

# **School of Physics and Astronomy**

## **Demonstrator Handbook 2017-18**

## The Role

### **What is a Demonstrator?**

The role of a Demonstrator is to work closely with the Module Organiser (MO) in order to help support lab and exercise classes and/or carry out marking of students' work for a given module.

Before applying for a Demonstrator position you should discuss your choice/s with your Supervisor to ensure that they are happy for you to undertake work before you are assigned to a module. If you agree with an academic that you will teach or mark for their module then you should note this on your application.

You will be required to carry out the duties as laid out by the MO and should raise any concerns relating to content, workload and scheduling etc. with the MO as soon as they arise. The timetable is available on the Schools' website, so please check before applying for a module that your commitments do not conflict with the scheduled classes.

If you identify any unforeseen or systematic gaps in your knowledge about the course topic you should discuss this with the MO so that the issue can be resolved. If you are planning on being away at any time, you should arrange cover of the exercise class/markings with your colleagues and let the MO and School Administrative Officer know who will be replacing you.

Please note that if you undertake work as a Demonstrator then you are employed as a staff member by QMUL and as such will receive a contract and staff log-in details, as well as holiday pay, pension and sickness pay.

Depending on the module, the areas of work with which you may be involved are:

### **Demonstrating**

Demonstrating involves helping and offering support to a group of students in a lab and/or exercise class by guiding them in exercises or facilitating discussions, as directed by the MO.

You should take a register each session so that we can see which students are not engaging. You can download the register from the SMP (Student Monitoring Programme, web address is at the end of this document). The registers should be submitted to the Administrative Assistant (School Admin Officer, GOJ 110) on a weekly basis (please remember to write the date of the class!). If you forget to take the SMP register to the class, please hand round a piece of paper for the students to write their names.

### **Marking & Assessment**

You may be required to undertake some marking, for example weekly homework or mid-term tests. You should always receive the homework solutions/mark scheme. If you don't, contact the MO and ask for it – you should not try and muddle through without having the answers.

Marks should be recorded on the module's csv file which can be downloaded from the SMP or on QMplus. Where the marks are recorded are dependent on the module and the MO will advise you where to store the marks.

### **Homework**

The homework deadline for each module is 4pm and the MO will tell you the day of submission. The Administrative Assistant collects and counts the scripts, separating them into packs for you. You can pick up your pack from the School Office from 4.30pm on the day of submission. The Office is open 9-5pm Monday-Friday.

Once you have marked the work and recorded the students' marks, please return the work to the School Office, unless you have been asked by the MO to return the work to them. Please do not put the work directly into the pigeon holes.

We expect a one week turnaround for giving back the students their marked scripts. So, if students submit their work on a Wednesday, you should return their marked work the following Wednesday at the latest.

### **Exam Invigilation**

You may be expected to invigilate in-class tests during the semester, such as a mid-term exam which is normally held in week 8.

### **Hours**

The role of Demonstrator is during term-time only. The MO will advise you when classes/homework will commence. This work does not extend into holidays or the exam period unless the MO has previously agreed work with you. This role is for set hours only and you should not create an expectation that students can contact you outside of these hours. If students have further queries, they should meet with the MO during their office hours or contact them via email.

## **Good Practice**

### **Be Prepared**

Make sure you are properly prepared for the lab or exercise class by attending the training sessions or reading any materials that the MO sends you before the session. If you do not receive a briefing of what is expected of you for each class, then ask the MO for one.

### **Be Proactive**

Encourage discussion and ask questions during the class. Do not assume that if no-one talks to you then all is well. Offer help and ask if the students are getting on OK – be approachable. Be supportive in your responses and do not just give the answers to questions – encourage students to work out the solutions for themselves.

### **Things to Avoid**

Don't be late - make sure you arrive at the scheduled start time, but start the class 5 min after the start of the hour to allow time for students to arrive. End the class 5 minutes to the hour to allow time for the students to leave.

### **Lab/Class Rules**

Students and staff are not permitted to bring food or drinks into the labs or seminars. E-cigarettes, mobile phones and MP3 players should not be used during the class.

### **Student contact**

If, for some reason, a student needs to contact you, you should only accept emails that have been sent from their QMUL accounts. This identifies them as genuine students and encourages them to use their student accounts which they should be checking daily anyway. It is perfectly acceptable for you to pass questions from the student over to the MO. If you do need to contact the students, you should only use your QMUL account and should not give them your personal email or phone number. It is also advised not to have the students you teach/work the mark of on your social media accounts as this is often viewed negatively by other students.

### **Student Issues**

Always communicate any issues with your class to the MO. This includes things like disruptive students and people signing the register then leaving straight away etc. If a student is having a lot of difficulties with their work and are falling behind, please advise them to see the MO during their office hours.

### **Plagiarism**

Plagiarism is a serious, punishable offence. If you suspect any plagiarism please report it to the MO.

### **Conflict of Interest**

Ideally you should not be a Demonstrator on a module where a family member or partner is a student. Any such instances should be declared to Jess Henry before any work is carried out.

## **Absence**

### **Planned Absence**

If you know you are going to be away (i.e. going a conference) it is your duty to ensure that you have found someone suitable to cover your session, such as somebody that has demonstrator experience. You should inform the MO of the arrangements to make sure they are happy with your replacement. Please also inform Jess Henry of the arrangements. Your colleagues can be contacted using the PhD mailing list ([spa-phds@qmul.ac.uk](mailto:spa-phds@qmul.ac.uk)).

### **Illness**

Please contact the MO and Jess Henry if you are unable to attend a session due to illness, preferably by phone. Please do not simply send an email or leave a voicemail and assume that they have been received.

## Payment

### Right to work checks and Tier 4

All students require a right to work check. You will be requested to provide your passport so that a photocopy can be taken. You will also need to complete a personal details form.

If you have a Tier 4 visa then you will need to take your passport and residence permit card to the School Office so that copies can be made. You will also need to complete a declaration form.

This will need to be done once per academic year before you start doing any work and you will be informed of the deadline.

### Pay

All PGR students will receive payment for the work that they do for the School and your salary spinal point will increase each year that you are employed.

In-class demonstrators are paid at a starting rate of £14.64 per hour. Standard modules are paid for 1 hour prep time (per week) and lab/PC based modules are paid for training instead.

Pay for providing homework feedback is paid at a starting rate of £14.64 per hour. The pay is currently different based on the level of homework but will be standardised over the next year. Lab reports may also be paid at a different rate, to be confirmed by the MO.

All markers will be paid 30 minutes assimilation time, per piece of work set. As of January 2018, the rates are:

**Year 1 & 2:** Compulsory modules are paid at 20 scripts per hour\*. Elective modules are paid at 12 scripts per hour.

**Year 3:** Paid at 5 scripts per hour.

**Year 4:** Paid at 5 scripts per hour.

*Module organisers have been working towards reducing the amount of homework that you need to mark so if you find that you are spending more time marking than expected based on the numbers above, please let Jess know asap so the situation can be rectified. If there is a variation of scripts per hour from the above then you will be informed.*

\*1<sup>st</sup> and 2<sup>nd</sup> year compulsory standard modules have homeworks that are marked at a rate of 3 minutes per script as the amount of assessed work has been heavily reduced. This is prorated, assuming 10 homeworks per semester.

### Compulsory modules are:

**Year 1 Sem A:** Classical Physics & Mathematical Technique 1. **Year 2 Sem A:** Thermodynamics, Nuclear Physics and Astrophysics & Quantum Mechanics A. **Year 1 Sem B:** Electric and Magnetic Fields, Mathematical Techniques 2 & Modern Physics. **Year 2 Sem B:** Condensed Matter A & Electromagnetic Waves and Optics.

The QM pay day is the 24<sup>th</sup> of each month. If this date falls on a weekend, you will be paid the first working day before.

## **Contracts and Pensions**

As you will be employed by QMUL as a member of staff, you will receive a contract once HR have received your right to work check, personal details form and contract details. Part 10 of the personal details form you are required to complete relates to pension details. All staff are automatically entered into a pension scheme. If you do not want to be part of this then you need to complete the [opt-out form](#) and return it to: Zakir Ahmed, HR, Queens' WG9 or [z.ahmed@qmul.ac.uk](mailto:z.ahmed@qmul.ac.uk).

## **Timesheets**

Each month you will need to complete a timesheet on MyHR for your hours worked. As you are on a 2 hour per week contract, you will automatically be paid 2 hours a week and should only submit a timesheet for any hours worked on top of this. Please remember to take into consideration any prep or training hours.

Your timesheets will be checked and authorised/rejected. You will be paid on the 24<sup>th</sup> of the month for the previous month's timesheets, provided that you submitted your timesheets by the requested deadline and they do not require amending.

A new college username will be created for you for use on MyHR. If you have any problems accessing MyHR, please contact IT Services: <http://www.its.qmul.ac.uk/>

You can find information about timesheets here: <http://www.hr.qmul.ac.uk/myhr/myhrtimesheets/>

## **Contacts**

**School Administrative Officer:** Jess Henry (j.henry@qmul.ac.uk), 0207 882 6959, GOJ 110

**Director of Teaching and Learning:** Dr Jon Hays (j.hays@qmul.ac.uk), 0207 882 6150, GOJ 411

**Teaching and Student Support Manager:** Gary Welch (gary.welch@qmul.ac.uk), 0207 882 5868, GOJ 108

**Academic contact details:** <http://ph.qmul.ac.uk/directory/academics>

**PhD Mailing List:** [spa-phds@qmul.ac.uk](mailto:spa-phds@qmul.ac.uk)

## **Websites**

**SMP:** <https://admin.ph.qmul.ac.uk/smp/>

**UG Timetable:** <http://ph.qmul.ac.uk/undergraduate-timetable>

**List of Modules:** <http://ph.qmul.ac.uk/intranet/undergraduates/bsc-index>

**QMplus:** <http://qplus.qmul.ac.uk/>

**MyHR:** <https://myhr.qmul.ac.uk/>

