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