

# MEDIA MODULE STUDY LETTER 2014

## Faculty of Education

School for Initial Teacher Education



PO Box 77000 • Nelson Mandela Metropolitan University

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25 January 2014

Dear PEMC203 Students

Welcome to the module.

## Contact Details of Lecturers

Dr Andre' Du Plessis' office is on the first floor in the Education Building (Tel. 041-5044033) at South Campus. You can also email him at [andre.duplessis@nmmu.ac.za](mailto:andre.duplessis@nmmu.ac.za). Please do not use the student email of Du Plessis.

Me Joy Turyagyenda's office is on the ground floor of the Education Building (Tel. 041-5044018). You can also email her at [joy.turyagyenda@nmmu.ac.za](mailto:joy.turyagyenda@nmmu.ac.za) do not use the student email of Turyagyenda.

Me Robin Notshulwana is on the 1<sup>st</sup> Floor. Her office tel, is 041-5044257 and her email is [RobinAnne.Notshulwana@nmmu.ac.za](mailto:RobinAnne.Notshulwana@nmmu.ac.za)

**WE ARE HERE FOR YOU: BUILDING TRUST AND RESPECT**

You are welcome to make an appointment should you require assistance. You are important to us. It is important that we develop a professional academic relationship and climate of trust and respect, as this is conducive to optimal learning taking place.

## Email Communication

Each student has an NMMU email address and we shall be contacting you via email should we need to notify you of any urgent development or change. Thus, please check your email daily (mornings and afternoons). It is also important that you use our email address to communicate with us should the need arise. You can also log onto PEMC201 on Learn ([learn.nmmu.ac.za](http://learn.nmmu.ac.za)) to keep you updated regarding this module.

## Deadlines, Assignments and Tests

Please stick to the deadlines for your assignments. Should there be a problem, you need to discuss it with us well in advance. We may decide collectively to change certain dates which

clash with the dates of other assignments. You will be penalised for late assignments submission, should it be accepted.

Please note: It is your responsibility to make an appointment well in advance if you experience such problems. If your assignment is later than a week, it will not be accepted. Only real good reasons might be entertained.

Assignments will be required to be uploaded to LEARN (most of them).

**PLEASE NOTE: Practical Tests may be scheduled outside of class lecture time depending on availability of venues for test writing. Tests may be scheduled in the afternoon or even evenings.**

**There may also be impromptu tests in class without notification. Hence, make sure that you attend all classes.**

## **Portfolio File – Physical and Electronic**

Please ensure that you keep all your homework, practical tests and assignments in a file and save all your practical work on a flash. Email all your work/tests/practical work/practical test to yourself. This will also ensure that you have a copy in your send box AND inbox. We would prefer an electronic portfolio. This makes it easy should you have a question related to your CASS marks or we need to have access to your tests or assignments. You may be required to submit your portfolio as evidence of work completed or for moderation purposes.

## **Duplicate Copies**

Always make a duplicate copy of your assignments. This will assist if an assignment goes missing, for example, your lecturer's house has been damaged by fire/rain or his/her car or briefcase "disappears". Email all your work/tests/practical work/practical test to yourself. This will also ensure that you have a copy in your send box AND inbox.

## **Absenteeism**

When you have been absent, please provide a medical certificate or a letter of explanation. This is also important should you not be able to hand in an assignment on a given date or if you are absent on a test day.

**NB: A medical certificate does not make you present! You are still absent even if you provide a medical certificate.**

**You must attend a MINIMUM of 75% of the semester lectures.**

## **Rules Governing Assessment**

(see 2014 general prospectus for all rules governing assessment at NMMU)

- The final mark for the module is based on 100% continuous assessment

We wish you the very best for your success.

Dr André du Plessis & Me Joy Turyagyenda & ME Robin Notshulwana

(Lecturers)