

## CHECKLIST FOR FIRST TUTORIAL

*Do you have?*

- A plan for your first tutorial session (content and activities)**
- Overhead or handout of the lesson plan**
- A copy of the unit of study outline – will your students have copies too?**
- Attendance sheet**
- A list of readings/texts needed**
- Resources to use the whiteboard/blackboard, or for group activities with students**
- A handout with your contact details**
  - Name:
  - Phone no. (BH and AH):
  - Email address:
  - Room number:
  - Office hours:
  - Unit Coordinator details:
  - Times and locations of lectures and tutorials for the unit:
- Materials for planned activities**
- A list of administrative items:**
  - Attendance and participation policies
  - Extension/deadlines policies
  - Information about academic honesty and plagiarism
  - Information about how to submit assignments
  - Your policy on reading drafts
  - Key assessment dates and information
  - If the unit has a WebCT presence, is information about logging-on/access available to students?

*Talk with your Unit Coordinator about the availability of this information*

- Are you prepared for:**
  - Questions about assessment tasks
  - Questions about the assessment, grade descriptors, marking and feedback
  - Questions about the tutorial program