

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.

Lecturing task breakdown

Lecturers are required to **teach 3x45min** 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 250 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 **3 x 45min** with the **Student Group** (30 students). The lecturers will give a lecture based on their expertise regarding Business Ethics and Corporate Social Responsibility
- 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.

Lecturers are encouraged to provide a 3x45 min lecture based on their expertise and bring that expertise and knowledge to the fore in assisting students with the case assignment. Lecturers are not required to develop their lecturers based on the case assignment but if they wish to do so this is also acceptable.

Lecturing Timetable

An overview of how the lecturing breakdown is listed below

Monday
Afternoon: Lecture 1 (Lecturer A 3x45min) <i>Lecturer B is not required to attend the lecture and can choose to use the time as they see fit.</i>
Tuesday
Morning: Lecture 2 (Lecturer B 3 x45min) <i>Lecturer A is not required to attend the lecture and can choose to use the time as they see fit.</i> Afternoon: Case Workshop 1 - Lecturers A & B

9.5.2016

Lecturers will assist students with the case and give them insights from their own background and teaching on how to approach the case. Lecturers are required to be in the same designated room and spend at least an hour assisting students with the case or can agree amongst themselves that one or more lecturers do practical tasks i.e. a workshop with the groups and assist students with the case afterwards. After an hour or so of assisting students, lecturers can allow the groups to leave but lecturers should remain in the room so that students can return with questions.

Wednesday

Morning: Case Workshop 2 - Lecturers **A & B**

Afternoon: The Red Cross team member will attend and take questions about the case (Lecturer with students)

- Company visit 14:30 Lecturers leave to attend the company visit.

Thursday

Morning: Case Workshop 3 - Lecturers **A & B**

Lecturers again assist students with questions and provide feedback on the teams proposed poster.

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 **Pass/Fail**. The evaluation will be carried out **on Friday** and we have the **evaluation form** in our wiki page 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 13:00 on Friday.

Course Content

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.