

Tutorial Program

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Planning of the tutorial program

- Creating tutorials which cover all the sections of work
- Tutor selection
 - CV
 - Letter of motivation
- Tutor training at the Center for Teaching and Learning (CTL)
 - Micro teaching

Structure of the tutorials

Phases	Activity
Start to 5 minutes	Welcoming and roll call
5 – 15 minutes	Introduction to key concepts
15 – 35 minutes	Class Discussion
35 – 45 minutes	Reading and writing instructions

Expectations and responsibilities of the tutors

- Creating a pleasant and friendly environment in which students feel both comfortable and bold to take part
- Tutorial roll call register is punctually kept
- Presenting the past week's concepts as an introduction
- Handling the tutorial discussion topic

Expectations and responsibilities of the tutors

- Manage the process of reading and writing development and give the students feedback on the written work that they have submitted.
- Test invigilation is required
- Marking of :
 - Tests
 - Exams

Tutorial Co-ordination

Responsibilities of the tutorial co-ordinator

- Tutorial group management
 - Students are placed in a tutorial group according to their preferred language
- Venue management
 - Assign venues to the tutors according to the size of their groups
- Management of assessments, including marking of scripts
 - Create a global list of the students tutorial marks

Tutorial Co-ordination

Responsibilities of the administrative assistant:

- Ensuring timeous booking of test venues
- Managing and overseeing marking
 - Ensures that the test are marked by the tutors
- Liaising with departmental administrative staff to ensure that marks are up within a reasonable time period

Tests and tasks

- In each module there are six assessment points
- Two semester tests
- Two tutorial tests
- One writing assignment
- Final written exam