

School of Psychology

Expectations of an Associate Tutor

The expectations of an associate tutor/GTA will include:

Before the teaching begins:

- Attend the relevant TLDU and Sussex Direct training.
- Meet course convenor & obtain a copy of the course handbook: Be clear on the aims & learning outcomes of the course and how it fits into the degree programme.
- Obtain a copy of the degree programme handbook: Understand the school policies for feedback to students, evaluation, marking and revision.
- Know the teaching group details and timetable information. You can get the names and pictures of each student in a group on Sussex Direct.
- Teaching preparation: Ensure you know what is to be covered at each session and prepare accordingly (visual aids, handouts, readings etc).
- Check on the personal section Sussex Direct that you have been entered for the correct contracted hours and that the pay details are showing correctly. Any queries please contact the School Administrator.

[If in doubt about any of the above please contact the course convenor/organiser or the School Administrator]

During teaching period (if applicable: it will depend on the course and type of teaching carried out)

- Teaching – delivery of lecture, seminar, tutorial, workshop or lab classes (demonstrating).
- Marking and recording marks in Sussex Direct within 15 working days of the work being submitted. Marked work should be returned to students via the departmental office. Note: the admin team will record late, very late and non-submission flags.
- Recording attendance after each session. Please alert the course convenor and student support coordinator about any concerns you have over individual students.
- Writing tutorial reports - deadline 15 working days after the end of the course.
- Encourage completion of course evaluation. If you wish to get specific feedback on your own teaching you can do this at any time during the period of the course.
- Carry out peer observation

General course or teaching queries should be referred to the course convenor. After teaching ends ATs should expect to meet with the course convenor to reflect on the teaching experience.

Additional duties such as office hours, observation of lectures, attendance at meetings, extra marking and staff development will be paid at University standard rates. Associate tutors will not be expected to undertake curriculum development or pastoral care of students.

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