



JANE

Academic Development Program

Tutor Expectations and Guidelines

Dear Tutor,

I have the pleasure of offering you an appointment as an Academic Tutor at Jane Franklin Hall in 2021. Your appointment will be for tutoring in first semester.

Please confirm your acceptance of this appointment by returning this letter with your details in the below section to the ADP Coordinator adp@jane.edu.au. Return of this acceptance also implies that you have read and accepted the guidelines for tutors that are attached to the email outlining your offer of employment. Payment is made at the rate of \$38 per one hour tutorial.

Please also collect and complete a tax file number declaration from the office, if the College does not already have these details on file.

Yours sincerely

Joanna Rosewell

I accept the position of Academic Tutor for 2021 with the duties and responsibilities as outlined.

Name:		Phone:	
Email:			
BSB Number:		Acct Number:	
Acct Name:		Bank Name:	

Signature

Date:



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Overview

Jane Franklin Hall's Academic Development Program (ADP) is a key aspect of the Jane Experience. It is imperative that our tutors adhere to the expectations contained in the Jane Handbook and those of academic excellence.

Background

Tutorials at Jane Franklin Hall provide our residents with an opportunity to ask questions that they may be afraid to ask in lectures or university tutorials, but it should also allow for them to enhance and further the knowledge gained at university.

We are fortunate that most tutors are either past or present students of the college and have previously participated in our program. Students value this connection, as it allows them to ask any College tutor the 'silly' questions they really want/need to ask.

In addition to this, great tutorials allow students to request help on the specific things that they don't yet understand.

Important Rules

- Tutorials can only go for 1 hour unless otherwise approved by the Dean of Students.
- Tutorials are a maximum of 1 per week per unit and a maximum of 10 hours per semester per unit.
- Any one tutor can only run tutorials for a maximum of 3 units per semester (30 hours per semester maximum) unless given prior approval for more than 3.
- If a student requests tutoring outside the negotiated group contact sessions please contact the ADP Coordinator adp@jane.edu.au

NOTE. By signing your Letter of Appointment you agree to adhere to these Guidelines for the ADP.

Engagement with Students

Having a good relationship with your students is important to effective teaching. Different tutors have different approaches to this. Whatever relationship is established it is important that academic achievement is foremost in the tutorial program. As such, if at any stage you have concerns over a student, whether it academic or personal these should be immediately conveyed to the Dean of Students. From this position we will ensure appropriate care is taken with the student.

Preparation

The best tutorials are those in which the tutor and tutees are prepared for the content you will cover. Make sure they let you know in advance what it is that they don't understand, we ask that you



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maintain an online method of receiving and negotiating tutorial topics. This will give you maximum time to prepare. The two suggested methods for this communication are via Email or Facebook.

Where and When

Tutorials should, where possible, be given on the college premises and non-residents are not to be present unless otherwise permitted by the Principal.

Available spaces for tutorials are the three Frances Parsons tutorial rooms and the Reflection room. The Coffee Lounge and Library is to be left free as emergency tutorial spaces, as these rooms are also used by other residents for quiet study and relaxation etc.

As a general rule, ADP tutorials take priority over these spaces, but at times these may be booked for College functions or activities. Be mindful that if other residents have this space booked for another function you may not be able to use this space. If an issue for or over tutorial spaces emerges please contact the Dean of Students and we will find a suitable solution. If an issue arises out of office hours, please contact the Senior Resident on duty (0412 905 034).

Please try to organise a time well in advance and book a study space by writing your name and purpose on the signup sheets on the associated door. Otherwise you can make a booking by getting in contact with the Dean of Students, at least two weeks in advance.

Getting Paid

To get paid for your efforts, after your tutorial you will need to submit a completed "Tutorial Claim Form" before the end of the week (Fridays), eg I hold my tutorial on a Saturday 7th of March; I then submit my form by Friday 13th of March. You will need to complete one form for each week and each subject that you may tutor.

Payments take place on a fortnightly basis and are processed on Mondays with payment generally going through the next day. You must submit your completed form to the Dean of Students:

- Via hard copy (hand deliver it to Rob McDonald in the office); or
- Via email (attach it and sent to adp@jane.edu.au and cc accounts@jane.edu.au)