Checklist
for New Tutors

This is a list of questions to discuss with the course coordinator before your first tutorial. Note that this list is not exhaustive. Each course has its own unique duties and requirements.

Action	Tick when completed
Meet with the course coordinator to discuss your duties, course outcomes and content, and obtain the following information and documents:	
• Contract and pay details	
• Student lists for grades and attendance for each tutorial you are teaching	
• Office information about keys, location, telephone, computer, and whether it will be shared or private	
• Location of tutorial room/s	
• Access to tutorial room/s (key access or swipe card)	
• Access to the Canvas course site and clarification of what you will be doing (moderating discussions, entering grades, posting announcements, creating online tests).	
• Photocopying of resources for tutorials	
• Training for unfamiliar/new duties (including facilitating tutorials, • grading, Canvas)	
Obtain a course outline from the course coordinator to familiarise yourself with:	
• Course coordinator contact information	
• Course outcomes	
• Assessments	
• Assessment grading criteria	
• Readings	
• Exam information (where applicable)	
• Plagiarism and academic integrity policies	
Other questions (fill in below)	