

# Arts Foundations 2024 Semester 1



THE UNIVERSITY OF  
MELBOURNE

February 2024

Arts Teaching Innovation

A warm welcome to you as a new tutor in the Faculty of Arts! Whether this is your first semester ever or your first semester after experience elsewhere, thank you for being here. We look forward to working with you.

## Summary

As a condition of employment, all tutors new to the Faculty of Arts are required to complete 'Arts Foundations', a set of professional development (PD) modules created and convened by teaching experts from the Arts Teaching Innovation (ATI) team.

Arts Foundations modules are completed online via the University's Learning Management System (LMS), Canvas.

On completion of the modules, you will be paid in accordance with the Faculty's Local Operating Rule.

## What is Arts Foundations?

These training, induction and PD modules provide:

- Theoretical bases for the Faculty's preferred approaches to teaching
- A repertoire of classroom activities that are inclusive and engaging
- Information about your role, responsibilities, and key contacts
- Lists of further key services and resources to support you in your role

## How do I access and complete Arts Foundations?

Access Canvas using your staff username, supplied to you after you have accepted your Letter of Engagement. Arts Foundations will appear in your list of Canvas enrolments within 1-2 business days of receiving your staff username. It is your responsibility to access and complete the modules after this time.

**Completion is expected prior to the commencement of classes.** Sessional staff appointed after classes have begun are expected to complete within two weeks of

commencement. **Arts Foundations will cease to be available after Friday April 19 – 8 weeks into Semester 1.**

If you have difficulty accessing Canvas, please contact Mitch Buzza, Arts eTeaching: [mitch.buzza@unimelb.edu.au](mailto:mitch.buzza@unimelb.edu.au)

You are advised to work through the modules in blocks of at least two consecutive hours. If you work for a five-hour block or greater, be sure to take a 30-minute break (unpaid). On completion, you will be instructed on claiming payment for training through your timecard, to an estimated total of eight hours at the Other Casual Academic Activity, Level A.2 rate. Please discuss with your supervisor if completing the training takes longer. Please visit the Arts Foundation LMS Canvas site under the Administration FAQ & Support Module for more information.

## Questions?

**Subject-related delivery and coaching:** contact your Subject Coordinator.

**General teaching queries and questions about Arts Foundations:** contact ATI at [Arts-ATI@unimelb.edu.au](mailto:Arts-ATI@unimelb.edu.au) or lodge a ServiceNow request.

**Administrative support:** please visit the Arts Foundation LMS Canvas site under the Administration FAQ & Support Module.

### Acknowledgement of Country

We would like to acknowledge the Traditional Owners of the land where our university campuses are located, the Wurundjeri, the Boonwurrung, the Dja Dja Wurrung, and the Yorta Yorta peoples. Indigenous Australians have been custodians of the lands and waterways of Australia for thousands of years, teaching and learning where our campuses now stand. We pay our respects to their Elders, past and present. This land was never ceded.