

Information on RWIL modules during Covid-19 lockdown:

July communication

Dear Grade R student

The practice based nature of the WIL modules pose various challenges to students and NWU staff during the lockdown. The lecturers are doing their best to support students in any way we can to complete these modules. With some schools opening and others not, and comorbidities preventing some teachers from returning to the classroom, we realise that one solution will not suit all students. The following arrangements could help to answer some of your questions regarding WIL:

1st AND 2nd YEAR STUDENTS:

(Only if you could not yet submit the portfolio for which you are registered)

If you are able to return to the classroom, please collect the necessary evidence as required for the revised version of the portfolio (see concessions below). Remember that school stamps as well as mentor marks, signature and contact details are still non-negotiable requirements.

If you cannot return to the classroom, do not stress. You will be provided time in the next semesters to catch up for lost time. NB! Students must just keep in mind that this is a compulsory component and WIL modules (portfolios) should be completed in the order of the programme layout. Please try your utmost to catch up on your WIL portfolios as soon as you are able to return to the classroom. **Make sure you are registered for the respective modules if you have missed two assessment opportunities.**

Concessions made:

- Only 10 days' reflection in practice (use the new format requiring only one page per day only – see explanation of Gibbs' cycle and the reflective format below).
- Only 3 lesson observations (RWIL111) and 3 lesson presentations (RWIL121, 211, 221).

These concessions were made to enable you to submit more than one portfolio per semester if and when you are able to return to school.

You still need to do the academic module reflections for all academic modules as required.

Two WIL tasks each for RWIL111, RWIL121, RWIL211, RWIL221 are still required.

NB! Take note: If you have failed a portfolio and need to resubmit, remember that you are allowed to redo the sections that you have failed only BUT then you have to **include the marking sheet of the previous portfolio** with the marker's comments and final mark to allow the marker to make the necessary adjustments to your final mark. NB! If the marking sheet is not included, you will fail the portfolio again

NB! All PR forms must be signed by the mentor and stamped with official school stamp.

3rd YEAR STUDENTS WHO HAVE COMPLETED THEIR FIRST FOUR PORTFOLIOS:

(Only if you could not yet submit the portfolio for which you are registered)

Two options are accepted during the lockdown namely the **original version** and the **alternative version**:

ORIGINAL VERSION of the RWIL311 and RWIL321 portfolios:

You may still complete and submit the original version of the portfolio as described in the study guide **IF** you are able to return to practice and **IF** you are able to collect the necessary evidence of the reflections, WIL tasks and lessons in practice. These portfolios can be couriered using the address in the information booklet, posted or submitted at centres on identified days as will be communicated via SMS.

Concessions made:

- Only ten (10) daily reflections (instead of 15) (use the new format requiring only one page per day – see explanation of Gibbs' cycle and the reflective format below).
- Only three (3) lesson presentations.

You will still have to do academic module reflections as required;

You will still have to implement the WIL tasks as explained for each RWIL portfolio in the respective study guides.

For clarity on the **original versions of the portfolio, view the recordings of previous presentations that were placed on the website**. Keep in mind that, from 2020 you only have to complete one reflective page per day and not four pages and for this year you only have to reflect on 10 days and not 15 days. Please find the new daily reflective format attached.

NB! Take note: If you have failed a portfolio and need to resubmit, remember that you are allowed to redo the sections that you have failed only BUT then you have to include the marking sheet of the previous portfolio with the marker's comments and final mark to allow the marker to make the necessary adjustments to your final mark. NB! If the marking sheet is not included, you will fail the portfolio again.

NB! All PR forms need to be signed and stamped as explained in the study guide.

ALTERNATIVE VERSIONS of the RWIL311 and RWIL321 portfolios:

All students who are left only with the final portfolios (RWIL311 and RWIL321), and who are able to complete the programme this year, have an opportunity to do the revised versions of the portfolios where practical tasks are replaced with case studies. These alternative portfolios do not require proof of lesson presentations and do not require of students to be in the classroom.

NB! Please take note that only students who have completed and passed all 4 the previous portfolios, and who are registered for RWIL311 and RWIL321, may submit these alternative versions of the portfolios for RWIL311 and 321. If you cannot return to practice, submit the alternative versions.

RWIL321 alternative version: This version was already made available to registered 3rd year students during the 1st semester of 2020 on the website and in hard copy. **NB!** If you have submitted a RWIL321 portfolio already, you need not submit another RWIL321 portfolio again. Only if you failed the portfolio will you submit again. The alternative version for RWIL321 will again be available on the website from the 20th of July.

RWIL311 alternative version: This portfolio version will also be available on the website from the **20th of July**. Students are able to download, complete and submit this version which will be processed as part of

the **second semester assessment process and will reflect on the end of the year student records**. For resources go to <http://distance.nwu.ac.za/downloads>

NB! If you have submitted a RWIL311 portfolio already, you need not submit another RWIL311 portfolio again. Only submit again if you have failed the portfolio.

If you are registered for both the RWIL311 and RWIL321 **you may submit both portfolios in the second semester** if you have not yet submitted them. If you have a problem to download the portfolio formats please send an email to Hope Makgabulane: Hope.Makgabutlane@nwu.ac.za, requesting the word versions. These alternative portfolio versions will also be presented during module presentations according to the time table for the second semester. For questions regarding content please contact the lecturer. Mrs Anitha Jansen van Vuuren anitha.jansenvanvuuren@nwu.ac.za

Re practical assessment of 3rd year students:

Due to the lockdown regulations the NWU will not be able to visit schools for practical assessment as part of the WIL component. Alternative arrangements have been made. The NWU will communicate alternative arrangements with you soon. Keep an eye open for the SMS; Only students who have completed at least the first four portfolios (RWIL111, 121, 211 and 221) will be accommodated through an alternative assessment plan for the practical mark. We are waiting for permission from the DHET. If you have passed these modules and did not receive the letter by the end of July, please contact Hope Makgabutlane (Hope.Makgabutlane@nwu.ac.za).

Submission and Due dates:

All RWIL portfolios can be submitted in hard copy via courier or through the post office or submitted at student support centres on days that will be communicated to students via SMS.

The last date for submission of the portfolios in order for the mark to be processed as part of the **first semester records**, is the **18th of July**. HOWEVER, if you submit later you will not be penalised but the mark will be processed as part of the **second semester records**. The final date for submission for the second semester is still pending and will be communicated via SMS as soon as it is finalised. Please submit as soon as possible to ensure your mark is processed as part of your 2020 record. Don't wait for the due date!

Registration for RWIL modules:

NB Students need to register for their respective modules at the start of each year. You can only submit a portfolio if you are registered for the module. Please make sure that you are registered before submitting. Students who started their studies in July (mid-year intake), need to register for their following modules in January of the following year.

NB! If it is your second opportunity for a portfolio, but you are not able to submit before the final cut-off date due to lockdown regulations, you must re-register for the module again in the following semester. However, you will not be required to pay a registration fee for the WIL module if lockdown hampered the collection of evidence in practice due to you not being able to return to the classroom. It may however result in a delay in your progress and extending the time necessary to complete the programme. To accommodate for the loss of time in practice in the first semester, all students will have the opportunity to **submit two portfolios in the second semester** in order to catch up on lost time in practice in the first semester. Although we have suggested to management that students are also provided time to catch up on portfolios in 2021, lagging behind in portfolios may result in extended years to complete the qualification. We therefore want to urge you to plan the lessons and tasks for the portfolios that you need to submit. Prepare all resources and communicate with your mentor the tasks and lessons that you will be implementing once schools reopen or when you are able to return to the classroom. This will save you valuable time and allow you to collect the necessary evidence in the second semester as soon as possible.

NB: If you are still unsure of the portfolio process or content please view the recordings of the white board presentations that were placed on the website. For resources go to: <http://distance.nwu.ac.za/downloads>; use the user name **Education** and password **education** to access and download the presentations. The WIL Admin book is also available on the website if you need the latest formats.

Keep safe and look after yourself and your loved ones

Regards

RWIL lecturers

Corné Kruger - corne.kruger@nwu.ac.za (RWIL111 & 121)

Hantie Theron - hantie.theron@nwu.ac.za (RWIL211 & 221)

Anitha Jansen Van Vuuren - anitha.jansenvanvuuren@nwu.ac.za (RWIL311 & 321)

(Find Gibbs' reflective cycle and reflective format attached.)

Explanation of daily reflections based on Gibb's cycle

(Note: This model has been further adapted for 3rd years who qualify to do the alternative version of the RWIL321 portfolio; please access the tutorial for Covid-19 assignments)

Professor Graham Gibbs' Reflective Cycle (1988) is particularly useful for helping people learn from situations that they experience regularly, especially when these don't go well. Using this cycle to learn from practice a teacher will ask the following questions when moving through the cycle:

Step 1: Description

- When and where did this happen?
- What happened?
- What did you do?
- What did other people do?
- What was the result of this situation?

Step 2: Feelings

- What did you feel before this situation took place?
- What did you feel while this situation took place?
- What do you think other people felt during this situation?
- What did you feel after the situation?
- What do you think about the situation now?
- What do you think other people feel about the situation now?

Step 3: Evaluation (look objectively at what approaches worked, and which ones didn't.)

- What was positive about this situation? What was negative??
- What went well? What didn't go so well?
- What did you and other people do to contribute to the situation (either positively or negatively)?

Step 4 and 5: Analysis and Conclusion (think about the situation again, using the information that you've collected so far. Then ask questions like these)

- What sense can you make of the experience?
- How could this have been a more positive experience for everyone involved?
- What skills do you need to develop, so that you can handle this type of situation better?

Step 6: Action plan

- If you were faced with the same situation again, what would you do differently?

Reflective journal - DAY: /10

Daily reflection on practice (Make 10 copies – one for each day of WIL)

Use the following steps (based on the reflection cycle of Gibbs, 1998), to reflect on **one incident (experience)** that happened in your class today that provided you as teacher, a valuable learning opportunity.

What happened? (Simply describe the learning experience)
Feelings (How did you feel? What did you think?)
Evaluation (What was good about the experience? What was bad? Make value judgements)
Analysis (What sense can you make of the experience? Why did it happen?)
Conclusion (What else could be done? How can you and learners benefit from your learning experience? If it happens again, what will you do? What will you do differently in future?)