

## Tutors and tutorials

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Tutors are there to help in delivering a unit by running small group classes and with marking. Having a second person explaining things, in a different style in smaller groups, can be very helpful to students. Tutors are not meant to be delivering mini-lectures but instead should have content and exercises prepared for the tutorial that supports the lectures. They are there to answer student questions, explain any areas that have not been well understood, go over exercises, help with computer issues, etc.

Tutors will normally be provided for units with more than 25 enrolled students, with approximately one tutorial allocated for every 25 students (unless room constraints require a lower number). An exception is for honours units which do not have allocated tutorials, but have an additional lecture scheduled instead.

### Guidelines to the appropriate use of tutors

- All activities undertaken by the tutors are to be prepared by the lecturer involved. This includes what happens in tutorials as well as all assessment tasks.
- Assessment tasks (excluding exams) should be designed so that they can all be marked efficiently.
- Lecturers should consider how to design assessment that is both effective at testing students' knowledge and skills, while being efficient to mark.
- For each assessment task, lecturers are expected to provide tutors with a complete solution in addition to a marking scheme along with an estimate of the expected marking/assessment time.
- Please note that the payment which tutors receive includes a component for the provision of 30 minutes of consultation per tutorial hour (and no more).

### Head tutors

- For units with more than 200 students, head tutors may be appointed for a specified number of hours per week *where the lecturers involved have a full workload based on the Department workload model.*
- Their role is to assist with the administration of the tutor team and unit including:
  - managing student queries where appropriate;
  - oversight of assignment and exam marking processes and results management;
  - maintaining (but not creating) moodle content.
- The assigned work must fit within the hours allocated to the head tutor.

### PhD students

Many of our tutors are PhD students. This provides valuable teaching experience for them, as well as providing them with a small amount of additional income. It is expected that PhD students will undertake some tutoring during their candidature, normally after they have completed their coursework. PhD supervisors will be asked to advise on what units would be most suitable for their student to tutor, and if undertaking tutoring is likely to adversely impact the student's PhD progress.

The final decisions on who tutors, and what units they tutor, will be made by the campus coordinators: John Stapleton (Clayton) and Charanjit Kaur (Caulfield and Peninsula).