



UNIVERSITY OF NAIROBI

Document: **PROCEDURE FOR TEACHING**

College: **CORPORATE**

Doc. No: **UON/OP/11**

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Rev No: **05**

Issued By: **MANAGEMENT REPRESENTATIVE**

Authorized By: **VICE-CHANCELLOR**

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0.1 DOCUMENT CHANGES

DATE	CLAUSE	AUTHORIZED BY
May 15, 2008		VC
January 12, 2009		VC
July 29, 2009		VC
October 14, 2009	0.1 – Document changes	VC
March 21, 2011	0.1 – Changed date format 0.2 – Reordered the list 1- Revised the purpose of the procedure 2- Revised the scope of the procedure 3.0 – Removed University Calendar, Strategic Plan 2008-2013 4.0 – Removed UON, VC, DVC(AA), MR	VC

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0.2 DOCUMENT DISTRIBUTION

COPY NO.	COPY HOLDER
01- MASTER COPY	MANAGEMENT REPRESENTATIVE
02	VC
03	DVC (AA)
04	ACADEMIC REGISTRAR
05	DEANS
06	DIRECTORS
07	CHAIRMEN OF DEPARTMENTS

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1. PURPOSE:

The purpose of this procedure is to provide the steps followed in equipping the students with appropriate knowledge and skills.

2. SCOPE:

The procedure covers all the activities involved in the teaching process starting from time - tabling, preparation of teaching materials, delivering of lectures and tutorials, practicals/clinicals, up to the time of evaluating students through continuous assessment tests and examinations.

3. REFERENCES:

- i) Quality Manual
- ii) Regulations and syllabi
- iii) Subject timetables.
- iv) Handouts
- v) Student reference text books
- vi) Student Practical Manuals
- vii) Teaching aids

4. DEFINITION OF TERMS:

- i) **Logbook** - An inventory of students' learning activities.
- ii) **Academic Year** - University Calendar of teaching academic programmes.
- iii) **University Calendar** - University of Nairobi annual publication that includes the almanac, the Statutes, the Act, Academic Programmes, Colleges and Faculties/Schools/Institutes.
- iv) **Semester** - Fifteen (15) weeks of University approved academic programmes.
- v) **Handouts** – Documents containing specific information from where specific lectures are derived
- vi) **Curriculum** – An approved document giving information on the course outline and content of specific programmes
- vii) **Tutorials:** Formation of students into small groups for enhancement of contact with the lecturer and student participation in discussion
- viii) **Student reference text books** – Text books recommended to the students by the lecturers/department as reference material for the course

5. RESPONSIBILITIES:

- i) DVC (AA) shall ensure that this procedure is followed.

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- ii) Deans/Directors shall ensure that curriculum is adhered to in their respective schools/faculties/institutes
- iii) Heads of department (HODs) shall ensure that the following functions are executed efficiently:
 - Curriculum is strictly adhered to.
 - Teaching timetable is strictly adhered to.
 - Students' attendance register is taken for every lecture given.
 - Continuous assessment tests are done as scheduled.
 - End of semester exams are set and done as scheduled.
- iv) Lecturers shall ensure that they:
 - Adhere to the curriculum;
 - Adhere to the timetable;
 - Give Lectures, tutorials/practicals/clinicals as scheduled;
 - Give continuous assessment tests as scheduled;
 - Set exams in time and manage them appropriately; and
 - Mentor students.

6. METHOD:

- 6.1 Allocation of course is done by HODs in consultation with academic members of staff taking into consideration the lecturers' areas of specialization, at least two weeks before the beginning of the academic year/semester/term.
- 6.2 The HODs ensure that teaching timetables indicate day, time, course units, year of study, lecturers and venues (See example – Appendix II).
- 6.3 The HODs confirm that duty allocations and teaching timetables are in line with the curriculum and University calendar dates.
- 6.4 The HODs issue teaching timetables to lecturers and technical staff (where applicable) at least two weeks prior to the beginning of the academic year/semester/term, and to students during the first lecture of the academic year/semester/term.
- 6.5 Lecturers prepare teaching materials for their respective courses in line with the course content, prior to the beginning of the academic year/semester/term.
- 6.6 For courses using log books for recording of procedures carried out by students, the lecturers witness the procedure by the student and sign for it (Appendix III).
- 6.7 Lecturers deliver lectures/tutorials/clinicals and supervise group work/practicals/clinicals/field work, farm/industrial attachment, demonstration/rotation, and mailing of reading materials for distance education.
- 6.8 The lecturers monitor students' attendance of lectures/tutorials/practicals/clinicals using the prescribed Student Attendance Register (Appendix IV) and note and report to the HOD any cases of irregularities.

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6.9 Students unable to attend lectures/tutorials/practicals/clinical for genuine reasons such as ill health, bereavements etc seek permission from the HOD using the prescribed Student Permission Sheet (Appendix V).

6.10 If a lecturer misses a lecture/practical, the class representative reports the matter to the HOD on the same day, using the prescribed Student Report on Missed Lectures Form (Appendix VI). The HOD gives a copy of the form to the lecturer concerned and files the original form for record purposes. The HOD ensures the missed lecture is recovered.

6.11 Course Lecturer evaluation by the students is conducted using the prescribed form for Course/Staff Evaluation by Students (Appendix VII).

6.12 Feedback on course lecturer evaluation is communicated to the lecturers by the HOD.

6.13 Examinations are done as per the Procedure for Management of Examinations (Doc No. UON/OP/07).

1. APPENDICES

Process map

Teaching Timetable

Log Book

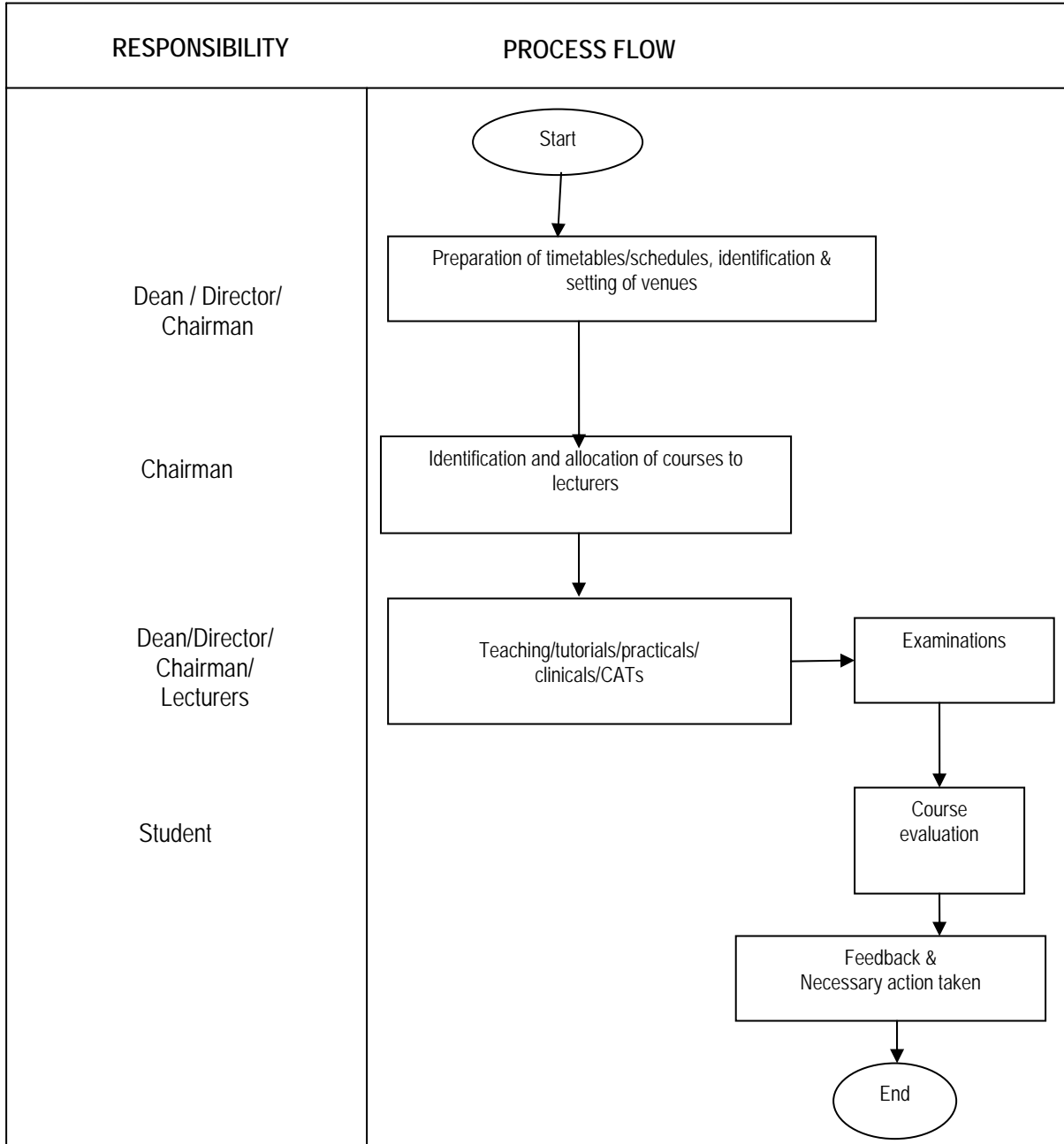
Student Attendance Register

Student Permission Sheet

Students Report on missed lecturers

Course/Lecturer Evaluation Sheet

7.1 APPENDIX I: PROCESS MAP: TEACHING



7.2 APPENDIX II: Teaching Timetable (Example)

DEPARTMENT: _____

4thQUARTER MBChB/BDS TEACHING SCHEDULE 2006/2007

Week	Day	8.00 – 10.30 am	10.30 – 1.00 am	2.00 – 6.00 pm
34 16/7/07 – 20/7/07	Tues			Dissection (A) Anterior abdominal wall & groin A wing- Dr. Ogeng'o B wing- Dr. Kaisha C wing- Dr. Ndung'u
	Wed		Dissection (A) Abdominal cavity/peritoneum A wing- Dr. Gikenye B wing- Dr. Odula C wing- Dr. Mandela	Dissection (B) Anterior abdominal wall & groin A wing- Dr. Awori B wing- Dr. Muriithi
	Thurs	Histology 1 Lymphoid organs Prof. Hassanali/Dr. Kaisha	Histology II Lymphoid organs Prof. Hassanali/Dr. Kaisha	Dissection (A) Abdominal cavity/peritoneum A wing- Prof. Hassanali B wing- Dr. Saidi
	Frid	Development of circulatory system Prof. Malek	Examination Review ALL	Anterolateral abdominal wall, peritoneum & groin Dr. Saidi Millennium Hall
	<p><u>Self -study topics/objectives</u></p> <p>Organization of the anterior abdominal wall- fasciae, muscles, neurovascular anatomy, rectus sheath, inguinal canal (Last, Grant's atlas, Snell, dissection manual)</p> <p>Organization of peritoneum</p> <p>Describe the histological organization and functions of the spleen and thymus</p> <p>Fetal and neonatal circulations and congenital heart defects</p>			

35 23/7/07 – 27/7/07	Tues			Dissection (A) Supracolic compartment A wing- Prof. Malek B wing- Dr. Ogeng'o C wing- Dr. Kaisha
	Wed		Dissection (A) Intestines (jejunum, ileum, colon, appendix) A wing- Dr. Ndung'u B wing- Dr. Gikenye C wing- Dr. Odula	Dissection (B) Supracolic compartment A wing- Dr. Mandela B wing- Dr. Awori
	Thurs	Histology group I Hollow GIT Dr. Awori/Dr. Odula	Histology group II Hollow GIT Dr. Awori/Dr. Odula	Dissection (B) Intestines (jejunum, ileum, colon, appendix) A wing- Dr. Muriithi B wing- Prof. Hassanali
	Frid	Development of GIT I Prof. Malek	Tutorials/Group Study ALL	PAT Dr. Gikenye
	<u>Self –study topics/objectives</u> Describe the location, relations, blood supply, innervation of stomach, liver, pancreas, spleen, duodenum, anatomy of intestines (JR Last, Grant's atlas, Snell RS, dissection manual) Histological organization of the hollow GIT (Wheater, Junqueira/Carneiro, histology manual, Leeson et al. Development of hollow GIT (Keith Moore, Fasana)			

7.3 APPENDIX III: Log Book (where applicable)

Department: _____

Practical Procedure Record

Unit Code: _____

Procedure	Case No.	Date	Remarks	Name of Supervisor	Signature of Supervisor
Circumcision					
	1				
	2				
	3				
	4				
	5				
	6				
Surgical Toilet					
	1				
	2				
	3				
	4				
	5				
	6				
	7				
Tendon Suturing					
	1				
	2				
	3				
	4				
Appendicectomy					
	1				
	2				

7.4 APPENDIX IV: Student Attendance Register

Department: _____

Course/Unit: _____

Date: _____ Time: _____

S/No.	Surname	First Name	Other Name	Reg. No.	Student Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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32					
33					
34					
35					

Go to page 2 for Lecturer signature and summary

S/No.	Surname	First Name	Other Name	Reg. No.	Student Signature
36					
37					
38					
39					
40					
41					
42					
43					
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48					
49					
50					
51					
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65					
66					
67					
68					
69					
70					

Lecturer _____ Sign _____ Date _____

FOR OFFICIAL USE

Sheet _____ of _____

For Last, provide summary as follows: Total No. of students in attendance _____

7.5 APPENDIX V: Student Permission Sheet

PERMISSION TO BE AWAY FROM CLASS

Name: _____

Registration Number: _____ Year of study: _____

Department: _____

Lecture missed: _____

Date: _____ From: _____ To: _____

Reason for being away: _____

How have you arranged to cover the work? _____

Comments by HOD: _____

Approved/Not approved
(Head of Department)

Name: _____ Signature: _____ Date: _____

7.6 APPENDIX VI: Students Report on Missed Lectures

Course: _____ Year of Study: _____

Lecture/Tutorial/Practical/Clinicals/Missed: _____

Date: _____ Time: _____ Venue: _____

Name of Lecturer _____ Full Time Part time Honorary
(Tick as applicable)

No. of Lectures Missed Previously _____ No. of Missed Lectures Recovered _____

When were they recovered: _____?

Were the lost hours fully recovered: Yes No.

If not give details: _____

Report by Class Representative _____
Name Sign Date

Witnessed by two students: _____
Name Sign Date

Name Sign Date

7.7 APPENDIX VII: Course/Lecturer Evaluation

Course Code..... Course Title Lecturer.....Year.....

The purpose of this evaluation is to provide feedback about the course /course facilities and the lecturer which will help in the development of more effective tuition for this course at the University. Please rate the statements given by circling the appropriate score as per the following scale:

1 = Poor 2 = Reasonable 3 = satisfactory 4 = Good 5 = Very good 6. N/A = Not applicable

A. Objectives

1.	Clarity of course objectives (Classroom / Clinical)	N/A	1	2	3	4	5
2.	Achievement of course objectives	N/A	1	2	3	4	5
3.	Relevance of course to programme objectives	N/A	1	2	3	4	5

B. Content and methodology

4.	Interpretation of concepts and theories	N/A	1	2	3	4	5
5.	Coverage of course syllabus	N/A	1	2	3	4	5
6.	Clarity in presentation	N/A	1	2	3	4	5
7.	Effectiveness of presentation methods	N/A	1	2	3	4	5

C. Materials and Physical Facilities

8.	Sufficiency of handouts	N/A	1	2	3	4	5
9.	Value of recommended resource materials	N/A	1	2	3	4	5
10.	Use of audio-visual and other teaching aids	N/A	1	2	3	4	5
11.	Guidance on the use of web based material / journals	N/A	1	2	3	4	5
12.	Adequacy of physical facilities	N/A	1	2	3	4	5
13.	Sufficiency of computer (ICT) facility	N/A	1	2	3	4	5
14.	Relevance of laboratory experiments (if any)	N/A	1	2	3	4	5

D. Evaluation

15.	Relevance and usefulness of assignments/practicals / CATs	N/A	1	2	3	4	5
16.	Appropriate coursework assessment	N/A	1	2	3	4	5
17.	Satisfaction with methods of evaluation for:						
	- Classroom theory	N/A	1	2	3	4	5
	- Practicals	N/A	1	2	3	4	5

E. Availability of lecturer

18.	Attends class regularly	N/A	1	2	3	4	5
19.	Keeps to the published timetable	N/A	1	2	3	4	5
20.	Is available for consultation when necessary (outside class time)	N/A	1	2	3	4	5
21.	For guidance in practical sessions (e.g. Nursing)	N/A	1	2	3	4	5

F. Preparation

22.	Explains the scope, recommended readings, delivery and evaluation methodology of the course	N/A	1	2	3	4	5
23.	Uses organized, up-to-date notes and course materials	N/A	1	2	3	4	5
24.	Uses update material with general / industrial practice	N/A	1	2	3	4	5
25.	Manages time well (punctual, uses class time efficiently)	N/A	1	2	3	4	5
26.	Demonstration of procedures in the practical sessions	N/A	1	2	3	4	5

G. Course Delivery

27.	Presents course concepts and theories in a clear and interesting way	N/A	1	2	3	4	5
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28.	Facilitates meaningful and active class participation by students	N/A	1	2	3	4	5
29.	Answers questions clearly and knowledgeably	N/A	1	2	3	4	5
30.	Uses relevant examples and illustrations in the class / practical	N/A	1	2	3	4	5
31.	Is open to diverse viewpoints and opinions	N/A	1	2	3	4	5

H. Course Evaluation

32.	Gives relevant and challenging assignments and tests	N/A	1	2	3	4	5
33.	Marks assignments and tests promptly	N/A	1	2	3	4	5
34.	Gives helpful feedback on assignments and tests	N/A	1	2	3	4	5
35.	Use of case studies for analysis	N/A	1	2	3	4	5

I. Overall Rating

36.	Overall rating of lecturer						
	- Classroom / Lecture	N/A	1	2	3	4	5
	- Practical / clinical	N/A	1	2	3	4	5

J. Class attendance

37. What proportion of classes do you attend? (tick appropriately)

- (i) 100% { } (ii) 75 – 99% { } (iii) 50 – 74% { } (iv) Below 49% { }

38. In a normal class/practical session, what portion of class members are present? (tick appropriately)

- (i) 100% { } (ii) 75 – 99% { } (iii) 50 – 74% { } (iv) Below 49% { }

What are the reasons for the level of attendance that you have reported above?

K. General Comments

39. Your lecturer would like to know if there are certain aspects you believe he/she has done especially well in his/her teaching of this course?

(i) _____

(ii) _____

(iii) _____

40. Your lecturer would also like to know what specific things you believe must be done to improve his/her teaching in this course?

(i) _____

(ii) _____

—
(iii) _____
—

41. What other materials or resources, if any, should be added to enhance understanding of the course contents?

(i) _____
—

(ii) _____
—

(iii) _____
—

42. What is your overall view of the course?

43. Would you recommend this course to any other group of students?

Yes ()

No ()