

POSTGRADUATE TRAINING SEMINAR

The First Weeks

Here are some suggestions you may wish to consider when preparing for your first tutorial.

1. Before your first tutorial

- Contact your Module Supervisor (and the Tutorial Instructor, if you are assisting)
 - What are the expectations for how tutorials should be run?
 - What will the Problem Set structure be? Grading expectations?
 - Will he/she be providing solutions, point breakdown, etc.?
 - Ask permission to attend lecture during the first week
- Attend lecture in Week 1 (notify the Instructor that you will be doing this)
- Look at QMPlus page (what do students see? when is the first deadline?)
- Teaching conflicts? Arrange coverage and notify Module Supervisor, Tutorial Instructor and Teaching & Student Support Manager.

2. On the first day

- Introductions
 - First AND Last Name (write it on the board), Let them know what you prefer to be called
 - Some background to establish your competence and set the tone
 - Contact information
 - If class is small enough, student introductions are possible too
- Describe the “Whats and Whys of Tutorial”
 - Mechanics of how tutorials run (A typical hour will go like this...)
 - Your expectations for the class (turn up on time, prepare questions in advance, etc.)
 - Why do we have tutorials at all? Why are they in this format? (see next point)

3. If your tutorial is being run in a “groupwork” format (which many are), explain why students should care/engage

- Different levels of understanding and skills to be acquired: mathematical content, reasoning clearly and writing succinctly, problem-solving in teams, etc.
- Learning to articulate what you do and don't understand
- Employers: you're not being hired for maths skills alone
- Sometimes we all need some convincing...

4. At the end of class, can describe what to anticipate next week in Lecture and Tutorial. And most importantly...

5. Smile!