Supervised Reading Unit Outline

Approved by Coursework Studies Committee on 17 May 2012

Note: The student, supervisor and Coursework Coordinator should work together to complete this form.

1. **Student: Name:**  
   **RTI:**  
   **TAMS ID:**

2. **Supervised Reading Unit code:**  
   **Title:**

3. **Supervisor**  
   **Supervisor RTI:**

4. **Unit Value**  
   Normally 15 points; if different, ............ points

5. **Level**  
   Postgraduate Elective or BTheol Level 3

6. **Discipline**

7. **Content**

8. **Learning Outcomes**

   Upon successful completion of this unit, it is expected that students will be able to:
   1.

9. **Teaching Methods**

   Supervised Reading Unit: student works under guidance from supervisor, who meets with the student at mutually agreed times.

   Will the student attend classes in a related unit? **Yes/No**

   Unit code of related unit: .............  
   Unit Name: ..................................................  
   RTI: .............

10. **Assessment due date**  
    ...... / ...... / ........

    Must be no later than the end of the examination period of the semester in which the unit is being taken.
### 11. Workload (demand hours)

<table>
<thead>
<tr>
<th>a. Number of timetabled hours per week</th>
<th>b. Expected personal study hours/week</th>
<th>c. Total workload hours per week (a + b)</th>
<th>d. Total workload hours for unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arranged between supervisor and student</td>
<td>c - a</td>
<td>9 for UG</td>
<td>108 (UG)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 for PG</td>
<td>144 (PG)</td>
</tr>
</tbody>
</table>

### 12. Assessment

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Weighting</th>
<th>Learning Outcomes Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normally a single 6,000 word essay (Please describe if assessment differs from this)</td>
<td>100%</td>
<td>All</td>
</tr>
</tbody>
</table>

### 13. Recommended reading

* = set texts recommended for purchase

### 14. Approvals

**RTI Coursework Coordinator declaration**
This SRU’s content is appropriate and consistent with the student’s program
- [ ]

The learning outcomes are consistent with the course and unit level
- [ ]

The assessment tasks are appropriate to the learning outcomes
- [ ]

**Coursework Coordinator signature:** ..........................................................  
**Date:** ...... / ..... / ........

**Approver declaration**

This SRU’s content is appropriate and consistent with the student’s program
- [ ]

The learning outcomes are consistent with the course and unit level
- [ ]

The assessment tasks are appropriate to the learning outcomes
- [ ]

**Approver Signature:** ..............................................................................  
**Date:** ...... / ..... / ........

**Noted by Coursework Studies Committee on:** ........ / ........ / ........
Unit Proposal Template – completion guide

This outline is to be completed for all students enrolling in a Supervised Reading Unit (SRU) or equivalent Seminar. The student, supervisor and Coursework Coordinator should work together to complete this form.

Once completed, this outline must be approved by the Coursework Coordinator and potentially by an Approver, an academic with expertise in the discipline of the SRU. When approved by the relevant academics, the document should be forwarded electronically to the MCD Director of Coursework for noting at Coursework Studies Committee.

Students completing this Outline must also complete a reenrolment form to enrol in this unit. The reenrolment form must be completed and submitted to the RTI Registrar according to normal due dates for that semester – that is, before the commencement of the semester.

This Supervised Reading Unit Outline must be completed and approved by the RTI Coursework Coordinator and the Approver by the end of week 5 of semester.

The Coursework Coordinator is responsible for choosing the examiner for the SRU. The supervisor may be the examiner. The SRU will be marked according to the standard practice for marking units; that is, the SRU will be second-examined if the supervisor is a new staff member under a mentorship program, or if the RTI is being audited in the current year.

1. **Supervised Reading Unit code and Title**
   Replace Unit code and title with actual unit code and title. Check TAMS to make sure the code is not already in use for an existing unit as the code for each unit must be unique across the MCD (your Registrar or Coursework Coordinator will be able to help you with this).

   Replace RTI with RTI code [ALC, CTC, ICSPF, SABC, STC, UFT, WHT, YTU]

2. **Student details.**
   Enter the student name, RTI and TAMS ID.

3. **Supervisor**
   The name of the faculty member who is supervising the student for this unit

4. **Unit value**
   A standard MCD unit is 15 points; other values should be used only in exceptional circumstances, and should be a multiple of 15.

5. **Level**
   Specify the levels of the unit. Available Supervised Reading Unit levels:

   - Undergraduate: Bachelor of Theology level 3 only
   - Graduate: GradCerts, GradDips, MDiv and MTS
   - Postgraduate: MA(Theol), MDivHons, MTS, research awards
6. **Discipline**
Choose from:

<table>
<thead>
<tr>
<th>Field A Humanities</th>
<th>Field B Biblical Studies</th>
<th>Field C Christian Thought and History</th>
<th>Field D Theology: Mission and Ministry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biblical Languages</td>
<td>Old Testament</td>
<td>Church History</td>
<td>Canon Law</td>
</tr>
<tr>
<td>History</td>
<td>New Testament</td>
<td>Systematic Theology</td>
<td>Ecumenical Studies</td>
</tr>
<tr>
<td>Languages ancient and modern</td>
<td>Biblical Studies</td>
<td></td>
<td>Liturgy</td>
</tr>
<tr>
<td>Philosophy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Religious Studies</td>
<td>Moral Theology</td>
<td>Pastoral Theology and Ministry Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Religious Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spirituality</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spiritual Direction (Grad and PG only)</td>
<td></td>
</tr>
</tbody>
</table>

7. **Content**
Write 1-2 paragraphs describing the unit. This section should be aimed at the student.

8. **Learning outcomes**
List the knowledge and skills the students will be expected to have gained by the end of the unit. Learning outcomes must be measurable goals which should be tested by the assessment for the unit. Use action words such as *articulate, demonstrate, evaluate, analyse*. Where a class is taught at more than one level, the higher level should comprise additional and more intense learning outcomes.

The learning outcomes should be compatible with:
- Graduate outcomes for the student’s course
- Field outcomes for the student’s level.

9. **Teaching methods**
This section need be completed only if the teaching methods are different from those of a normal guided study unit.

10. **Workload (demand hours)**
Total indicative workloads for standard 15-point units:
- 108 hours for an undergraduate unit
- 144 hours for a graduate or postgraduate unit.
11. **Assessment**
   Briefly describe all assessment tasks for the unit, including word counts for each item (e.g. 1 x 6000 word essay). Provide a weighting for each item (e.g. 50%) ensuring that the total adds up to 100%. Assessment tasks must test the learning outcomes for the unit, please provide the numbers of learning outcomes assessed by each task. If there is only one assessment task, it should assess all learning outcomes.

   The normal total word count for a standard 15 point unit at each level is as follows:
   - Undergraduate third year: 5,000-6,000 words
   - Graduate level: 6,000 words
   - Postgraduate level: 6,000 words, usually a single paper

12. **Assessment due date**
   Administratively, the Supervised Reading Unit is a unit like any other, and is subject to the same administrative requirements. Therefore, the due date for the final assignment must be no later than the end of the examination period of the semester in which the unit is being taken.

13. **Faculty**
   Generally the supervisor.

14. **Approvals**
   a. The student’s Coursework Coordinator must approve the Supervised Reading Unit. The Coursework Coordinator ‘signs’ her/his name in the box and, if necessary, forwards the document to the Approver – an academic with expertise in the discipline.

   b. The Approver will ‘sign’ and return the document to the Coursework Coordinator, who will then forward the document to the Director of Coursework. For undergraduate students, the Coursework Coordinator prints a copy and places it on the student’s file.

   c. The Director of Coursework checks the Supervised Reading Unit outline and notes it for the next Coursework Studies Committee. For graduate and postgraduate students, the Director of Coursework prints a copy and places it on the student’s file.