

## IPW Lecturing Plan & Tasks

Below is an outline of the lecturing plan and tasks for lecturers during the IPW week in Metropolia. Please review this document together with the timetable for the week. This document is an overview of the plan and tasks required during the week and is not a confirmation of your acceptance to the IPW.

### Lecturing task breakdown

Lecturers are required to **teach 4x45min** with the remaining time spent **assisting students**. Lecturers' hours will meet the requirements for Erasmus (for those EU lecturers who require Erasmus funding).

Altogether there will be about 300 students attending the IPW. Students will be formed into separate **Student Groups** of 30 students. Each of these groups will be further split into 3 **Case Teams** of 10 students to work on the case study.

Each **Student Group** will have *two lecturers* (A & B) whose expertise they will benefit from when working on the case:

- Each Lecturer (A & B) will have a class of **4 x 45min** with the **Student Group** (30 students). The lecturers will give a lecture based on their expertise regarding *Business Ethics, Corporate Social Responsibility* and this year's specific focus *Sustainability*
- Each Lecturer (A & B) will assist the three **Case Teams** (10 students each) in their Student Group to solve the case study.
- Each **Student Group** (30 students) will be assigned a designated classroom and this will be the class for lectures and base for working on the case study.

The two lecturers will be chosen by the IPW team after all applications have been received and processed.

Lecturers are encouraged to provide lectures based on their expertise and bring that expertise and knowledge to the fore in assisting students with the case assignment. Lecturers are encouraged to keep the Finnish Red Cross Kontti-case in mind when planning their sessions, although the case is not expected to be built into the content.

### Evaluation and Assignment required for students

The IPW week culminates with a poster presentation by the course students. The poster is the assignment students are required to complete and has proved a very good learning tool in past IPWs. Therefore you are not required to provide an assignment to students at the end of your course. The evaluation of the poster will be carried out on Friday and we will provide you with the evaluation form as well as detailed information about the poster task and its pedagogical value. Lecturers will guide students for the poster creation and provide feedback after students have presented their final work on the Friday poster session.

It is very important that when you make your travel arrangements you take into consideration that the poster session will finalise at 1pm on Friday.

### Course Material

All our course work and material is stored electronically and we would ask you to share your course material electronically too. We will of course be able to assist you with this during the week.


### Class Environment

All our classes are equipped with white boards, flip-charts with markers, teacher's computer (windows operating system), speakers and projector. We also have laptop trolleys that can be reserved in advance. Should you require special equipment please do inform us.

The Student group of 30 students (3 x10 groups) will have one class designated to their group and lecturers can use this as the base room for teaching and assisting students with the case analysis.

## Lecturing Timetable

An overview of how the lecturing breakdown is listed below

METROPOLIA BUSINESS SCHOOL INTERNATIONAL PROJECT WEEK 2017 PRELIMINARY PROGRAMME - LECTURERS		
Day	Meeting Point	Activity
Sunday May 14 <sup>th</sup>	Hotel lobby at 6 pm.	<p>Arrival Day: Check in at hotel</p> <p>6 pm informal get-together meeting in <a href="#">Scandic Simonkenttä</a></p> <ul style="list-style-type: none"> <li>· Both visiting lecturers and students</li> </ul> <p>7.15 pm Optional self-funded dinner</p>
Monday May 15 <sup>th</sup>	Pick-up from the hotel at 8.15	<p>9.15 am Visiting lecturer briefing</p> <p>10 am IPW Kick Off (opening of IPW, introductions of guest lecturers and cases) at <a href="#">Leppävaara campus</a> (Vanha maantie 6, Leppävaara, Espoo)</p> <p>11.30-12.15 Lunch</p> <p>12:15-4 pm Classes - Lecturer A (2 x 45 min); Lecturer B (2x45 min)</p> <p>4.30 pm Optional social programme</p>
Tuesday May 16 <sup>th</sup>	i	<p>9 am - 12.15 pm Classes -Lecturer A (2 x 45 min); Lecturer B (2 x 45 min)</p> <p>12.15 - 1 pm Lunch at Metropolia cafeteria</p> <p>1 pm-4 pm Case Workshop - Lecturers A &amp; B</p> <ul style="list-style-type: none"> <li>- Start the work with the FRC Kontti-case</li> </ul>
Wednesday May 17 <sup>th</sup>		<p>9 am- 12 pm Case Workshop - Lecturers A &amp; B</p> <ul style="list-style-type: none"> <li>- Lecturers available for student guidance, esp. preparation for FRC consultation</li> </ul> <p>12 pm Lunch at Metropolia cafeteria</p> <p>1 pm-3 pm Case Workshops - Lecturers A &amp; B</p> <ul style="list-style-type: none"> <li>- Note! Representatives of the Finnish Red Cross available for consultation <ul style="list-style-type: none"> <li>o Student teams can ask questions &amp; feedback from the FRC Team</li> </ul> </li> </ul> <p>3 pm Company visit (optional)</p>

<p>Thursday May 18<sup>th</sup></p>		<p>9 am-12 pm Case Workshop - Lecturers A &amp; B ( 3 x 45 min)</p> <ul style="list-style-type: none"> <li>- Student teams pitch their solutions to the lecturers &amp; finalise their work based on feedback</li> </ul> <p>12 pm Lunch at Metropolia cafeteria</p> <p>1 pm Poster session preparation with students (optional for lecturers)</p> <p>6 pm Dinner</p>
<p>Friday May 19<sup>th</sup></p>		<p>9.30 am Preparing for the poster session</p> <p>10-12.15 pm Poster session</p> <p>12.15 pm Closing ceremony</p> <p>1 pm Farewell lunch and networking session</p>

### Questions?

For all academic matters please contact Marko Korkeakoski ([marko.korkeakoski@metropolia.fi](mailto:marko.korkeakoski@metropolia.fi)) and for general arrangements please contact Anne-Mari Raivio ([anne-mari.raivio@metropolia.fi](mailto:anne-mari.raivio@metropolia.fi))