



UNIVERSITY OF CAPE TOWN

YUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

School of Management Studies

**TO ALL THIRD YEAR STUDENTS OF THE SCHOOL OF
MANAGEMENT STUDIES AND CURRENT TUTORS**

Dear Student

INVITATION TO APPLY TO BECOME A TUTOR IN THE SCHOOL OF MANAGEMENT STUDIES IN 2010.

I welcome you to apply to become a tutor in the School of Management Studies next year. If you are already a tutor and intend to continue studying at UCT, then I encourage you to re-apply.

This department has, for many years, been pleased to use final year and postgraduate students to help with its educational process. We value tremendously the input of the dedicated tutors who have run tutorials and generally helped students and lecturers in the department. Feedback, which we have, is that tutorial assistance is really appreciated by students and past tutors often tell us how much they enjoyed their time as tutors in the department.

I am attaching a leaflet which explains what a tutor does, what the benefits of being a tutor are to the individual - financial and otherwise - and indicating how you should go about applying if you are interested. If, after reading the leaflet, you are still unsure as to whether or not you would like to apply, please come and discuss it with me.

We are particularly interested in tutors who are considering doing post graduate study at UCT - such as those in the Law and Accounting streams, or those registered for masters degrees - because they offer a degree of continuity as tutors, but clearly this doesn't exclude those who have no intentions of studying further.

Yours sincerely,

Dr Shannon Kendal

Head of Department

Tutoring - What's it all about?

What is a tutor?

A tutor is a student who is responsible for teaching small groups of students, on a more personal basis, in a classroom situation. The tutorial sessions allow students to explore the more practical aspects of the course (e.g. case studies), get feedback and solutions to tutorial assignments, as well as providing an opportunity for students to solve any problems he/she may be having with the course.

What does a tutor's job entail?

Liaising

Tutors are required to meet frequently (usually on a weekly or bi-weekly basis) with the lecturer of the course. Here, the lecturer will brief the tutors as to the work that is required for the following week's tutorial sessions. In addition, any problems which the lecturer or tutors are experiencing are raised and discussed, in order to ensure the smooth running of the course. Feedback of a general nature is also offered at these meetings.

Responsibility

The tutor is usually expected to take 2 tutorials a week (this may vary according to the course involved). Each tutorial consists of between 15-20 students. Therefore, a tutor is responsible for about 40 students in total.

The core activities of a tutor can be summarised as follows:

- preparation work for tutorials
- taking 2 tutorials a week
- marking tutorials (and often tests as well)
- frequent meetings with the lecturer
- assisting students who are experiencing difficulties on a one-on-one basis
- invigilate tests and exams

The job thus entails 4 – 9 hours of input a week. This will vary depending on the course involved and the time of the year.

Tutors Workshop

At the start of the academic year, we run a workshop for tutors to help them to be effective from the first day of term and to allow them to establish a working relationship with the lecturers whose courses they will tutor.

What characteristics should a tutor have?

A tutor should be:

- a good communicator - in order to liaise with both students and staff members.
- confident - in order to speak in front of a class of students.
- organised - in order to plan one's tutorials and meet marking deadlines.
- a good listener - to student's academic problems.
- an approachable person - students should feel free to approach you about any problems that they are experiencing with the course.
- academically sound - so that one's studies do not suffer at the expense of tutorial commitments (and vice versa)
- enthusiastic - in order to stimulate interest in the course and to motivate students to work.
- reliable and responsible - so that both the students and the lecturer can rely on you and trust you.
- desirous of helping students

What are the benefits of tutoring?

- tutors receive monthly remuneration. At this stage, the actual amount for 2009 hasn't been finalised by the University but we would expect a tutor who carries a full tutoring load to earn in the region of R7 000 for the year.
- it improves your interpersonal and communication skills.
- it allows you to become more involved in the department and thus in certain departmental decisions.
- it gives you an opportunity to get to know the staff on a more personal basis.
- it enhances your own understanding of the work.
- it reflects good leadership and communication skills on your CV, as well as indicating recognition by the department of your superior abilities.
- it is a convenient and enjoyable part-time job.
- it is extremely rewarding in terms of job satisfaction.

If you are interested in becoming a tutor in the School of Management Studies for the 2010 academic year, please complete the attached form and return forms before the 31st of October 2009 to the School of Management Studies reception office.



School of Management Studies

TUTOR APPLICATION FORM 2010

Student No.	Degree	Special Field

Surname			
First Name			
Date of Birth		Email address	
<input type="checkbox"/> Term Address		<input type="checkbox"/> Vacation Address	
(Term)		(Vac)	
Cell number			

Please advise us if your phone numbers change!

Email	
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Course/s which you wish to tutor (only Business Science and PGD courses)

COURSE CODE	COURSE NAME

Results achieved in the above courses (if applicable)

COURSE CODE	COURSE NAME	MARK (%)

Have you any previous tutoring/teaching experience?

Y	N
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If yes, please **attached further details**

Please note: *No student, once accepted to tutor, may conduct additional classes, tutorials or seminars of any nature, for financial reward, other than that agreed in their contract with the University.*

Signed: _____ Date: _____

Return forms by 31 October 2009 to the School of Management Studies RECEPTION office (Level 4, Leslie Commerce Bldg).