

Australian School of Business Tutor Training Program Semester 1, 2010

MODULE 1 PREPARING TO TUTOR

- Understanding the tutor's role
- Planning and preparing for your tutorials; Conducting the first tutorial
- Creating a learner-centred tutorial; Engaging your students
- Communicating effectively

MODULE 2 FACILITATING INTERACTION

- Encouraging active learning and participation
- Asking and answering questions effectively
- Teaching inclusively

MODULE 3 SELF-MANAGING

- Dealing with difficult situations
- Balancing your workload
- Gaining feedback on your teaching; Further developing your skills

DATES – SEMESTER 1, 2010

STREAM (Please choose the stream that best reflects your subject and tutorial content)	MODULE 1 (O Week) (Full day program)		MODULE 2 (Week 3)	MODULE 3 (Week 4)
	Morning Session 9.30am - 1.00pm	Afternoon Session 2.00 – 3.30pm	9.30am - 1.00pm	9.30am - 1.00pm
STREAM A: Maths & problem-based/skills-based tutorials (focus on Accounting; Actuarial Studies; Banking & Finance subjects)	Wednesday, 24th February Venue: LAW R.275	Wednesday, 24th February Venue: LAW R.275	Wednesday, 17th March Venue: TBC	Wednesday, 24th March Venue: TBC
STREAM B: Maths & problem-based tutorials (focus on Statistics; Economics subjects with a mix of maths and discussion)	Thursday, 25th February Venue: LAW R.275	Thursday, 25th February Venue: LAW R.275	Thursday, 18th March Venue: TBC	Thursday, 25th March Venue: TBC
STREAM C: Discussion, case-based & problem-based tutorials (e.g. Organisation & Management; Marketing; Info Systems; Law; some subjects from other disciplines)	Friday, 26th February Venue: LAW R.275	Friday, 26th February Venue: LAW R.275	Friday, 19th March Venue: TBC	Friday, 26th March Venue: TBC

Lunch is provided at 1.00pm in the Business Lounge (ASB Building, Level 6).

REGISTRATION:

To register for this program, please go to: www.business.unsw.edu.au/edu and follow the link to Tutor Training Registration. If you have any queries about the program, please contact Carolyn Cousins, ASB Tutor Training Co-ordinator (9385 6087; c.cousins@unsw.edu.au).

REMUNERATION:

It is an expectation of the Faculty that all new tutors will fully attend the 3 modules of this 12 hour program. Tutors will be remunerated for their attendance and participation in all sessions, including the afternoon session of Module 1. Tutors who fully attend the program and submit a reflective piece will receive a Certificate of Completion.