

Facilitators: Renee Smit and Simon Winberg

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The objective of this workshop is to explain to new tutors what tutoring involves, and to discuss effective practices with new and experienced tutors.

A short handout of good practice will be provided at the workshop and circulated to all EE tutors.

We have scheduled the session for the meridian, 13h00-14h00, to avoid overlap with course lectures. This will be followed at 14h00-15h00 session of additional course-specific training that is compulsory for DHET tutors. This training workshop is recommended for new tutors, but is compulsory for DHET tutors (if you don't know whether or not you are on the DHET tutoring programme, then please check with the lecturer concerned).

Sandwiches and refreshments will be provided. Please RSVP by Tuesday 19 Feb.

## **Programme**

Introduction and welcome to second semester EE tutors

Presentation: "Being an EE Tutor" (15-20 minutes)

- Introduction to tutoring – What is it all about? How do students learn? How does peer tutoring support learning?
- General procedures – preparation, lab times, claim forms, tutor teams and time management.
- Responsibilities – labs, tutorials, tuition support / coaching & mentoring, providing online support to students, online and other support to lecturers, Vula, exam/test invigilator, marking.
- Student expectations, lecturer expectations

Workshop (30-40 min)

Tutoring issues are discussed in more detail, with the tutors participating. Students are welcomed to reflections on their past tutoring experience, and present problems for discussion. We will use of case studies and scenarios related to existing courses during the workshop.

## **Topics we hope to raise for discussion as time allows**

### **Tutor skills:**

Handling diversity, listening skills (including verbal and non-verbal communication), the art of asking good questions, guiding vs. doing, giving valuable feedback, and preparation.

### **Learning from each other, past experience:**

Scenarios: the quiet student, the "difficult" student

### **Expectations**

### **Follow-up, evaluation**

