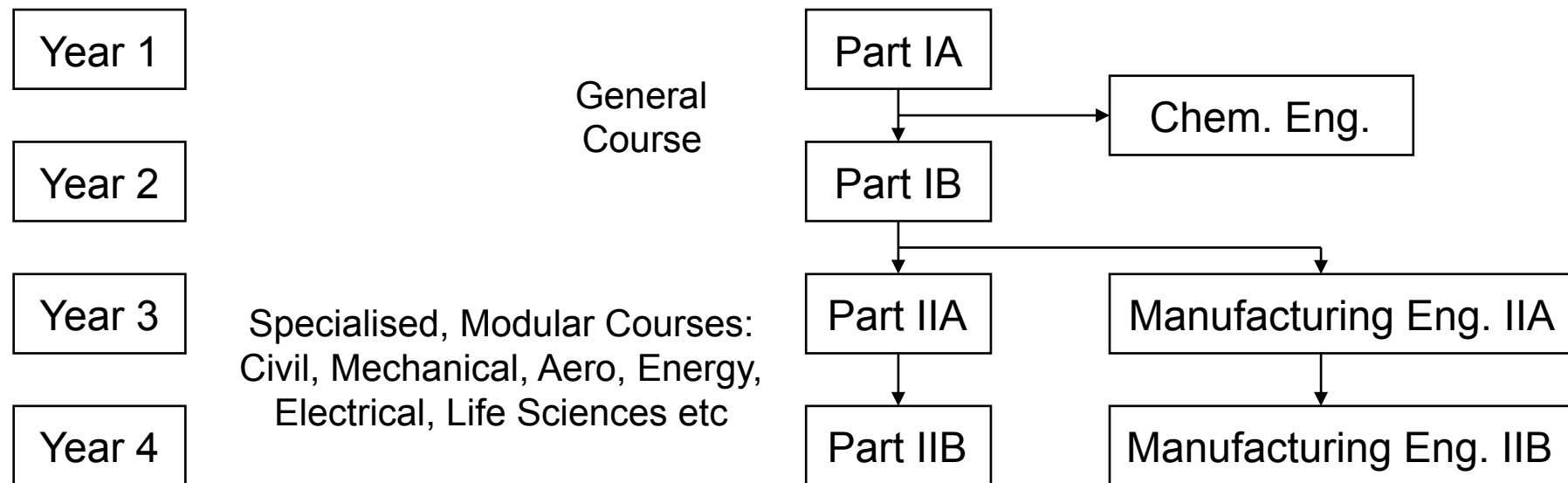


Guidance for Engineering Supervisors

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OVERALL TRIPOS STRUCTURE



Supervisions organised by:

- *Part IA/IB*: college Directors of Studies (DoS)
- *Part IIA/Manufacturing Part IIA*: department Module Leaders
- *Part IIB/Manufacturing Part IIB*: no supervisions!

ADMINISTRATIVE STUFF

You should have received the document

Guidelines for new supervisors of engineering undergraduates

There's lots of great advice and information there: **read it!**

Use the 'Supervisor marketplace' to look for work or advertise your availability

From
Engineering
Dept front page

Go to
Undergraduates

Current
Undergraduates

Supervisor

College, DoS and
supervisions

DEPARTMENT OF
ENGINEERING

Undergraduate Teaching

Supervisor: Administration: College, DoS & supervisions

Information for: ^

Home ^

Offer-holders ^

Part IA ^

Part IB ^

Part IIA ^

Part IIB ^

MET ^

Supervisor ^

> Shortcuts to key information

> Administration

> Course information


> Exam information

Staff ^

Not logged in. More information may be available. Login via [Raven](#) / [direct](#).

Training for new supervisors

Guidelines for new supervisors of engineering undergraduates

Supervisor Marketplace 

Quick

Key c

Engin

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Fast

Allow

Indu:

Accre

Progi

Addit

Exam

Relat

Teac

Cam

Cam:

Mood

Cam:

COM

Comp

Depa

Lang

Libra

Prize

Supervision Offers and Requests

This site is new. Please encourage its use! Address technical problems to [tl136](#) and constructive feedback to [cyb](#). Offer and request notices will be removed from the list in Week 6 of the term to which they relate.

Request Work

Fill this in if you want to supervise

- Under 'Course' you may be specific (e.g. IA Structures) or more general (e.g. Structures - any year).
- Under 'College' you may request Part I work from a particular College, but in most cases it is better to leave this field as 'any'.
- If you have supervised before, specify course and College if Part I supervision; module number if Part IIA.
- Under 'Details' add anything which you think may be helpful (e.g. 'can offer up to 4h per week') but try not to use more than 450 characters.

Calendar Year	Term	Student Year	Course	College	Your name	Supervised before?	Details
2013 ▾	Mich ▾	Any ▾	<input type="text"/>	Any ▾	<input type="text"/>	<input type="text"/>	<div></div>
<div>Submit</div>							

Offer Work

Fill this in if you're in need of a supervisor

Calendar Year	Term	Student Year	Course	College	Your name	Details
2013 ▾	Mich ▾	Any ▾	<input type="text"/>	Any ▾	<input type="text"/>	<div></div>
<div>Submit</div>						

List of current Offers and Requests

Sort by Course ▾ Don't Truncate Details ▾ Update

Offer/Request	Calendar Year	Term	Student Year	Course	College	Your name	Submitter	Previous Experience	Details	DUE Delete
Request	2013	Mich	Any		Girton College		ah691			Delete
Request	2013	Mich	Any		Churchill College		ah691			Delete
Request	2013	Mich	Any		Trinity College		ah691			Delete

ADMINISTRATIVE STUFF

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Guidelines for new supervisors of engineering undergraduates

There's lots of great advice and information there: **read it!**

- Pick up databooks from Teaching Office
- Find out what's covered in the course:

Part 1A, 1B:

Examples papers and cribs are e-mailed to you by Teaching Office (and on-line)

Lecture notes may be on-line (CamTools or Moodle)

Lecturers may (on request) send you filled-in copies of notes

Consider going to (some) lectures yourself

Part IIA:

Module leaders should tell you about arrangements for examples papers and lecture notes

PLANNING SUPERVISIONS

- Examples papers *typically* 1 for every 4 lectures
 - examples sheet schedule on Teaching Webpages (Part I)
 - ask the DoS (Part I) or module leader (Part IIA)
 - consult on-line syllabus
- You won't have time to go through every question on every paper, so need to be strategic
- Experienced supervisors / module leaders know where time and effort will be needed: ask them!
- Communicate with students:
 - Tell them where they should have reached for the supervision
 - Ask them to tell you what they want to cover (preferably in advance)
 - This means they have to discuss amongst themselves: easy for Part 1; may not be possible for Part II
 - Ideally, students will help each other before the supervision, and bring you only the problems none of them can do

HOW MANY SUPERVISIONS?

- Part 1: One supervision per examples sheet: about every 2 weeks (3 or 4 per term)
- DoSs normally arrange supervision timetable
- Increasingly Colleges are doing some year-group classes on specific topics (effective use of your time, and reduces supervision costs)
- Part IIA: 3 per 16-lecture module, plus one revision supervision. Approximately one per examples sheet, but may vary. Don't arrange more than 4 supervisions in total without DoS permission.
- You have to schedule supervisions with students. Try to supervise each paper as soon as the students have covered the material
- Maybe use Doodle or other on-line resource to schedule?

SUPERVISION TIME CHANGES

If you need to change a scheduled supervision:

Make sure students know as far in advance as possible

Give maximum flexibility when re-arranging

If students ask to change a scheduled supervision:

Part 1: Check with DoS if you think you're being messed about

Extra supervisions? Must always be agreed **in advance** with DoS

- Good reasons:
 - Illness; conscientious student struggling
- Bad reasons:
 - Students want spoon-feeding (you're not a schoolteacher!)
 - Idleness, disorganised student

SETTING/MARKING WORK

- Students are expected to do examples sheets without prompting from you
- You will need to take in and mark work for essay-based Part IIA courses. Feedback really important.
- Other courses: desirable, even if only occasionally
- Supplement examples papers with exam (Tripos) questions:
 - First-year students need guidance on tackling Tripos questions. Most Colleges run Tripos preparation classes
 - All students should attempt at least some of the recommended Tripos questions on each examples paper
 - Set complete papers as vacation work
- Students should spontaneously work through Tripos questions as revision (preferably 5 years of papers)

EXAMS

- 5 years of past papers and cribs available on-line to students
- Earlier papers available, without cribs
- BUT cribs are sometimes in circulation
- Part 1: taught courses continue until 1-2 weeks before exams
 - Students need to organise their own revision schedules, using vacations
- Part IIA: Modules (mostly) 16 lectures, Michaelmas or Lent term. All exams at start of third (Easter) term.
 - Students need to use vacations for review/revision, starting over Christmas
 - Wrap-up supervision for Michaelmas modules at start of Lent Term
 - Revision supervision for Lent modules may need to be during vacation

REPORTING TO COLLEGES 1

- Only claim for supervisions given, or *definitely* arranged and “to come” in the last week of term (or shortly afterwards).
- You must claim for any supervision in the **next term**, e.g. IIA revision/review supervision *only after the supervision has been given*: it’s often cancelled or forgotten by students
- DoSs appreciate reports one week before the end of term. Your feedback is **really important** particularly for students who are struggling
- If students fail to turn up, or produce no work, or show signs of stress, email the DoS **immediately** (linked from every CamCORS report) – don’t wait until the end of term.

REPORTING TO COLLEGES 2

CamCORS asks for predicted Grades

You don't have to complete this: only do so if you're confident

In examinations:

30% will get Firsts (score approx 70% and above in exams)

50% Upper Second Class (approx 60-70%)

Around 15% Lower Second Class (approx 50-60%)

Around 5% Thirds (approx 40-50%)

And they can fail... (typically below about 40%)

REPORTING TO COLLEGES 3

When there are ‘no problems’ CamCORS reports can be brief:

Engineering Tripos, Part 1A

Mathematical methods

Supervised by **C.Y. Barlow** ([CYB1](#)) in Michaelmas 2008

[Email College](#)



Industry:	Good
Progress:	Good
Interest:	Enthusiastic
Estimate of term's work:	2.i

Total Hours by Group Size (GS)							of which	
GS	1	2	3	4	5	6	Missed	To come
							0.0	0.0
		4.0						

Include supervisions missed and to come in Total Hours.

Fractions of hours are allowed (e.g. 0.5 for half an hour).

Alert and competent. Works hard to get to grips with the material, and is managing well. She would do better still with more confidence.

REPORTING TO COLLEGES 4

But more detail is needed when students aren't doing well:

Industry:	Satisfactory				
Progress:	Unsatisfactory				
Interest:	Could show more				
Estimate of term's work:	3/Fail				

Total Hours by Group Size (GS)						of which		
GS	1	2	3	4	5	12	Missed	To come
		3.5				3.5	0.0	0.0

Include supervisions missed and to come in Total Hours.
Fractions of hours are allowed (e.g. 0.5 for half an hour).

Michael has very little understanding of materials. He can do the sums quite well, but has not got to grips at all with the more qualitative aspects. He does not understand the words, and has no grasp of the physical processes which are the basis for the subject. His best strategy for his overall performance this year is probably to spend no more than a reasonable amount of time in learning the parts of the course which might allow him to make some attempt at the required four Tripos questions. It is not worth our time to try to cover more than this: he simply doesn't have the background knowledge to cope.

College action recommended.

The ‘College action recommended’ button alerts the DoS to the need to help Michael with strategy for the exams

REPORTING TO COLLEGES 5

This student has probably been over-using the cribs:

Industry: Unsatisfactory Progress: Unsatisfactory Interest: Could show more Estimate of term's work: 3/Fail									
Karina does not seem to enjoy the subject, and it is not clear that she is putting in the necessary effort. She arrived at the last supervision with pretty complete solutions to the examples, but seemed to have little understanding of what she had written. This is unhelpful, and does not inspire confidence that she will be in a position to get through the exam staisfactorily. Some solid work over the vacation would appear to be needed to get to grips with the material.									
Total Hours by Group Size (GS)							of which		
GS	1	2	3	4	5	7	Missed	To come	
							0.0	1.0	

SOME POINTS TO PONDER 1

Gender

You have a supervision group consisting of two men and one woman. You ask a question. The men (stereotypically) jump in and answer. You change your strategy, and ask students questions individually in turn. The woman is slow to answer.

Do you:

- Help her out, with more hints?
- Let one of the men answer instead?
- Not ask her any more questions?
- ?

Consider:

Are you treating her in the same way that you would treat a quiet or unconfident man?

SOME POINTS TO PONDER 2

Disability

We have increasing numbers of students with registered disabilities e.g. dyslexia, dyspraxia.

You may also have supervisees who are very bright but socially challenged (autistic spectrum)

Awareness of some of the issues is very helpful

See

www.admin.cam.ac.uk/univ/disability

QUESTIONS?