces

- FIE regards its facilities as safe spaces to live, study, and work with students, faculty, and staff who are understanding, supportive, and trustworthy
- Our hope is that everyone in the FIE community - students, faculty, staff, and visitors - knows they can come to anyone for help, advice, or just to talk to someone who is supportive
- Inappropriate and derogatory comments and actions are not tolerated and any such behaviour is addressed in an educational and informative manner
 - Everyone at FIE has a right to their opinion; however, if someone is stating myths or misinformation then FIE faculty and staff will inform them of more accurate information in a respectful manner

External Markers of Quality Assurance

- Tier 4 Sponsor
- QAA
- BAC
- Forum on Education Abroad

FIE and our Partners

- FIE works closely with our university partners to develop and deliver academic programmes to the highest possible standard
- Academic standards and procedures are delivered under the aegis of partner institutions, in addition to the standards required by FIE

Enrolment and Partnership Programmes

○ Closed Enrolment

- A specialised package of teaching for a single university
- Academic direction resides with the home campus

○ London FIE Semester and Summer Programmes

- Where a number of universities and some individual students join a common programme of course options
- Academic direction resides with FIE

SENIOR MANAGEMENT TEAM



Hania AL Muhaisen
Chair



John M. Pearson
Senior Vice President –
Operations



Dr Julie Andreshak-Behrman
Chief Academic Officer
Senior Faculty



Kamal Shah
Chief Finance Officer



John Janoudi
Vice President – Facilities

ACADEMIC TEAM – 4th Floor

Victor Mellors

Teaching and Learning Development Officer



Dr. Faissal Hameed
Director of Academics



John Makey

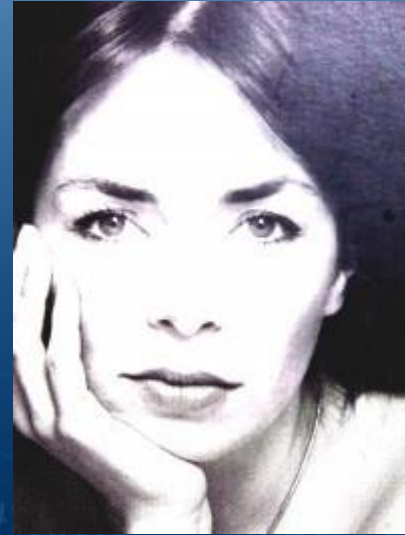
Special Academic Consultant
Senior Faculty



Faculty Course Convenors



Mr. Mark Woolgar
Theatre, Work-based Learning



Dr. Heidi James-Dunbar
English/Writing, Work-based Learning,
Cultural Studies



Mr. Joe Shami
Marketing, Work-based Learning, Cultural Studies

ADMINISTRATION TEAM – Ground Floor & 1st floor



Hannah Feakes

Administration and Accessibility Manager



Jessica-Marie Burbury

Study Centre Coordinator



Lauren O'Brien

Immigration &
Compliance Officer



Louei Kallam

Administrative Assistant



Zehra Sonkaynar

Director of Administration and
Academic Services



Havina Georgieva

Programmes Coordinator

IT TEAM – 5th Floor



Dr Imad Al-Kadhim
I.T. Director



Abdulaziz Beshir
I.T. Technician

STUDENT LIFE TEAM – Basement & MG Study Area



James Cameron-Cooper
Director of Student Life

Rachel Alcock

Acting Assistant Director of Student Life



Mieke Berg
Residence Life Manager



Clare Woessner
Interdepartmental Administrator
Residence Life Supervisor

Natalie Okeke

Student Life Coordinator
Residence Life Supervisor



FACILITIES TEAM – Ground Floor



Murch Darican
Director of Facilities



Mohamed Elwahabi
Facilities Manager



Ali Chamma
Maintenance Supervisor

FIE Expectations of Faculty

Acknowledging that FIE is *different*

- Ongoing commitment to delivering high quality education
- Providing detailed syllabus to FIE and students before the start of the course
- **Responding to student emails by next business day**
- Being available to meet with students outside of class
- Complying with the established grading rubric and Assignment-Level Learning Outcomes
- Returning assignments to students in a timely manner – *before* the next assignment
 - **Providing prompt qualitative feedback on assignments**
- Reporting final grades within six days of end of course to FIE *and* individual students
- Alerting the Director of Academics immediately of any student academic/welfare issues

Teaching Styles

Blend of the British and American systems:

- American grading rubric
 - » Positive criticism and feedback
- American credits
- More discussion based than the UK
 - » Engage with students for lively class interaction
 - » Require active participation rather than solely lectures
- Greater expectation of independent responsibility than they may have experienced
- “Customer Service” sense of entitlement
 - » More willing to voice their opinions and seek clarification
 - Clearly communicate assignments and due dates
 - » More likely to contest grades

Grading Rubric

- Ensures consistency in grading with a clear guide from beginning of class
 - Informs students and faculty:
 - » By what criteria student work will be judged
 - » The difference between excellent work and weaker work
 - » Through intentional feedback that is both descriptive as well as evaluative
- Based on the US system of A through D, and F and I
 - Fine tuning with +/-
 - If giving numerical grades then use US scale
 - Always give grade with qualitative feedback
 - Home campus makes final decision on actual grade
- Full details on Faculty Resources section on MyStudy@FIE

Assignment-Level Learning Outcomes

Sustainability Research and Response Paper Grading Rubric ¹					
British Life Key Course Learning Outcomes measured by this assignment: At the end of this course, students will: <ul style="list-style-type: none"> • Have an understanding of British sociology and the cultures of "Britishness" • Acknowledge the differences between US, British, and European cultures, and the collective relationships that individuals have with their own societies • Understand the importance of sustainability for an island nation 	Overall Assignment Assessment Criteria	A Outstanding Assessment Criteria	B Proficient Assessment Criteria	C Developing Assessment Criteria	D Novice Assessment Criteria
Remembering	At the completion of this assignment, the student will:			<ul style="list-style-type: none"> • Interpret the topics presented 	<ul style="list-style-type: none"> • Recall the topics presented during the presentation • Discuss the presentation
Understanding					
Application					
Analysis					<ul style="list-style-type: none"> • Analyse the topics presented
Evaluating					<ul style="list-style-type: none"> • Compose an argument
Creating					<ul style="list-style-type: none"> • Justify the argument

¹ Based on a rubric from Moraine Valley Community College: <http://www.morainevalley.edu/studentassessment/pdf/SustainabilityInfoSheetRubric.pdf>

Grade Inflation

- FIE actively supports rigorous assessment and grading
 - An A is *outstanding*
- Students **MUST** study/have assigned readings/activities outside of class
 - 2 hours for every in-class hour
- Faculty are not encouraged to provide uniformly high or low grades
 - Ensure you can distinguish strong/weaker student
- Be prepared to explain why a majority of students received exceptionally high grades (e.g. all 'A's.)

Grading

- Final grades are submitted to FIE **no later than** six days after the final exam **and** provided to *individual* students (along with qualitative feedback)
- Students not completing required work in a timely manner (as specified on syllabus) receive a Grade F for each component **unless** you have given them *advance* permission
- In *exceptional* circumstances a faculty member may grant an Incomplete Grade 'I' if student
 - Student has a documented valid reason
 - Completed the majority of coursework at a passing level
 - Has a written agreement with Director of Academics

Grade Appeals

- Student must first approach faculty member who must be able to provide a clear explanation with reference to grading rubric, assignment-level learning outcomes, and detailed syllabus
 - If there has been an error after submission to FIE, then faculty member completes *Grade Change Form* (Faculty Resources)
- If student is still unhappy, then s/he submits *Grade Appeal Form* for consideration by FIE's Academic Team
 - In the event of deviation from rubric and/or syllabus or other *extenuating* circumstances, Director of Academics may change grade
 - Appeals based purely on basis of differing estimation of work quality will not be successful
 - » Most appeals are based on lack of faculty responsiveness and absence of qualitative feedback

Academic Integrity

- Academic integrity is closely related to the concept of good academic practice
- Any attempts to
 - Cheat;
 - Fabricate;
 - Plagiarise;
 - Collaborate without Authorisation;
 - Participate in Academically Dishonest Activities; and/or
 - Facilitate Academic Dishonestywill be viewed as a breach of this regulation
- Most students do not have any problems understanding the rules and expectations about acting honestly at university

Writing/Language Support

Trained staff help you prepare to write, collect your thoughts, or to edit your writing



Ike Mohar



Yan Yan Cunningham



Clare Woessner



Seb Jenner



Charlotte Jordan



Victor Mellors

Writing Support/Language – cont.

- Help students prepare to write, collect thoughts, or to edit writing
- Identifies students' goals for writing in order to help with strategies for the writing process
- Offers feedback about writing strengths as well as areas that students might want to develop further
 - Especially referencing
- Appointments available by students by filling in the online form at fie.org.uk/wst
- Please encourage use of this service

Conversation Club

Are you looking to practice your speaking and listening skills in English?

Join us at 12pm in the Freddy Mercury room for

Conversation Club

- 45-minute informal session on a contemporary British topic
- Facilitated by experienced English language instructors
- Open to those looking to
 - *improve their confidence in spoken English
 - *meet people from different countries and cultures as well as *native English speakers that have English language teaching experience or who would like to teach or tutor in the future
- Light refreshments provided

Session dates:
Every Monday from 1st September to 15th December
For more information or to sign up,
please email conversation@fie.org.uk

Club sessions are subject to cancellation if minimum numbers are not reached.
Sessions are also subject to a maximum enrolment.

FIE Teaching Feedback

○ New faculty

- Mid-course peer faculty teaching observation in first semester
 - » Follow-up review meeting
 - » Anonymous student course feedback
 - During final class
 - » Constructive feedback given to allow faculty to plan future courses
- Cross Marking
 - » Bottom, top, and middle student
 - » All graded assignments

○ Existing faculty

- Class review visit every three-four years
- Upon teaching a new course for the first time

○ ***Also potential for visits from partner institutions and FIE accreditation bodies***

General Academic Policies

- Class attendance is *mandatory* except in case of illness or emergency and is reflected in final grade
 - Any early departure from UK **must** be approved by FIE
- Mobile phones brought to class must be switched off or put on silent. Texting, checking Facebook, or looking at other web sites is not permitted
- Laptops/tablets should be used in class only to take notes or for classroom exercises such as presentations etc., and only with faculty permission
 - Social Media sites should never be accessed during classes

Social Media in Class

- Policy on MyStudy@FIE
- Use your FIE email account
- Keep groups/sites closed
- Monitor and edit (if necessary)
- Remove at the end of the class

General Academic Policies

- Faculty must keep attendance records for each class/field trip on Celcat/ MyStudy@FIE
 - Updated in class
 - Commute time is not an excuse to be late
- Inclusion statement in syllabus



Planned Faculty Absence

- In case of **planned** class cancellation, rescheduled session can be:
 - An assessment/reading
 - A self-guided tour for students
 - Film viewing in class (can be coordinated by FIE staff)
 - Arranging an alternative lecturer for the day – any arrangements would have to be vetted by Director of Academics

Unplanned Class Cancellation

- Call the Foundation House main line as soon as possible so that the students can be notified
- Faculty are required to prepare and submit to FIE a contingency teaching plan with the syllabus:
 - Requires no supervision by FIE
 - Can be implemented both during classroom time and during co-curricular field visits
 - Results in the production of student written work
 - Could result in a class presentation that the faculty member will view upon return
 - Class attendance maintained by a student volunteer
 - Has sufficient material and work for two weeks (6-12 hours, depending on schedule) with guaranteed assessment and credit

- Faculty are responsible for their own photocopying and must do so within the permitted use of copyrighted materials and newspapers
 - See the *Faculty Handbook* on Faculty Resources



Retention of Student Work

- Student assignments and examinations cannot be left for student pickup or stored in Foundation House
 - Return all examinations/assignments directly to students
 - Students may submit a self-addressed stamped envelope to faculty for the subsequent return of assessed work
- If faculty end up with uncollected student work these must be retained by the faculty member in a secure location outside of FIE for at least 150 days after the end of the course
 - After these 150 days, faculty should destroy or dispose of this student work in a confidential manner

Contract & Payment

- Sessional teaching contracts are issued around 30 days before the start of the course
- Faculty are responsible for making payment of any income tax/National Insurance
- Invoicing – full guidelines in Faculty Handbook
- Payment is made via BACS in equal instalments each month of teaching
- Payslips will be distributed at regular intervals during the fixed term contract

Faculty Teaching and Learning Resources

- MyStudy@FIE e-learning platform:
www.mystudy.fie.org.uk
- Faculty Resources and Student Resources
- Quick Reference Guide
- DVD Library, BFI Screen Online & MyMedia@FIE
- Professional Development Portal
- Opportunity for professional development funding after 5 classes

Student Resources and Study Areas

- Libraries
 - Kensington/Chelsea Public Libraries
 - Birkbeck College Library
- Metrogate House Study Area
- JSTOR
- FIE map on MyStudy@FIE

fie

Where can I study in the local area?

Coffee Shops
There are numerous coffee shops in the area with free Wifi access. There are several Starbucks within walking distance of Foundation House:
www.starbucks.co.uk/store-locator

Local Museums
Victoria and Albert Museum
URL: www.vam.ac.uk/content/visit-us/opening-times-and-study-rooms
Address: Cromwell Road, London SW7 2RL

Natural History Museum
URL: www.nhm.ac.uk/visit-us/index.html
Address: Cromwell Road, London SW7 5BD

Science Museum
URL: www.sciencemuseum.org.uk/visitmuseum/eating-and-shopping.aspx
www.doncentre.org.uk/aboutus/cafes
Address: South Kensington, London, SW7 2DD

Imperial College
URL: www3.imperial.ac.uk/eatinganddrinking/

Birkbeck College Library
URL: www.bbk.ac.uk/lib
Address: Birkbeck College, University of London, Malet Street, London WC1E 7HX. Based in the main Birkbeck building on Torrington Square, and the upper floors can be accessed by stairs or a lift.
Membership: Go to the Front Office of Foundation House to obtain a one day pass. Take your Birkbeck Library pass to the Library Desk on the Ground Floor of the Malet Street Building to get access (reference only)

Kensington and Chelsea Public Libraries
URL: <http://www.rbkc.gov.uk/leisureandlibraries/libraries.aspx>
Address: Philmore Walk, W8 7RX and King's Road, SW3 5EZ
Membership: All you need is your FIE ID and once registered, you'll have access to all London Public Libraries.
Other information: Designated laptop use areas. Library computers have internet access, and word processing facilities and scanners are available

Foundation House

- Typical Opening Hours:

Monday – Thursday	8.00am – 9.00pm
Friday	8.00am – 6.00pm
- Front Door Code: 2012
- Faculty Lounge Door Code: 1998
 - Faculty Lounge etiquette
- Look out for notices on Ground Floor!
- Only water can be consumed in classrooms (NO OTHER FOOD OR DRINK)
- Classroom layout
- Toilets are in the basement and on the ground floor



Student Life Office

- Assistance with co-curricular activities
 - Rachel or Clare
- Extra curricular activities
- Student conduct
- Pastoral care
 - Counselling referral



Metrogate House

- Opening Hours:
24 hours a day
- Front Door Code: 1492
- Look out for notices on Ground Floor!
- Only water can be consumed in classrooms (NO OTHER FOOD OR DRINK)
- Classroom layout
- Toilets are in the basement

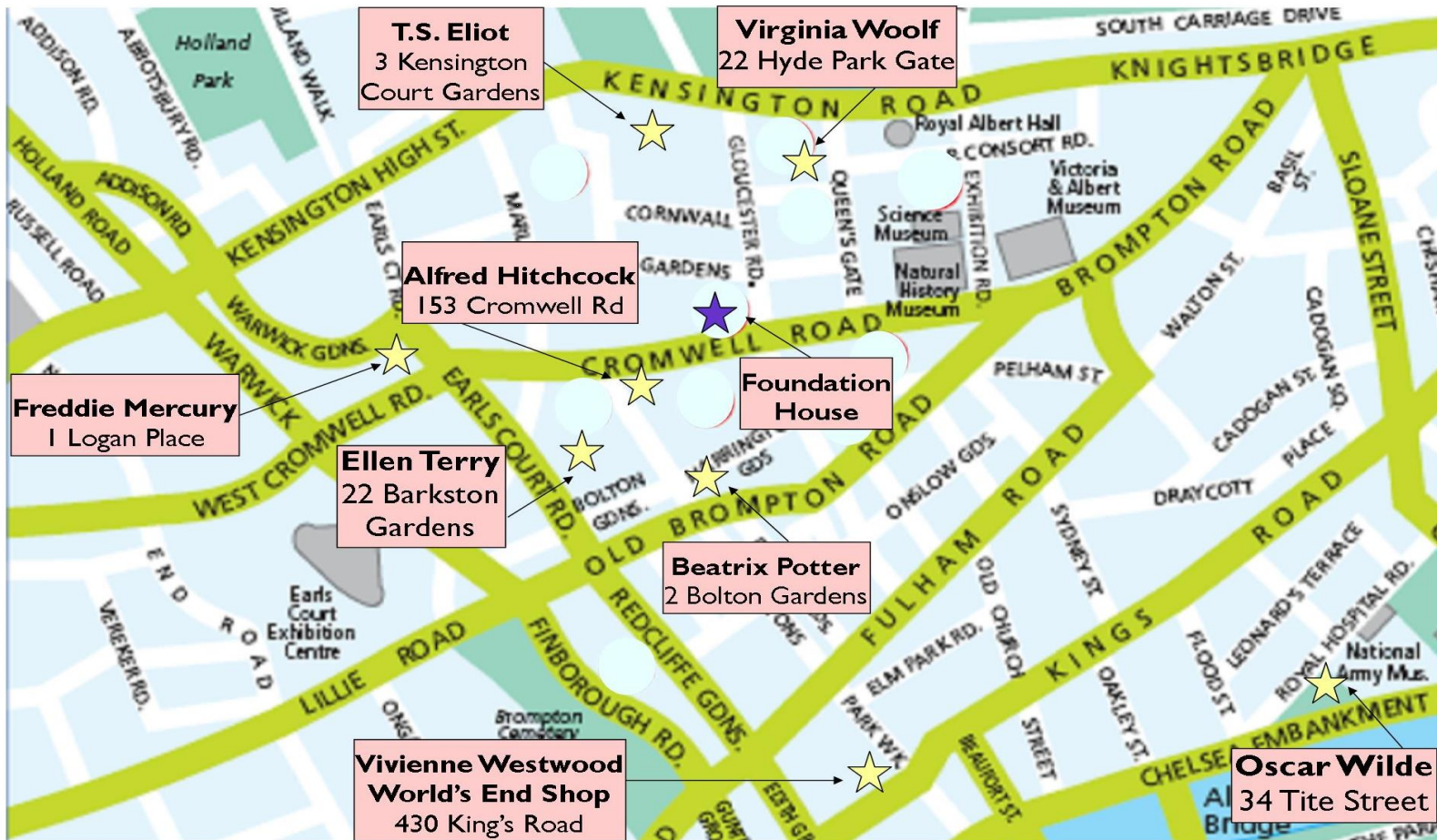


Accessing Foundation House & Metrogate House

- Front Door Code:
 - Foundation House: 2012
 - Metrogate House: 1492
- Using the key pad
- DON'T allow others in the building
- Irish Embassy, 114A Cromwell Road



Where to Find Our Distinguished Neighbours



Fire Procedures

- Foundation House & Metrogate House fire alarms are tested every week
- One fire drill every 3 months
- Responsibility upon hearing the alarm
 - Evacuate students out of the building
 - » Do not run or use the lift
 - » Check all classrooms on the way down the stairs
 - Assemble outside 114a Cromwell Road or across Queen's Gate Terrace
 - Await instructions from the staff
- Fire escapes:
 - Basement
 - Ground floor

Wireless Network

- Use FIE's networks and the Internet within FIE's rules and also UK and US laws; otherwise you may be disconnected from FIE's networks and subject to criminal investigation
- IMPORTANT NOTE: Install free anti-virus software from www.grisoft.com and run it on your laptop
- The password for all FIE Wireless Networks is **abcdeedcba**
- You may recognise FIE access points from others by the prefix – FIE...
 - If you have two options, then go with 'A'

Foundation House Student Common Room



- TV
- Daily newspapers & magazines
- Water fountain
- London information
- WI-FI access

Metrogate House Student Study Lab



- Computer, scanning and printing facilities
- Communal work areas
- Weekly newspapers
- WI-FI access

Questions??

