AMSI ACE Network Honours and Masters Lecturer Guidelines 2024

Thank you for teaching an honours and masters subject over the AMSI ACE Network. Below is information to assist you in conducting your ACE teaching.

Should you have any questions, please email Shamvi Berry at ace-network@amsi.org.au.

KEY DATES

Lecturer to return completed subject information guide to AMSI	Tuesday 10 January
Lecturer to send pre-enrolment quiz to AMSI	Tuesday 10 January
ACE Semester One enrolments open	January (date TBC)
ACE Semester Two enrolments open	May (exact date TBC)
AMSI to send subject enrolment list to lecturer	Frequent updates sent from the enrolment open date (should there be any enrolments at that point) until your university's census date
Lecturer to send list of remote students continuing post census to AMSI	Census date of your home university (usually in March/April for S1 and in August/September for S2; please confirm)
Lecturer to send list of remote students taking the course for credit to AMSI	When you have confirmation of the students who will be undertaking final assessment
AMSI to send ACE feedback survey to students	As soon as possible after the exam date
Lecturer to advise subject completions and final marks to honours and masters coordinators and AMSI	As soon as possible after final assessments have been marked
AMSI to send ACE completion certificates to honours and masters coordinators	As soon as possible after subject completions and final marks have been received from all ACE lecturers

COURSE PREPARATION

Subject Information Guide

Each lecturer completes the subject information guide on the template provided describing the nature of the course, learning outcomes and assessment details. Subject information guides will be published on the [AMSI ACE Network webpage](#).

Students will be advised to review the subject information guide and prerequisites in conjunction with completing the pre-enrolment quiz to assist with their subject selection.

Some students will be taking your subject for credit at their home institution, while others will be participating only for their own knowledge. Honours and masters coordinators from remote students' home universities will review the subject guides to assist them in determining if they will allow their students to take the course for credit.

Pre-enrolment quiz

The ACE Network program attracts students with varying skillsets, sometimes from cognate disciplines. A short quiz will allow students to self-assess whether they are properly equipped for your subject. This quiz need only be brief but should include questions (and the answers) that give students a sense of what kind of foundational skills are required to competently take on your subject. This may also be useful for you to establish a baseline skills level for students undertaking your subject. Please keep in mind that ACE subjects are primarily targeted towards honours and masters students.

Pre-enrolment quiz questions and the corresponding answers will be published on the AMSI ACE Network webpage for students to self-assess. Students will be advised to complete the quiz in conjunction with reviewing the subject information guide and prerequisites to assist with their subject selection.

Examples of pre-enrolment quizzes are available on the ACE website.

Videoconferencing platform

Zoom is the preferred videoconferencing platform of the ACE Network. If your home university does not have a Zoom license, AMSI can provide you with a login.

If your home university uses a different videoconferencing platform, please discuss with AMSI.

ACE enrolments and class lists

Students are responsible for enrolling in a shell course at their home university and seeking the appropriate approvals from their honours and masters coordinators. AMSI will manage ACE enrolments and provide you with the contact details of students and their honours and masters coordinators (as advised by students on their enrolment form) registered in your subject at regular intervals starting from the first enrolments up until your university's census date. Please advise AMSI as soon as possible if there is a cap on the number of ACE students you can accept in your subject.

Before enrolments open, AMSI will request your class timetable and Zoom meeting link.

AMSI will email students to confirm their acceptance into ACE subjects and provide the timetable and

Zoom link. From this point, you will be responsible for communicating with the students directly. Similarly, students will be advised to contact you directly including if they wish to discontinue the subject or decide to take the subject for credit. Please email ace-network@amsi.org.au should you know of any remote students who don't appear on the enrolment lists provided to you by AMSI.

Post-census date (as set by your home university) please send AMSI your class list noting any updates to the original enrolment list (i.e. any dropouts or changes to those taking the course for credit). This information is for internal AMSI reporting purposes. Students are responsible for seeking approval from their honours and masters coordinators to take the course for credit. Please remind them that when they notify you of their intention to take the course for credit they should have already confirmed this with their home university. At the end of your course please send your final class list including those who completed and their final marks (further details on this are listed in the 'Post-Course Completion' section).

Learning Management System (LMS)

If possible, please provide ACE students with a guest/remote student login for your home university's LMS so they can access the same course materials and subject announcements as your internal students. We understand that granting LMS access is not always possible, so a workaround will be required.

AMSI only collects personal information required to process ACE enrolments. Please notify us ASAP if you require anything other than student name and email to grant LMS access so we can request this on the ACE enrolment form

Options include the following used by previous ACE lecturers: UWA used DropBox, USQ used Open StudyDesk, Swinburne used a password-protected webpage, Monash used Moodle, UoN used Blackboard etc. Another option is to send the materials via email. RMIT lecturers have previously not used the internal LMS at all because they found it easier to be communicating/sharing materials with all students in the same way.

As long as ACE students have access to all of the required course materials, the best way to achieve this is at your discretion.

Lecturer stipend

In recognition of the hard work that goes into producing quality honours and masters programs, AMSI will provide lecturer payments of $1500 for selected subjects every year (subject to remote students being enrolled post-census date). Payment will be made to your home university after AMSI receives the list of remote students continuing post-census.

Please discuss with your university how this payment is to be allocated internally. It is between you and your home university whether the payment is paid directly to the lecturer, used to support the discipline or for any other purposes.

POST-COURSE COMPLETION

Course completions and final marks

As soon as possible after final assessments have been marked, you will need to send the marks of those students who sat your course for credit to the honours and masters coordinators at their home universities. Please also send AMSI the list of ACE students who completed your course and their final marks. The level of detail required for students to receive credit may differ across universities so the coordinators might request some further information from you. As always, please copy ace- network@amsi.org.au into these communications so AMSI also has a record.

Feedback survey

After the exam, AMSI will email a short feedback survey to all students who enrolled in an ACE course (whether they completed the course or not) to get their thoughts on what they liked and anything they think could be improved.

Certificates

As soon as possible upon confirmation of final marks for all ACE courses, AMSI will email honours and masters coordinators with the full list of students from their university who completed a subject and a certificate of completion for each student. The coordinators will then forward the certificates to their respective students. Please note that this is a courtesy gesture from AMSI following the official communication of final marks from the lecturers to the coordinators.

CONTACTS

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