



## **MPLS PLTO: supporting resources and information**

All departments are encouraged to make sure there are resources and information available for PLTO participants to access after the session, to support them in their teaching. Many departments already have these in place, and this document outlines examples.

The resources can be available in a variety of media, such as written guides, webpages and videos.

Topics typically echo those covered in the PLTO session, with the amount of detail provided, or the particular focus depending on the department context and priorities. The following is a summary of the topics covered by existing materials in MPLS departments:

- How the Oxford teaching structure works
- The structure of undergraduate teaching in the department and where there are teaching opportunities for researchers
- Recruitment information: ie job descriptions, skills and experience needed, how to apply.
- How tutorials / labs / classes / other teaching contexts work in the department
- Responsibilities
- Advice, hints and tips about how to teach in each of the relevant contexts
- Information about the actual course they will be teaching eg course synopses, syllabi, past papers, problem sheet solutions,
- The importance of preparation, and advice on how to prepare
- How to mark
- The examining structure
- Administrative processes for getting paid, reporting on undergraduate progress etc
- Information about relevant follow on activity available in the department
- Contact details of important people
- How undergraduate feedback works
- Inclusive teaching and student diversity
- Typical student difficulties