

PASS Tutor Handbook



Welcome

Malo e lelei, Kia Orana, Fakalofa lahi
atu, Nisa bula vinaka, Talofa lava, Talofa,
Namaste, Malo Ni, Halo ol keta, Halo
ol wantok, Ko na Mauri and warm
Pacific Greetings



PASS Tutors provide academic support to Pacific Students to supplement the services provided by individual departments. Being part of the PASS programme means you are a core part of the University's Pacific Plan

implementation which is intended to increase Pacific Student success at UC. The Pacific Development Team acknowledges that being a PASS tutor also means being a part of our Pacific community and we greatly appreciate your part in supporting our Pacific peoples' reach their educational goals.

On behalf of the Pacific Development Team, our students and our diverse extended communities, I would like to welcome you. I look forward to working with you over the coming year.

la manuia,

Danielle O'Halloran

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www.canterbury.ac.nz/pacificstudents/pass.shtml

Cover: "My educational journey could be equated to weaving an ie toga, a seamless garment which transversely takes time, patience endurance and perseverance - and began within my āiga..."

Dr Silipa R. Silipa.

(from Punavai o Ie Malamalama, Spring of Illumination, Macmillan Brown Working Paper Series, Number 16, p. 5)."

Background



The Pacific Academic Solutions & Success (PASS) programme initiated by the Pacific Development Team, has employed tutors in a variety of academic disciplines to assist Pacific students at UC toward successful study.

The University of Canterbury endorses this initiative as it seeks to embrace the aspirations of Pacific communities and to ensure that we provide a responsive, supportive and excellent learning environment for Pacific students.

Please ask to receive a copy of the Information for Staff handbook about Pacific Students for more specific information about Pacific students learning strategies for academic success. PASS Casual Tutors are expected to be responsive to cultural differences and adapt teaching and communication styles to provide effective tutoring for Pacific students. Ongoing supervision and advice from the Pacific Advisor (Academic) is made available to tutors throughout the year.

Getting Started as a PASS tutor

Once you have started your casual contract as a PASS tutor, the Pacific Advisor (Academic) will be in touch with you to ensure that you are familiar with:

- The aims and objectives of PASS tutoring,
- Guidelines for the PASS programme,
- How to submit your Online Timesheets each fortnight to ensure payment
- Where to find Tutor Resources on Learn and how to fill in Worksheets with students for each tutorial session.

Tutoring is a skill that is learned through practice and repetition – however if there are any areas that you need support in, please contact the Pacific Advisor (Academic).



“I believe that education is the key to the development of Pacific Island communities.”

Martin (Numi) Fialele – Samoa
Bachelor of Arts in European Union
Studies and Political Science

Tutoring

PASS tutors assist students with understanding coursework and can provide valuable feedback on the preparation of work for assessment. It is expected that a tutoring session will last between 1 – 2 hours once a week per course for each student.

At the beginning of your first meeting with a student, please drop by the Pacific Development Team offices and collect a couple of coffee/food vouchers to share at your first tutorial session.

Here are some tips to help plan a tutoring session:

- Ask the student what they are specifically needing help with PRIOR to tutoring (ie, essay prep, exam prep etc)
- Remind the student to bring all their relevant course material to tutoring sessions
- Get the course outline from the department concerned or the Pacific Advisor (Academic) PRIOR to tutoring session
- Ensure that the date, venue and time of the tutoring session is confirmed
- Be approachable when students contact you – some Pacific students are a little shy to start with (remember being a first year student?) They are relying on you to guide them.
- If you are unsure that you can help with the request for tutoring then refer the student back to the Pacific Advisor (Academic).



Guidelines for PASS Casual Tutors

Responsibilities:

- Tutors meet with students to determine the students' academic needs. This may involve review of draft or completed assessments and other relevant course material to support the students' learning.
- Tutorials are student driven and are based around the students requests for support in specified areas of their coursework.
- Tutors should notify the Pacific Academic Advisor of any major concerns about the student's progress or ability.

Expectations:

- Tutors arrange tutorial times with the student/s that suits the tutor and the student/s.
- Tutorials are usually 1 – 2 hours per week, per course per student. An additional tutoring hour of up to 3 hours per week, per course per student may be approved with prior arrangement with the Pacific Advisor Academic during times of high assessment.
- Tutors are encouraged to keep in close communication with the Pacific Advisor (Academic) in order to identify ways to meet student need.
- Tutors arrange the place of the tutorial on campus at a suitable venue agreed by both tutor and student(s). Off-campus tutorial sessions are only permitted with prior permission from the Pacific Advisor (Academic).
- Tutors are expected to arrive on time for all tutorial sessions. If they are going to be late, they are asked to call or contact the student(s) in advance to notify them and arrange an alternate time.
- Tutors are representatives of the University of Canterbury and are expected to conduct themselves in a professional manner at all times.

How do I get work?



All PASS Tutors email contact details are listed on LEARN for students to access.

Please ensure that you give your best contact details so students can get hold of you and remember to check this email address regularly (twice per day during term time). Tutoring work is STUDENT driven and is therefore not always regular throughout the year. When you accept tutoring work, make sure that you give yourself enough time to prepare for the tutoring session. Prep time for tutorial sessions is not routinely paid to casual tutors, however, you can apply to have up to one hour per week of prep time considered for inclusion in your working hours by emailing the Pacific Advisor (Academic). All tutoring must take place on the University Campus. You could use the Room Booking online system via the Library webpages to book a library discussion room, or you are welcome to use the tutorial room available at the Pacific Student House, or any other room on campus you have access to that would be suitable for use with students.

Please be mindful to: Give study advice that can be endorsed by the University! Assist students in their learning. If you have study notes that you believe may be helpful, base your work around these but do not just hand on your study notes to students. Listen carefully to students to identify their problem areas before working on solutions. Be aware that Pacific students may need more encouragement and time to ask questions.

PLEASE NOTE: In some instances, additional tutorial hours per week may be approved in the lead up to key assessment or exams. Requests for additional tutoring time must be sent to the Pacific Advisor (Academic) by the student before any extra tutoring time is arranged as approval is not guaranteed. If a student requests additional tutoring from you, please always refer them back to the Pacific Advisor (Academic) for approval.

How do I get paid?

- Tutors must submit all Timesheets via the Online Payment system within the appropriate timeframe.

Reminders are sent out via email before Timesheets are due.

Please note that Timesheets more than 4 weeks old, may not be paid out.

- Tutors must also always complete and submit a Tutorial Worksheet in order to receive payment.

The Tutorial Worksheet completed for each tutorial includes the following information:

- Date
- Start and Finish time
- Number of hours
- Students attending
- Student's signature
- Details of content of tutorial

You can print a copy of the Tutorial Worksheet from the Tutor's Resources section on Learn in the PASS section of the Pacific Student Network.

Tutorial Worksheets are submitted directly to the Pacific Advisor (Academic) at the Pacific Development Team offices – scanned email copies of signed worksheets are also accepted.

Please refer to Learn for more PASS Tutor information.

Events

One of the best ways to advertise your services is to come along to our Pacific Events on campus!

As our students come from such an array of backgrounds, domestic, international descending from Niue, Tokelau, Fiji, Cook Islands, Samoa, Tonga, Vanuatu, Tuvalu, Papua New Guinea, Palau, Solomon Islands, Kiribati and other Pacific Nations, our events are colourful and unique!

As a PASS Tutor, we will regularly invite you to our events on campus. We have social sports games, BBQ lunches and other more formal events that we hope you can attend. Please aim to join us at one of our events at least during the year – it is a great way to network with students and to help us foster a sense of Pacific UC community!

If you plan to attend an event with the team, please let the Pacific Advisor (Academic) know in advance as we may be able to provide a slot for you to introduce yourself to students within the course of the event.

