

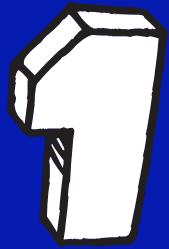
SUPPORTING STUDENTS DURING HBL

A GUIDE FOR LECTURERS & TUTORS



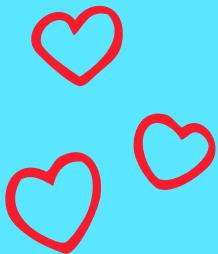
Student Support
& Career Services





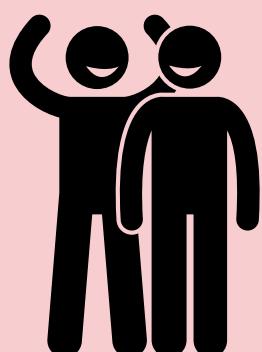
REGULAR CHECK-IN

- Lecturers / tutors can have more regular check-ins with students to find out how they are coping so far
- Try to empathise and understand what the students are going through
- Find out whether any further support or assistance required for the students



2 TAKING INITIATIVE

- Encourage students to take the initiative and search for resources that may teach the content better
- This allows for a universal design for learning approach where students learn differently



3 ENCOURAGEMENT

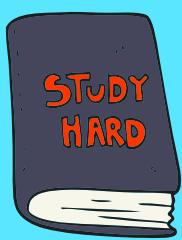


- Offer words of encouragement and motivation to students, be it during lessons or personal consultations
- Offer constructive feedback for improvements
- Encourage students to check-in with their peers to help them stay on track and feel connected to one another



MAKE-UP CLASS

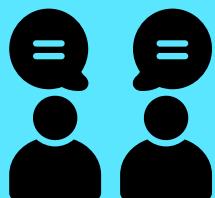
- If a student misses your class, please check in with the student and consider letting him or her join a make-up class
- This is to ensure that the student is able to keep up with the curriculum



5

MAKE NOTES

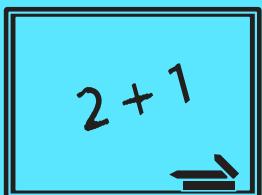
- Note down any notable behaviours / tips that you find useful when supporting the student
- The learning support tips can be passed on to the other lecturers / tutors in future semesters



6

LESSON PLANNING

- Compile a resource library with relaxing video links for students to watch and relax
- For synchronous lessons, break into small sessions to allow for more active participation in discussions
- For asynchronous lessons, give clear expectations of what should be done before, during and after the lessons



Home-Based Learning

Tips to help students with Hearing Impairment



#1. Are they able to hear and catch everything?

Check with them if they are able to catch the lessons conducted. Allow for repeating / typing down of information if needed.



#3. Be audible and clear

Speak loudly, clearly, and at a moderate pace. Try not to go too quickly.



#5. Repeat verbal information

Repeat the comments and questions of other students and acknowledge who has made the comment so the hearing impaired students can focus on the speaker and/or know who has spoken.



#2. Information in text

If there are any videos, provide closed captions (CC) if possible. Alternatively, provide text / transcript for all audible information.



#4. Show your face clearly

Show your face clearly and speak only when you are facing the camera. This is because some students might be lip-reading what you are saying.

Home-Based Learning

Tips to help students with Visual Impairment



#1. Can they see the materials?

Check with them if they are able to see lesson materials shared during the lessons.



#3. Pace the lesson

Pace the lesson so that when referring to a learning material, students have time to find the information.



#5. Text information

For pictures and diagrams, as much as possible, try to accompany them with texts to describe the pictures or diagrams. Otherwise, you may also include alternative text in those pictures or diagrams.



#2. Downloading of lesson materials in advance

Allow for downloading of lesson materials in advance (if they are not already downloadable) so that they can prepare for the lessons.



#4. Be specific

When going through the learning materials, be more specific when making a reference to something. E.g. instead of saying “as you can see from the picture here”, say “look at this picture on page 10, top right corner”.



Home-Based Learning



Tips to help students with Physical Impairment



#1. Can they complete their tasks?

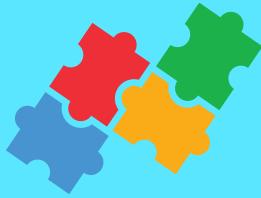
Check with them if they are able to complete their given tasks / assignments which might be physically tedious for them.



#2. Allowing additional time

During lessons, if there are any activities that require some physical effort (e.g. typing down any discussions), allow them additional time.

Home-Based Learning Tips to help students with ASD / ADHD



#1. Minimise distractions

Advise them to minimize distractions around them and also check in on their mental wellness regularly.



#3. Clear instructions

It would be useful if clear sets of instructions for lessons, semester assignments and submissions can be given so that the students are able to follow.



#5. Goals checklist

Setting reasonable goals and encourage students to use a checklist to keep track of progress.



#2. Set weekly schedules

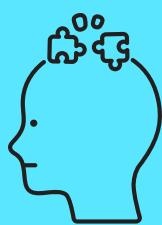
For each week, encourage the students to set a weekly schedule and stick to it.



#4. Manage tasks

If there are any heavy workload, try to break the tasks down into manageable components.

Home-Based Learning



Tips to help students with Learning Difficulties



#1. Are they able to read what's on the screen?

Check with them if they are able to read the words / sentences in the presentation / lesson on screen.



#2. Upload learning materials in advance

Upload learning materials in advance if possible so that they have more time to read through before the lessons.



#3. Outline of lessons

Provide an outline at the beginning of lessons and summarize key points at the end. Identify key terms during the lessons.



#4. Be patient

Allow time for clarification of directions and essential information.



#5. Oral and written information

Present instructions and assignments both orally and in written form.

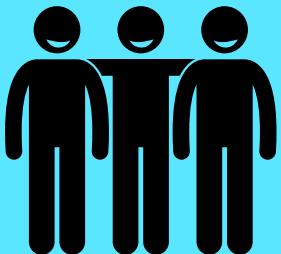
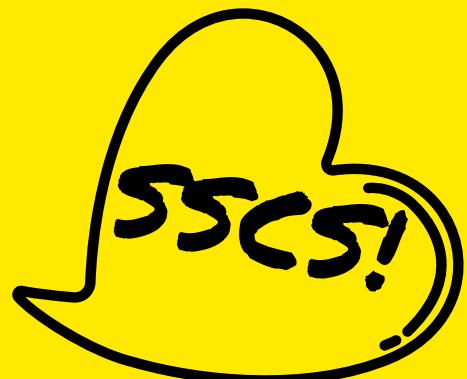


#6. Questions for reading

Provide thought questions to guide students through dense reading.

SEN SUPPORT

- Team SSCS provides case consultation for academic staff on personalised learning and support to meet the needs of your current SEN students
- If you wish to find out more or coordinate a group consultation for your course team, contact us at care@tp.edu.sg
 - Hwee Hoon
 - Winston
 - Delina
 - Mei Wah



COUNSELLING

- If the student is facing any academic stress, you may refer him or her to the CP or School's para-counsellor
- If the student is having emotional distress, he or she may book a counselling appointment with a TP counsellor (bit.ly/booktpcs)



EXTERNAL RESOURCES

- Some tips on supporting learning at home
- Maintain teacher-student relationships
- Useful resources compiled by NIE
- Useful resources on ADHD
- Support students with ASD in class

