

Institute of Distance Education Newsletter

Issue 3— September, 2010

Institute Of Distance Education

THE NEWSLETTER OF THE INSTITUTE OF DISTANCE EDUCATION IS PUBLISHED TWICE A YEAR BY THE IDE COPY EDITOR OFFICE IN COLLABORATION WITH THE PRINT SHOP.

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The IDE Newsletter is issued free of charge.



IDE Progress Towards the Multimedia Route

Farewell Professor Fowler



Teaching Weekdays

Motivation & Goal Setting



More details inside.....

Foreword - Dr. C.W.S. Sukati

IDE Director



Dr. C.W.S. Sukati

Welcome to the first edition of the newsletter in the academic year 2010/2011. I welcome all staff members and students and convey a special word of welcome to new staff members who have recently joined us, as well as to our first year students who are attending courses in IDE for the first time.

Our core business in this Institute is to provide quality education to our students using the distance education (DE) mode and to pursue our

vision of being an international centre of excellence in DE access, delivery, practice, research and lifelong learning. Once you register as an IDE student and receive your instructional materials, we therefore, urge you to focus on the business of learning.

We are pleased that this year we were able to admit more students than we did in the past three years and our aim is to be able to admit all candidates who apply and qualify for our various programs. This unfortunately has not been the case as we have denied access to many applicants who applied and met the entrance qualification to our programs due to several constraints that we currently have. Nevertheless, we are working with the University and other stakeholders to remove all obstacles so that we can fulfil our mandate of increasing access to University education in the country.

This year sees the introduction of our PGCE program which has been in demand in the whole country. We wish to acknowledge and thank our partners in this endeavour, especially the Faculty of Education which has worked with us in the design of the regulations for the program, preparation of the instructional materials, offering of the support face-to-face sessions and in ensuring that this program sees the light of day. The institute is working on other programs, like the strengthened Bachelor of Commerce degree, the Certificate in Psycho Social Support which IDE hopes to introduce next academic year.

Finally, the bad news. Our most senior staff member in IDE, Prof. Chris Fowler, will be leaving our Institute and UNISWA at the end of this month.. We thank him for his massive contribution to the development of IDE and wish him well in his future endeavours. We shall surely miss him as a colleague and as a friend.

I wish all of you an enjoyable and successful academic year 2010/2011. Enjoy reading our newsletter and if you have any questions, comments, criticism and suggestion on this newsletter or on any of our IDE activities and services, please feel free to communicate this directly to me or to any of my team members in IDE.

Dr. C.W.S. Sukati

MOTIVATION

By: Mrs L.D. Vilakati - Senior Coordinator Student Support Services

Intrinsic motivation is a drive that propels one to pursue personal goals despite challenges which crop up.

Let us recall the excitement, expectations and thoughts you experienced when you received a letter of admission to IDE. One of the first things you probably did was to share the news about your acceptance into IDE with someone whose been there for you consistently.

You attended the orientation week with excitement as you interacted with your peers, and course facilitators. The facilitators give an overview of the different courses and by the end of the second week you are amazed that you have several assignments to submit in a week's time. You also fail to attend the next session due to employment commitments. Motivation is suddenly overtaken by anxiety and you are not sure who to share that experience with. Needless to say, its difficult to remain motivated in such a situation.

Here are some ways, educators have suggested as strategies to employ in order to rekindle and maintain your motivation.



"You can learn to stay motivated or self-driven."

Find out how to stay motivated on page 8.

Voice of a IDE Student

By: **Diudlu Mbhasobhi Bonginkhosi**

PROGRAMME: BA-Humanities Level IV



Student Representative Mbhasobhi B. Dludlu

EDUCATION TO THE PEOPLE - FLY HIGH WITH IDE

Firstly, I thank the Director and Staff of the Institute of Distance Education for compiling and producing this newsletter successfully. This is a giant step towards the institution's development in its endeavour to present a full picture of itself, and the programmes/courses it offers.

IDE fully supports the university of Swaziland's vision which is "Leadership Through Excellence in Education." One of the ways IDE achieves this is by providing students with course modules, weekend lectures and face-to-face tutorials. Since the modules are usually written by experienced lecturers, to a large extent they function as a lecturer to the IDE student who relies on studying on his/her own at home. As a student representative, I would like to advise my colleagues to use the IDE modules and simultaneously conduct research from relevant books in the library and use the internet in order to get more details on whatever topic is presented in the modules.

I would also encourage students to develop the spirit of team work which can be achieved by forming study groups. Group work assists in that, during the discussions a variety of ideas arise and students can expand and even debate the issues at hand. Moreover, this helps us as students to fully comprehend the scholars theories, become critical thinkers and consequently pass the final examination.

Also note worthy is the fact that it is hard to succeed in IDE if your time management skills are under par. This means that as IDE students who study in the comfort of our homes, its important that we have a schedule that allows us to attend to both our domestic chores and academic work. Also, as DE students it is essential that one manages his/her finances because commuting between the place of work or home and travelling to the institute can be expensive due to the required bus fare. Even those who are mobile cannot escape the expense because cars need to have fuel. Regrettably, it is often failure to manage both time and finances which often results in us missing classes, tests and assignment deadlines which consequently ends on a sad note for some.

Lastly, students are the future generation which makes us a valuable asset of our country. Therefore, we should always uphold, promote and practice healthy behaviour so as to ensure that HIV/AIDS is not contracted via risky and irresponsible behaviour. If our generation is wiped out by the pandemic, it would undoubtedly be a huge loss to our parents, IDE and the Kingdom who cannot invest in a dying population.

Let us all subscribe to sober and sound habits as the treasures of tomorrow rest on our hands. REMEMBER! Healthy behaviour makes a healthy body.

**IF YOU HAVE A DREAM?
IDE INTERPRETS IT &
HELPS TO MAKE IT A
REALITY!**



Acting student representatives who worked hard during the 2010 orientation session. From l-r; Thokozone C. Gina (B.A.Humanities), Sinamile T. Masuku (B Ed Sec.), Hlobisile T. Nhlabatsi (Dip. Law) and Samkeliso Dlamini (Dip. Law).

Thank you.

IDE 2010 ORIENTATION

G.N. Nsibandé



UNISWA top executive members captured preparing to enter the IDE orientation venue. From l-r, Vice Chancellor, Professor C.M. Magagula, Physical Planner, Mr. S. Dlamini, IDE Director, Dr. C.W.S. Sukati and Registrar, Mr. S.S. Vilakati.



Vice Chancellor, Professor C.M. Magagula making his welcoming remarks during the IDE 2010 orientation.

During the IDE 2010 orientation the Vice Chancellor, Professor Cisco Magagula welcomed the new IDE learners whom he congratulated for having been accepted to IDE.

He urged students to continuously work hard

and use this opportunity to acquire the desired qualifications. "Your role is to learn and acquire knowledge and a university is a highly revered institution of learning. A place for people who are thirsty for knowledge and wisdom," he emphasized.

Studying through DE is not easy, and the VC reminded students that they were responsible for their actions. Meaning that no one would follow any student about studying, as each person is responsible for his/her success or failure. He stressed the fact that since no one wants to fail, they as students should be prepared to work hard and advised the students that as DE learners they need to adjust to learning via DE despite their other responsibilities.

Students were requested to use the support structures IDE provides and be cooperative with the academic and support staff. The VC highlighted the fact that the university wanted to provide an enabling environment for learning/teaching, so it was also important for the learners to respect and understand how the other structures which govern the university operated e.g. Council, Senate, Student Representative Council.

Ctd on page 7

Teaching IDE Students During Weekdays

Dr. C.W.S. Sukati

With the academic developments in IDE, the Institute has noted a problem which affects students in both the BA Humanities degree and the B.Ed degrees about classes and tests that are held during the week. A number of these students are employed and cannot be released by their employers to attend the classes during week days. Many, as a result, have failed their courses and a number have dropped out from their studies.

While we appreciate the good work done by our staff members in making sure that students receive the necessary instruction, we have had to remind them that the University policy is that IDE classes are held on Saturdays and/or Sundays when all students can make it to class.

To avoid further problems on this, we request our colleagues to adhere to this policy, and desist from holding classes and/or tests for IDE students during the



week days. We have further requested that where there are problems with this arrangement, we be informed so that we can work together with them to find solutions.

To give our students the required number of hours in each of the courses, we might have to use some Sundays for teaching. We request your understanding, support and cooperation on this matter, as we have no other option.

"We have to remind staff members that the university policy is that IDE classes are held on Saturday and/or Sundays when all students can make it to class."

Tutors and Lecturers Workshop

G.N. Nsibandze

Listening attentively is Mr. S.V. Musi, Lecturer in Law Dpt. & Mrs. N. Shiba, Lecturer in Commerce Dpt.



IDE hosted a workshop for IDE lecturers on 20th August, 2010. Presentations outlining the functions of each unit within IDE were delivered by the unit coordinators, namely; Materials Design & Development, Research & Evaluation, Student Support Services and Academic Studies.



Mrs. V. Kommineni, a Lecturer from the Faculty of Commerce, Accounting Dpt. & Mrs. N.L.S. Zwane, Lecturer from the Academic Communication Skills Dpt.

Participants were strongly advised against using the face-to-face tutorial session as lectures. Regurgitating the lectures was discouraged because tutors are not expected to lecture but facilitate during the tutorial sessions. The Coordinator, Academic emphasized that "Training the learners to become critical independent thinkers as per DE principles is of utmost importance. Lectures are meant to clarify grey areas of what students have already read from their modules and other resource material at home." Basically, interactive teacher and learning should be encouraged as everyone will be actively involved.

Captured here is Mrs. J. H. Nkosi, IDE Assistant Tutor & Academic Communication Skills Lecturer & Mr. S. Simelane IDE Law Lecturer.



IDE ATTENDS THE SADC ODL POLICY DIALOGUE FORUM IN JOHANNESBURG, SOUTH AFRICA

The IDE was represented at the SADC ODL Policy Dialogue Forum that was held in Johannesburg from the 23rd to the 27th of August, 2010 by the Director, Dr. C.W.S. Sukati. The Director also acted as the Lead Facilitator for this Forum. Other people from Swaziland who attended this Forum were Dr. M.M.A. Dube who is the Researcher who covered Swaziland, and Mr. Glen Mazibuko who is the Swaziland TCDOL member. As the country did not have participants at this Forum, Swaziland was not represented in any of the Four Thematic Groups. The purpose of this forum was to first make a review and validate draft research reports that arose from research that was conducted in each of the SADC member states. Secondly, the reports were discussed in four thematic groups, which were: Secondary education, higher education, teacher education and technical and vocational education and training (TVET). The discussions were to identify and build consensus on common education and ODL trends in the SADC region, key challenges faced in education and ODL in the Region, opportunities that existed for using ODL and best practices. Finally, the thematic groups had to come up with the key issues that needed to be addressed by the Regional ODL policy. It is expected that all this will contribute to the development and deployment of effective, harmonized ODL, to increase access to quality education and training, and support regional integration across SADC.

Farewell To IDE - Featuring Professor Chris Fowler



Left: Professor Fowler delivering remarks on behalf of IDE Director during the Multimedia workshop.

Right: Francis Ferreira receiving a token of appreciation from IDE at the end of the COL sponsored multimedia workshop.



It was with a heavy heart that I decided to leave IDE and Swaziland. I have thoroughly enjoyed my stay and I have found the Swazi country beautiful and its people friendly. It was always my intention to stay until the end of my contract (July 2011), but a University I applied to before accepting the post in Swaziland, suddenly and rather belatedly offered me the position of Professor in the School of Education, at the University of West Indies, Trinidad. It was too good an opportunity to turn down.

I believe IDE is at a crossroads. In one direction there are the web-based technologies, which like the sirens, are attempting to seduce us but hopefully not to lure us onto the rocks! Moodle combined with mobiles is undoubtedly the way forward, and I am pleased to have made my contribution to easing our travel down this difficult path. In another direction we see the opportunity to become more autonomous, and offer more vocational and truly distant education programmes. Being the largest student recruiter in the University yet being so dependant on the use of part-time staff, has made our travels difficult. However, we have been very fortunate to have the complete support of the Vice-Chancellor and many of our colleagues in other Faculties.

These two paths - technology and autonomy - are not mutually exclusive. We need to do both, and both will take time to achieve. Again we are fortunate to have a dedicated and committed Director, backed by a very professional staff. If IDE is our ship, the VC is our Admiral, the Director our Captain, our staff the crew, and our students our valuable cargo, then I hope to have a role in the future, acting like a lighthouse, sharing my experiences and supporting you on your journey albeit from outside of IDE. I wish you all, staff and students, a fond farewell, and a successful future.



Professor Fowler pictured giving the Hon. Minister W. Ntshangase a gift on behalf of IDE, during a recently held IDE hosted multimedia workshop.

Prof. C. Fowler

Key Note Address at 2010 IDE Nhlanguano Writers Workshop

Dr. A.M. Mahlalela, the current Principal of Ngwane college delivered the key note address during the opening of the IDE writers residential workshop. He commended participants for availing themselves to undertake the crucial assignment of writing the modules, which he eloquently described as "by and large the engine and backbone of the DE programme." Important advice given to the participants was that while they were striving to put together, coherent, relevant and quality teaching materials, they must be guided by two critical pillars in DE which are **credibility** and **reputation**. He concluded his remarks with a valid point, "DE and learning must at all cost be at par with the fulltime

IDE Director, Dr. C.W.S. Sukati hands over to Dr. A.M. Mahlalela a gift of appreciation.



Coordinator, Materials Design & Development hands over award for perseverance to Dr. B. Dlamini.



programmes offered at the University both in content and quality and must conform to quality test procedures, namely: quality assurance, quality audit and quality assessment."

Multimedia Workshop

N.T. Vilakati Coordinator, Materials Design & Development

Kwaluseni – A multimedia content development workshop, fully sponsored by the Commonwealth of Learning (COL) convened from 23 to 27 August, 2010 at the University of Swaziland (UNISWA), Kwaluseni Campus. The goal of the workshop was to sensitize educators on how to design and create multimedia

courses. A high profile delegation was present during the workshop official opening ceremony and included Minister for Education and Training, Honorable W Ntshangase, the UNISWA Vice Chancellor Professor CM Magagula and Acting Institute of Distance Education Director, Professor C Fowler. COL was represented by Mrs. F. Ferreira, Education Specialist, Open Schooling. The workshop was facilitated by the Commonwealth of Learning through the services of a Consultant from Namibia. IDE hosted about thirty (30) participants, from IDE and other UNISWA staff members from collaborating departments, participants from Emlalatini Development Centre as well as from Nazarene Teacher Training College, Ngwane Teacher Training College, William Pitcher Teacher Training College, Nazarene Nursing College and Swaziland College of Technology. The workshop programme included the following areas: Basic use of multimedia materials and scriptwriting, specific skills training on how to create interactive CD multimedia materials, How to create audio clips and how to use a n i-pod and how to create video clips from storyboard.



From l – R is, Professor. C. Fowler, PVC Professor V.S.B. Mtetwa, Professor. C.M. Magagula & the Hon. Minister MOET, Mr. W. Ntshangase.



Linette Smit demonstrating how to utilize a video camera in order to design educational material.

Remarks Made During the IDE hosted Multimedia Workshop

During the Swaziland Open Schools Multimedia Workshop sponsored by the Commonwealth of Learning, the Vice Chancellor, Professor Cisco Magagula in his welcoming remarks, highlighted that Swaziland like most developing countries, was faced with the challenge of making education accessible to anyone who wanted it. He said “...currently, we have one university in this country and a few colleges.We need to come up with innovative solutions and start planning how we as a country can address the problem of inadequate learning infrastructure in order to accommodate all learners.”

The VC proceeded to explain that the multimedia workshop was one solution to the above-mentioned problem because it aimed to share and build capacity on multimedia strategies that can be used to widen access to tertiary education. He also pointed out that “ICTs are used primarily in DE to bridge the gap between the teacher and learner.”

The Honorable Minister of Education, Wilson Ntshangase gave the key note address and supported the VCs sentiments regarding the use of ICT in DE. He added that “the workshop builds upon other COL initiatives such as capacity building in web-content development and in training IDE authors how to create ODL materials.” He further expressed recognition of growing research which reveals evidence that ODL schooling and learning has the potential to address the challenge of increasing access to secondary and tertiary education levels because it is conducted at scale and cost effectiveness. UNISWA was thanked for hosting the workshop and COL for the support received to date e.g. a number of IDE and

UNISWA staff members benefited from VUSSSC capacity building training workshops in Mauritius and Singapore, others are pursuing educational programmes in Instructional Materials Design and Technology while some have completed training on managing and facilitating online learning.

Professor Chris Fowler in his capacity as Acting Director made critical points in his remarks. He too quoted some research which highlights that “when web- based or e-learning technologies are used there is increasing evidence that DE student academic performance is better than the full time equivalent. One consequence of these results is the increase use of e-learning to supplement conventional teaching, and this is good news for any DE Institution.” He advised that three key stakeholders which must be considered when moving towards an e-learning solution, are the following; “The first is the Government. In particular, the Government of Swaziland needs to use the above evidence to develop an Open School and DE Policy, setting out suitable goals and time frames. The second key stakeholder is the University. UNISWA must build capacity in e-learning and multimedia not only to service its own needs but also that of the nation. The University strategy should reflect a growth in more technology and vocationally orientated courses, like instructional design; multimedia production; use of ICT in the curriculum and so on.”



Goal- Setting for IDE Students

**S. Chakanyuka (Dr) Coordinator,
Academic Studies.**



You have a good high school certificate and now you are a distance education student at IDE. You aim to reach graduation for a number of reasons but the big question is, how do you get there? It is not enough just to be a IDE student. This article will discuss a few strategies you can use to achieve your ambition of becoming a university graduate.

First set goals for yourself.

- ♦ A goal is a clearly stated statement of what you want to achieve in a specific time period e.g. I must pass my first year with an overall average of 60% or better.
- ♦ The goal must have an objective which is clear and observable so that when you achieve it you know you have done it and can celebrate your success.

Dr. Edwin Locke, a specialist in goal setting discovered that 'people were more ignited (motivated) by goals that were challenging and specific as compared to goals that were easy and vague'.

One writer has come with seven steps for goal setting: -

- Step 1 Develop a **desire** to achieve the goal. You have set yourself a goal already.
- Step 2 **Write** your goal down
- Step 3 **Identify** the obstacles you will need to overcome and the help you need and write them down clearly- Mathematical skills lacking; will need a mentor to assist me.
- Step 4 Put a **deadline** to your goal and indicate where you are already
- Step 5 Make a **plan** of activities and prioritise them
- Step 6 Get a clear **mental picture** of the goal and make sure it is as clear as possible and play the picture over and over in your mind
- Step 7 **Persist** and never give up.

"Use time wisely all the time. Time is a commodity you can not recycle. Once it passes it has passed for good."

Ctd. From pg. 3

Thank You!

Camera action @ IDE 2010 Orientation



1.Ms. Z. Fakudze Assistant Registrar (Admissions).



2.Mr. D.F. Nkambule, Assitstant Dean of Students Affairs



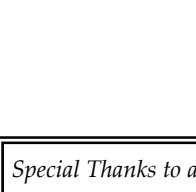
3.Ms. N. Vilakati from the DPMs Office



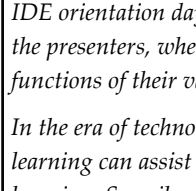
4.Mr. S. Gwebu, S.P.T.C Products Manager



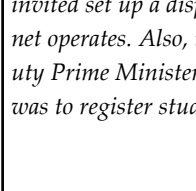
5.Mr. M. Shabangu, Bookshop Manager



6.Ms. R.M. Mavuso, Librarian



7.Dr. P.M. Mashwama, The Head Computer Science



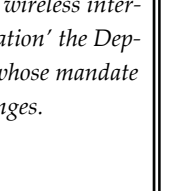
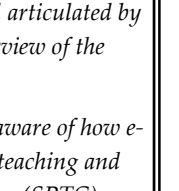
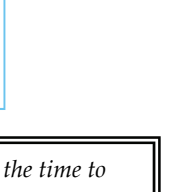
8. Mr. S.T.M. Sithole, The Head, Accounting



9.Ms G. Simelane, Sr. Campus Nurse

10.Mr. D. Manyatsi, The Head Curriculum & Teaching

11.Mr. F. Oni, The Head, Business Management



Special Thanks to all these individuals who made the time to partake and make informative presentations during the 2010 IDE orientation day. All presentations were well articulated by the presenters, whereby individuals gave an overview of the functions of their various offices/departments.

In the era of technology and because IDE is well aware of how e-learning can assist in research and enhance both teaching and learning, Swaziland Post and Telecommunications (SPTC) was invited set up a display and demonstrate how the wireless internet operates. Also, in the name of 'inclusive education' the Deputy Prime Ministers office sent a representative whose mandate was to register students with any physical challenges.

**INSTITUTE OF DISTANCE EDUCATION
SCHEDULE OF STUDY DAYS AND TUTORIAL DAYS
REVISED YEAR PLANNER – 2010/11**

	KWALUSENI	Study Day Kwaluseni	Tutorial Day Kwal./Manzi/Mbabane
FIRST SEMESTER			
August 2, 2010 (Monday)	Orientation - First Year		
August 3, 2010 (Tuesday)	Registration First Year		
August 4, 2010 (Wednesday)	Registration First Year		
August 6, 2010 (Friday)	First Study Day		
August 7, 2010 (Saturday)	Second Study Day		
August 14, 2010 (Saturday)	First Study Day		
August 16 – 20, 2010 (Mon – Frid)	Education Study Session		
August 21, 2010 (Saturday)	Second Study Day		
August 28, 2010 (Saturday)	Education Study Day		
September 4, 2010 (Saturday)		First Tutorial Day	First Tutorial Day
September 11, 2010 (Saturday)		Second Tutorial Day	Second Tutorial Day
September 18, 2010 (Saturday)	First Study Day		
September 25, 2010 (Saturday)	Second Study Day		
October 2, 2010 (Saturday)	Education Study Day		
October 4 – 8, 2010 (Monday – Friday)	Short break		
October 9 2010 (Saturday)	Study week IDE		
October 16, 2010 (Sunday)	Education Study Day		
October 23, 2010 (Saturday)		First Tutorial Day	First Tutorial Day
October 30, 2010 (Saturday)		Second Tutorial day	Second Tutorial Day
November 6, 2010 (Saturday)	Make up Day		
November 13, 2010 (Saturday)	C A Signing		
November 15 – 19, 2010	Study Week		
November 22 – December 5	Final Examinations		
December 17, 2010	Closing Day for the semester		
SECOND SEMESTER			
January 7, 2011 (Friday)	First Study day		
January 8, 2011 (Saturday)	Second Study Day		
January 15, 2011 (Saturday)	First Study Day		
January 17 – 21, 2011	Education Study Session		
January 22, 2011 (Saturday)	Second Study Day		
January 29, 2011 (Saturday)	Tutorial Study Day	First Tutorial Day	First Tutorial Day
February 5, 2011 (Saturday)	Education Study Day		
February 12, 2011 (Saturday)		Second Tutorial Day	Second Tutorial Day
February 19, 2011 (Saturday)	First Study Day		
February 25 – March 4, 2010	Short break		
March 5, 2011 (Saturday)	Second Study Day		
March 12, 2011 (Saturday)		First Tutorial Day	First Tutorial Day
March 19, 2011 (Saturday)		Second Tutorial Day	Second Tutorial Day
March 26, 2011 (Saturday)	First Study Day		
April 2, 2011 (Saturday)	Education Study Day		
April 9, 2011 (Saturday)	Make up Day		
April 16, 2011 (Saturday)	CA Signing Day		
April 25 – April 30, 2011	Study Week		
May 3 – May 19, 2011	Final Examinations		
July 11– July 12, 2011	Supplementary Examinations		

NOTICE**Peer Wellness Mentoring Programme**

Are you asking yourself the following questions?

- ◆ Who is my peer?
- ◆ Have I acquired positive interpersonal skills?
- ◆ What are the stages entailed in relationships?

Interactive Sessions will commence on October 13, 2010

The IDE Student Support Services invites all IDE students who want to understand themselves better and achieve their goals to register for the above-mentioned programme in IDE office # 10 ASAP.

Ctd from pg. 2.

Connect with your classmates.

Make an effort to reach out to peers to form self-help groups. By doing so you will reduce isolation which is a major challenge for distance learners.

Share your experiences.

Remember that when you first learnt that you were admitted to the institution, you shared the news with someone who is there for you. Do like wise and be there for someone. .

Chart your progress

Design a coursework chart which aligns with your course outline, units of you module, assignments and tests that you have done. When anxiety and disappointment strikes, go back to your chart, you will be surprised at what you have already accomplished.

Remember that learning is an enlightening experience. Punctuate your studies with productive fun and celebration.

ENJOY IT!!!!



Institute of Distance Education

Taking University Education and professional programmes to the people.

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Time to Reflect

"Motivation is what gets you started. Habit is what keeps you going." - Jim Ryan