

# **Capacity Building Mileage Programme (CBMP)**

## **Guidelines for CBMP Instructors**

### **Objectives of the CBMP**

1. Develop and recognize women potential.
2. Nurture women study interest.
3. Appreciate daily lives.
4. Face obstacles in positive perspective.

### **Course Contents**

Developed based on women daily lives in 4 areas:

1. Financial Management
2. Health Management
3. Interpersonal Relationship
4. Daily Lives

### **Requirements**

1. Instructors have to be nominated by the partnering Non-Governmental Organizations (NGOs).
2. Instructors are generally required to possess a higher degree and professional qualifications in a relevant academic area plus at least 3 to 5 years of relevant working experience. Teaching experience is normally required.
3. Instructors who do not meet the above requirements must be justified and endorsed by OUHK via NGOs in advance.
4. Instructors must attend the Instructor Training Workshop organized by OUHK so as to grasp a better understanding of the nature and requirement of the programme.

## **Responsibilities**

### 1. Teaching obligation

1.1 Prepare teaching sessions and course materials.

1.2 Conduct teaching in classes according to scheduled time. All classes must be carried out between Week 1-13.

### 2. Assignment Marking

2.1 Mark assignments (a 200- to 400-word essay or a 5-minute recording from each student) within 1 week after submission deadline, i.e., Week 14, and submit the marks to the NGO.

2.2 Return the assignments with comments to respective students.

### 3. Students' attendance

Instructors should record and submit the students' attendance to respective NGOs. Students are required to have

- at least 70% attendance rate for the 25-hour class activities for F2F course in the format of tutorials, lectures, visits, case study etc
- 100% attendance rate for the 6 -hour supplementary activities for Radio course

### 4. Instructors have to manage the disciplines of students in classrooms and answer students' questions in relation to the courses.

## **Course materials**

Instructors can borrow the course materials from the NGOs but they have to return the materials to NGOs after completion of course.

## **Remuneration**

1. It is the contractual arrangement made between instructor and NGO.

2. Instructors shall not entitle MPF and other benefit or allowance provided by OUHK.

### **Point to note**

1. Instructors are forbidden to any personal or commercial selling or promotion in class.
2. Course material copyright is vested on OUHK. It includes course guide, course units, assessment and evaluation etc. No photocopy is allowed.
3. Arrangements in adverse weather and make-up classes vest on respective NGOs' discretion.

### **Tips for teaching and learning activities**

1. Instructors are encouraged to produce powerpoint so as to ease students to follow the discussion in class.
2. Instructors are encouraged to apply more timely daily life examples for illustration and engaging students in learning.

### **Tips for assessment**

The purpose of assignments is not to testify the knowledge gained from the course. It is suggested to take the continuous improvement or changes of students along the course into consideration when marking assignments and reflect in the comments made on the assignments.