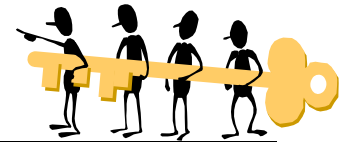


Telematic Learning Projects



Roles and Responsibilities

Project Leader (Academic dept.)



The Project Leader is usually the Head of Department or other senior staff member.

His/her responsibilities include:

- compile and submit the project proposal
- manage seed funds allocated to the project on approval of the proposal
- submit annual report on the use of the seed funds
- co-ordinate the submission of content from lecturers
- ensure the quality of the content
- ensure that agreed deadlines are met
- participate in evaluating and approving the prototype
- participate in the Quality Assurance team
- authorise attendance at staff training courses
- include student web orientation session in the programme for the first contact or registration session

Project Manager (TLEI)



The three Project Managers at TLEI take responsibility for different faculties. Their responsibilities include:

- promote the adoption of web-based learning
- present "shows" to interested departments
- initiate project meetings with the academic department
- provide project status reports to the project leader
- initiate internal project meetings
- circulate minutes of project meetings
- manage the overall progress of the project
- ensure that agreed deadlines are met
- participate in evaluating the prototype
- participate in the Quality Assurance team
- analyse student feedback

Lecturer/s (Academic dept.)



The lecturer/s whose course is to be implemented on the Web has/have the following responsibilities:

- attend the Hi Impact WebCT training course
- redesign the course content and strategy in line with the minimum requirements for web-based courses
- edit all content for correct language usage
- source applicable online resources, such as online journal articles and internet sites
- submit hard copy and electronic versions of the final version of the study guide to the instructional designer
- liaise with the information specialist with respect to scanning of articles
- obtain copyright permission for the use of articles, images, photos, video clips, sound clips etc.
- liaise with the graphic artist and the instructional designer with respect to the graphics to be used and the "look and feel" of the course
- participate in evaluating the prototype
- participate in the Quality Assurance team
- be available to assist with student orientation sessions
- become a facilitator of online learning
- manage the communication, interaction and activities in the online course
- assume responsibility for the entering of grades, use of communication tools, posting of messages and use of assignment and student management tools

Instructional Designer (TLEI)



There are eight instructional designers at TLEI. Their responsibilities include:

- consult frequently with the lecturer/s
- report problems to project managers
- provide guidance and suggestions about the content, strategy and structure of the web based course
- design, develop and demonstrate the prototype
- participate in evaluating the prototype
- design and develop the course
- ensure that agreed deadlines are met
- follow quality assurance guidelines
- carry out ongoing formative evaluation
- participate in the Quality Assurance team
- implement changes, edits required after evaluation
- liaise with systems experts with respect to student registration, uploading course to production system
- organise and present student orientation sessions
- load student survey and download results
- carry out ongoing maintenance of the course according to negotiated delivery times

Educational Consultant (TLEI)



Educational consultants are based in the Education Innovation division of TLEI. Their services include:

- collaborate on education philosophy and learning models (macro design)
- provide assistance with the development of outcomes based curricula in compliance with SAQA requirements
- guide and support the lecturer in redesigning the content and structure of courses within a flexible learning environment
- advise on teaching and learning strategies
- advise on the design and development of assessment strategies and learning activities
- advise on the design of learning materials that optimise learner interaction and engagement therewith
- advise on techniques to enhance online communication between learners and facilitator and between learners
- provide relevant resources on teaching and learning theories, techniques and strategies

Information Specialist (AIS)



Information specialists at the AIS form part of the project team. Their responsibilities include:

- source applicable online resources, such as online journal articles and internet sites
- scan articles required by the lecturer and provide them to the Instructional Designer in pdf format
- create web pages for searching and referencing
- advise on reference techniques (for example, the Augmented Harvard Method)

Graphic Artist (TLEI)



There are four graphic artists at TLEI. Their responsibilities include:

- consult with the lecturer, instructional designer and project manager
 - ensure that agreed deadlines are met with regard to the development of graphics
 - produce a concept design for the "look and feel" of the online course
 - produce all the necessary graphics, banners, icons for the course
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