

School of Psychology

Convenors checklist for Associate Tutors

The information to be given to associate tutors/GTAs and guest lecturers will include:
Before the teaching begins:

- The aims and objectives of academic programmes in the School, and how the particular course being taught forms part of the wider degree programme;
- Details of teaching group sessions including the aim, learning outcomes and standards/techniques and course materials.
- The policy and requirements for recording attendance and flagging students with difficulties.
- The policy and requirements for students with specific learning disabilities including reasonable adjustments as noted in student support documentation.
- The policy and requirements for, and methods of, giving feedback to students including completion of tutorial reports and arrangements for seeing students outside formal teaching.
- The relevant marking scales, assessment criteria, marking deadlines and model solutions when appropriate. This should include procedures for moderation, entering marks and returning work to students.
- Policy on granting extensions and penalties for late submission. This will include where to refer students who are having difficulties.
- Policy and requirements for, and methods of, obtaining evaluations on courses by students.
- Arrangements for revision

[Note: much of this information can be disseminated by distributing course handbooks and/or programme handbooks as well as in Sussex Direct]

After teaching ends

- Convenors/course organisers should meet with associate tutors to discuss how they found the teaching experience, areas students excelled or had difficulties and suggested changes for the following year. This information will be included in the course report summary for programme and academic audit processes.
- It may also be necessary to reflect on any improvements the associate tutor needs to make in their teaching style or personal development for forthcoming teaching appointments.
- Where relevant full information on formal examinations and assessment procedures; tutors acting as examiner will be given a copy of the Handbook for Examiners;

See: <http://www.sussex.ac.uk/associatetutors> for terms and conditions of associate tutors
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