

# TUTORS INDUCTION & TRAINING



**DATE:** 28<sup>TH</sup> January 2011

**Time:** 4.30 PM

**VENUE:** LEBC, UNIT 2

# Learning Objectives

1. Academic responsibilities of a tutor
2. Administrative responsibilities of a tutor
3. Other miscellaneous issues

# COURSES AT LEBC

- Department of Business –
  - Business Studies – Certificate, Diploma and Advanced Diploma (ICM)
  - Graduate Diploma in Business Management and Marketing (LCM)
  - Postgraduate Diploma in Management (ICM)
  
- ICM – Institute of Commercial Management
- LCM – London Center of Marketing

# Courses at LEBC

- Department of Travel, Tourism and Hospitality Management –
  - Certificate, Diploma, Higher Diploma and Professional Higher Diploma in Travel and Tourism (OTHM)
  - Postgraduate Diploma in Tourism and Hospitality Management (CTH)
- OTHM – Organization for Tourism and Hospitality Management
- CTH – Confederation of Tourism and Hospitality

# Courses at LEBC

- Department of Information Technology
  - Association of Computer Professionals -
    - Certificate, Diploma and Advanced Diploma in IT
  - British Computer Society –
    - Certificate, Diploma and Advanced Diploma in IT  
(Can move straight to Masters Degree)

# Courses at LEBC

## Department of Law –

1. L.L.B
2. L.L.M

## OTHER COURSES –

1. ACCA
2. English
3. Health and Social Care

# Class Timing

**ONE FULL DAY: 9.00 AM - 6.00 PM**

**1<sup>ST</sup> CLASS: 9.00 AM – 11.00 AM**

**2<sup>ND</sup> CLASS: 11.10 AM – 1.00 PM**

**LUNCH BREAK: 1.00 PM – 2.00 PM**

**3<sup>RD</sup> CLASS: a) 2.00 PM – 4.00 PM  
b) 4.15 PM – 5.30 PM**

*•Note that day end admin work time could vary for tutors who will not teach for a full day*

# ACADEMIC RESPONSIBILITIES OF A TUTOR

- **ACADEMIC:**
  - **Delivering lectures**
  - **Giving lecture handouts to students 24 hours before class by email**
  - **Emailing lecture handouts to HOD + DOS + Registrar 24 hours before classes**
  - **Conducting examination/assignment preparation tutorials**
  - **Helping students solve past examination papers**
  - **Take mock examinations and provide feedback on performance and identify potential areas of improvement**

# ADMINISTRATIVE RESPONSIBILITIES OF A TUTOR

- ADMINISTRATIVE:
  - Taking daily attendance
  - Matching student list with that on the CMS and reporting any errors to HOD/ Assistant Registrar/DMO
  - Reporting non-attending students to Attendance Tracker and HOD
  - Monthly progress report for every individual student – to be completed no later than the 5<sup>th</sup> of the following month and submitted to HOD & Harvey O' Leary (Registrar) on the 2<sup>nd</sup> floor.

# COURSE OUTLINE

- COURSE OUTLINE –
  - Must be detailed
  - In accordance with the syllabus on the awarding body's website
  - Must include a detailed breakdown of lectures week by week
  - Must include the learning outcomes
  - Must include the date for mock examination
  - Must include reference texts and online readings
  - Must also include tutors contact information and office hours

# LECTURE HANDOUTS

- LECTURE HANDOUTS
  - The cover slide must state the following:
    - Date and time of lecture
    - Name of module
    - Topic to be studied
    - Name and email address of tutor
  - Second slide must include:
    - Learning outcomes

# Lecture handouts

- Slides must be:
  - Detailed
  - Use examples from real life
  - Simple to understand
  - Real life examples must also be followed by examples from the corporate world.
  - Pictorial – use of graphs, charts etc.
  - Referenced
  - Must **NOT** be copied from the Awarding Body's Website

# LECTURES

- LECTURES
  - Should begin on time
  - Be interactive – encourage students to participate
  - Ask students questions to ensure they have understood
  - Must be in accordance with the course outline
  - Must meet deadline

# TUTORIALS

- TUTORIALS –
  - Can be either for exam preparation OR assignment preparation depending on the course
  - Explain lecture materials in detail
  - Should be detailed
  - One to one session for some students if required
  - Focus on past examination papers
  - Exam answer strategy
  - Case studies

# ATTENDANCE

- Daily attendance must be taken within 15 minutes of commencement of class.
- Students who come after 15 minutes will be marked – P (L)
- Cross-check attendance list with CMS list and report any confusions or errors to respective authority
- Report non-attendance to Attendance Tracker
- Maintain spreadsheet for personal records

# OTHER MISCELLANEOUS ISSUES

- Salary claim – must be submitted to Accounts Department by the 30<sup>th</sup> of every month.
- Hard copy of lecture handouts need to be kept on file
- Mock exam scripts need to be marked and returned to students with feedback at least 5 days before commencement of awarding body examinations
- One hard copy of the lecture handout also needs to be handed to the class representative on the morning of the lecture.

## OTHER MISCELLANEOUS ISSUES (2)

- Tutors should arrive by 8.40 in the morning if they wish to take printouts. Student service is open by 8.30.
- Mock exam question papers must be made carefully after analyzing past exam papers. Tutors are **STRONGLY** discouraged to print out one past exam paper and present the same for the mock exam.

## OTHER MISCELLANEOUS ISSUES (3)

- Cooperation with other Departments – Admin, Accounts etc.
- Maximum use of Library resources
- Punctuality – A priority!

# Decision Making

- Use of LEBC Resources – what needs to be done?
  - Do not waste paper and ink by printing 1 slide on one page – Print in the form of handouts.
  - Do not leave projectors and convector heaters turned on inside the class.
  - Only ONE hard copy of lecture handouts for students as a **BACKUP!**

THANK YOU!



**ARE THERE ANY QUESTIONS?**