

## Start of Academic Year Checklist for Part-Time Tutors

1. Fill in your **Contact Details** (+ Emergency Contact) proforma and return it to the Office by no later than 4<sup>th</sup> November 2013 (Proforma attached here).
  2. **Collect your staff ID card** from the Human Resources Department's Reception desk on the second floor of University House. Your staff card will have your staff ID number on it. (NB. If you are a PhD student, your staff ID number is different to your student ID number. YOU **WILL** NEED A STAFF ID NUMBER IN ORDER TO REGISTER FOR A STAFF IT ACCOUNT AND BE PAID - see next point. You will only be able to get your staff ID card – **AND BE PAID!!!!** - if you have completed the Personal Record form sent to you by the Human Resources Department. You are entitled to claim pay for any holiday accrued which you do not take during the year. The entitlement is to 7 minutes per hour worked. Claims for holiday pay should be made by submitting a Timesheet to the Head of Department for authorisation. See point 4 of your Conditions of Appointment sent to you with your contract letter.
  3. **Register for a staff IT account** - **do this as soon as possible – don't leave it!** You WILL need a staff IT account because, without one, you cannot enter marks for assessed essays into the Electronic Marks Utility (EMU) section of the student records system. Register online for an account at: <https://web.warwick.ac.uk/cgi-bin/secure/register.pl>
  4. As a part-time tutor in the Department, you will have been assigned a **pigeon hole in the staff Common Room (H502 Humanities Building)**. Check this pigeon hole regularly for post and other communications. Assessed work for marking will be placed in your pigeon hole.
  5. **Attend the training sessions for part-time tutors** run by Dr Cathia Jenainati and Dr Nick Monk. Details can be found online at: <http://www2.warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/pgtutors/timetable>
  6. **Make contact with the Convenor of the module(s)** on which you are teaching and attend any briefing sessions for tutors which they may be organising to discuss the module's delivery.
  7. **Prepare attendance registers using the seminar spread sheet which will be sent to you by the Office**  
Attached here is one blank register and the Office will email a spread sheet listing of undergraduate seminar groups. You will need one register for each seminar group that you teach. Transfer the student names for each seminar that you teach to a separate copy of the register and fill out the register – using the annotations listed on the register – at the start of every class. IF ANY STUDENTS TURN UP TO YOUR SEMINARS WHOSE NAMES ARE NOT ON THE SEMINAR LISTS AND THEY DO NOT HAVE A YELLOW LETTER FROM THE OFFICE, SEND THEM TO THE OFFICE **STRAIGHT AWAY. This is really important!**
- (Remember to fill out the Attendance Register at the start of every class. You will have to submit your registers to the Office at various stages throughout the year. It is important that you do this on time and that the registers are accurate because these submissions represent Monitoring Points within the Department's Monitoring Student Attendance and Progression Policy and we have to make returns to the Central University based on the register (see below).
8. **Visiting students** – if you have any students in your seminars who are part year visiting students from abroad (indicated by a V on the seminar listings), make sure that you know what their assessment requirements are – these may be different to the full time undergraduate students. Visiting students are at Warwick either for the

whole year or for part of the year (e.g. just term 1). Their assessment requirements differ depending upon how long they will be at Warwick. If you are tutor on a first year module and have visiting students in your seminar, check whether they are taking the module at first year or honours level as, again, the assessment requirements are different. See: <http://www2.warwick.ac.uk/fac/arts/english/currentstudents/visiting>

9. **Familiarise yourself with the Department's Monitoring Student Attendance and Progression Policies**

- for both undergraduate and postgraduate students (if you are teaching both). These policies have been substantially revised during the 2012-13 year following an internal audit of the previous policies which found them to be inadequate. As a seminar tutor you **will** have an input to the operation of these policies and you **will** be asked to provide documentation to show that students are engaging with their course. The policies are designed to support students by signalling possible problems for which they might need additional support.

UG Policy – <http://www2.warwick.ac.uk/fac/arts/english/intranet/undergrad/>

PG Policies - <http://www2.warwick.ac.uk/fac/arts/english/intranet/postgrad>

10. **Check out the essay submission deadlines** for the UG modules on which you teach and the turnaround times for marking. This information is provided online for staff and students in the spread sheet Assessed Essays and Feedback/EMU Deadlines 2013(14). The University has a policy of **returning feedback on assessed work to students within 20 working days**:

<http://www2.warwick.ac.uk/services/academicoffice/quality/categories/examinations/goodpractice/assessment/timeliness> Extensions to the submission deadlines can only be granted to students by the relevant Director of Studies. Working backwards from the deadlines given on the sheet, **calculate when you will have to issue undergraduate students with essay titles** – this must be six weeks before the essay is due to be submitted.

11. Read through the relevant section in the UG Student Handbook so that you know what the **procedure is for students to submit their assessed work**. (Link to HB is below). Don't accept essays directly from students. Essays **must** come through the Office (because they are logged) and will be left for you to collect for marking in your pigeon hole. It is *your* responsibility to return marked work to students however. You should do this in a face-to-face session (either during a seminar or in an Office Hour) so that the student has the opportunity to ask questions about the written feedback which you have given. Don't leave the marked essays in your pigeon hole for them to collect (students are not allowed in the Common Room). Once you have marked their work and completed the mark sheet with the final agreed mark plus comments on the essay coversheet, enter the marks for each essay into the **Electronic Marks Utility (EMU)**, photocopy the front page of the coversheet – hand the photocopied front page to the student with the essay and give in the original coversheet to the Office.

12. Make sure that you understand the **mark scales** used for marking assessed work:

Undergraduate (17 point mark scale)

<http://www2.warwick.ac.uk/services/academicoffice/quality/categories/examinations/markings/ug08/>

MA essays:

<http://www2.warwick.ac.uk/services/academicoffice/quality/categories/examinations/markings/pgt/artsmarking/>

UG Essays are subject to a moderation process on a sampling basis– see policy at:

<http://www2.warwick.ac.uk/fac/arts/english/intranet/undergrad>

13. Check out the **Calendar of Meetings** on the Department's website at: <http://www2.warwick.ac.uk/fac/arts/english/intranet/> (again you won't be able to access this intranet page if you don't have a staff IT account) and make a note of the dates of Departmental Meetings which you are entitled to attend (but not vote at) should you wish to do so. You might also want to find out about the [Department's Staff Student Seminars](#) held on Wednesday lunchtimes. (Free sandwich lunch available for attendees!)
14. **Sickness and Severe Weather - If you are unwell** and unable to teach a class, please **let the Departmental Office know as soon as possible by phoning on 024 7652 4928** – you can leave a message on the voicemail if it is out of hours - **AND** emailing, [English@warwick.ac.uk](mailto:English@warwick.ac.uk) (if possible). If you are able to contact your students as well (e.g. via email) to let them know of the cancelled session this would be appreciated, however the Office will contact students in any case to confirm cancellation. The Module Convenor might also appreciate being advised of the cancelled session. **It is your responsibility as a tutor to make arrangements with your students to re-schedule the missed teaching session.** The University' Severe Weather Policy can be found at: [http://www2.warwick.ac.uk/services/humanresources/newpolicies/severe\\_weather](http://www2.warwick.ac.uk/services/humanresources/newpolicies/severe_weather)
- In cases of bad weather, check out the University's intranet for advice. If the weather is so bad that you cannot travel in, please let the Departmental Office know.
15. **Module Evaluation** – at the end of the teaching year, students will be asked to provide feedback on their modules by completing a short questionnaire which asks them about their experience of seminars during the year and what they have gained from the sessions. The Office will give you a batch of questionnaires to hand out to your students in the final seminar of the year. Students should be given about 10 minutes to complete the questionnaires and should nominate one of themselves to collect them together and bring them to the Office. The completed forms should not be given back to you at this stage. Students may complete the questionnaire anonymously if they wish. The Module Convenor is responsible for reviewing all completed questionnaires and for collating and responding to the feedback contained therein.

**Other Links which might be useful:**

[Undergraduate Student Handbook](#)

[Handbooks for Postgraduate Students](#)

[TABULA](#) – this is the system which students are required to use to submit electronic versions of their work.

[Term dates](#) (NB; Term 3 in 2013-14 starts on a Wednesday)