**ANTALYA BİLİM UNIVERSITY**

**Academic Tutoring Program**

**Objective:**

The objective of this program is to support student learning in various freshman and sophomore level courses.

This responsibility will later be carried on by the *‘ABU - Office of Learning and Teaching’* when it is established. The responsibilities of this office include

1. supporting student learning,

2. supporting a continuous excellence in teaching by the members of the faculty, and

3. providing programs to prepare and support Teaching Assistants for effective teaching.

**Eligibility Criteria:**

To be considered for an academic tutor position, an ABU student should satisfy all of the following criteria:

1. A CGPA of 2.50 or above.

2. Acquired a letter grade of A or A+ from the course he/she is being considered for.

3. Good command of English.

**Roles and Responsibilities of an Academic Tutor:**

The following are the main areas of tutor roles and responsibilities:

1. Face-to-Face Contact with Students

This covers tutorials, Pit Stop office-hours, day sessions, laboratory work or similar. The tutorial conduct is for the tutor to:

• Facilitate students to comprehend and apply the newly learned content intelligently.

• Interpret and implement the teaching-learning guidelines prepared for each tutorial session by the Course Coordinator (CC) as spelt out in the Tutor Guide for the course, and to conduct the necessary activities within the time span allocated.

• Assist students to become independent and collaborative learners.

• Assist and train students in developing appropriate study skills (guidance on reading and note-taking, skills on using the Internet, computer assisted learning programs, etc.) in order for them to complete the course effectively.

2. Other Responsibilities

Other responsibilities of a tutor:

• To reinforce and communicate the need for adopting a regular study pattern by students.

• To participate in the running of day, weekend sessions as and when necessary, and to provide feedback on these activities to the CC.

• To attend and participate in tutor training sessions and other meetings as and when the University requires both before and during a course. All appointed tutors will have to attend the Tutor Induction and Training Program.

• To keep up-to-date all email, telephone and other informal contact with students.

**Rules and Regulations:**

1. The workload of a tutor cannot exceed 10 hours per week.

2. Tutors have to be in the lab/classroom/pit-stop office on time. Not showing up (without any permission asked in advance) may cause immediate termination of tutorship.

3. Tutors cannot offer students paid tutoring.

**Remuneration:**

Academic Tutors are paid for:

1. Carrying out duties assigned by the CC.

2. Preparation for the duties. Preparation time will be determined by the CC.

Tutors are paid …….. TL an hour within the first week of the following month.

**Application Process:**

Students that are interested in Academic Tutoring Program should apply to the A1-35 or via email to Engineering Faculty Secretary <coe\_secretary@antalya.edu.tr> **no later than …….., …….. 20…**. Applicants should indicate their preferences over the courses for which they are eligible to act as a tutor.