

FACULTY OF SCIENCE AND TECHNOLOGY

TUTORIAL POLICY



THE MICO UNIVERSITY COLLEGE

1A Marescaux Road, Kingston 5

Office of Accountability:	Dean
Office of Administrative Responsibility:	Departments in the Faculty
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1. Overview

The Mico University College is committed to supporting students' learning in all programmes including those **perceived to be challenging areas**. Students will therefore be entitled to tutorial support in circumstances where;

- (a) the group is large but there is a trend for 40% or greater failure rate;
- (b) field/practical hours are applicable but not fulfilled otherwise;
- (c) the group is small due to low number of students re-doing a course (**that is not accessible through the regular programme schedule or the Continuing Studies Summer programme, before the expected graduation date of the students concerned**).

The Tutorial Policy will be consistent and complementary to all other College policies.

2. Purpose

The purpose of this policy is to establish a framework for Tutorials across the Faculty of Science and Technology.

3. Scope

The policy is not applicable to all students in the Faculty, but applicable only to students identified by the Head of Department/Section of the Faculty as requiring special academic assistance in:

- Challenging areas of study where the failure rate is traditionally above 40%
- **Cases where students need to redo a course that is not available in the regular scheduled classes or the Continuing Studies Summer programme, before the expected graduation date of the students concerned.**

This policy is not **normally** applicable, for small groups in the regular scheduled programmes, as the tutorial arrangement is not to be generally applied for normal/regular scheduled classes.

This policy is also applicable to Student Employees, Teaching Assistants and Lectures who are engaged in providing the tutorial support.

The tutorial groups differ from regular scheduled classes in the following ways:

- a. Tutorials provide support to regular classes that are required outside of the equivalent of 45 lecture hrs per course.
- b. Tutorials provide intense instruction (including practice, examples, activities, interactions, guidance to resources and feedback) in response to students' programme needs. (Tutorials may address teaching and learning needs of the cognitive, psychomotor and affective domains).
- c. The size of groups: **Normally**, tutorials have class size of less than 15.

4. Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Tutorial	Is normally a small group class where individual attention is emphasised. Because of the small group (or interactive nature of the activities and support provided), students are expected to participate actively.
Challenging Area of study	An area of study where there is a trend for 40% or greater failure rate
Small Group	Less than 15 students. (The University College believes that class size should not normally be less than 15 students, as to assign classes for number of students below this baseline would be uneconomical). Approval must be obtained from the Director of Finance, for small groups in the regular scheduled programmes, as the tutorial arrangement is not to be generally applied for normal/regular scheduled classes.
Student Employee	An undergraduate student, who has the requisite knowledge and skills to assist other students in the subject area, and who will be employed in the Work Study Programme.
Work Study Programme	The programme allowing a Student Employee to undertake work assigned by the University College to a maximum of 200 hours/academic school year, and whose compensation shall be credited to tuition and/or boarding.
Teaching Assistant	A student with a Bachelor's Degree who is enrolled in the graduate school and who has the requisite knowledge and skills to assist undergraduate students in the subject area; under the supervision of a lecturer (holding a minimum of a Master's degree).
Lecturer	A suitably qualified academic, who is employed of the University College in a teaching position.

5. Policy Content and Guidelines

Tutorials are organised to provide students with the opportunities for more in-depth study of a subject area and to allow for greater participation of the student to clarify and build

academic confidence. The system is therefore very important especially where students are challenged.

5.1 Organisation

- a. A student may be assigned to a Tutorial group for face to face interaction with the Lecturer or his/her appointee, approved by the HOD. The Dean may also make such a recommendation for tutorial where necessary. In these cases (tutorials) the student will receive individual tutorial guidance incorporating a variety of instructional strategies to support his/her academic programme, and so help them to achieve their academic goals.
- b. A student redoing a course
 - Will have the course aligned with those courses that fall within a particular semester (i.e. the student will not normally be allowed to pursue a course outside of the semester time frame established by the institution).
 - Can make use of the Summer Programme and sit the examination in these instances at the end of the programme in August.

Where examination re-sits are warranted, a student shall sit the examination at the times scheduled by the institution.

- c. For a tutorial, as far as possible, the instruction will be given by Student-Employees and Teaching Assistants, who are further advanced in the subject area or may be doing research. Both the Student-Employees and the Teaching Assistants shall be under the direction of a Lecturer.
- d. Where necessary, a Lecturer may conduct a tutorial class, especially where coursework is to be generated or the students are being prepared for an examination and an examination paper must be provided.
- e. A student may access tutorial information on-line at anytime, where courses will be made available for anywhere learning.

5.2 Tutorial Times

- a) For Practical / Field courses (that are scheduled only for 45 hrs per course)
 - The time dedicated to Tutorials shall be equivalent to a maximum of 3 hours per week; with 2 hrs per week lecture (1 lecture hour is equivalent to 3 field hours)

- Practical/Field work tutorials must be scheduled using the form at Appendix I to indicate Practical Topics; and submitted to the Director of the School of Continuing Studies (**where applicable**) and to the Head of Department.
 - Practical Sessions shall have the appropriate Technical Staff assigned.
- b) For Non-Practical / Non-Field courses or Practical / Field courses
- **Where approved, in support of the regular scheduled classes**, the time dedicated to Tutorials shall be a maximum of 2 hours per week.
 - *Where a course is being redone through the tutorial system :*
Duration 15 hrs (face to face) module: Self instructional resources from lecturer would be expected to support this model; **overall** accounting for an equivalent of 45hrs (**+ required field hours where applicable**)
- c) For Online courses
- The courses will be available at anytime the student accesses the programme. However for monitored tutorial, the Lecturer will advise of his/her availability.

6. Roles and Responsibilities

a) The Faculty Board

The Board of the Faculty has responsibility to manage and control the general academic policy of the Faculty as determined by the Academic Board and approved by the Council and therefore shall:

- i) Consider the progress and conduct of students in the Faculty and make recommendations and reports to the Academic Board.
- ii) Devise and recommend strategies to assist students.

b) The Dean

The Dean shall be the Chairman of the Faculty Board and shall:

- i) Be responsible for the effective and appropriate implementation within the faculty of decisions from Sub-committees of the Board which have been approved at Academic Board;
- ii) Set up the necessary structures that will ensure that students have a fair chance of success.

c) The Head of Department

The Heads of Departments shall:

- i) Ensure that relevant instructional strategies are utilised to prepare the student;

- ii) be responsible for the identification and recommendation of situations and students to the Faculty Board, that needs to be addressed through the tutorial system;
- iii) be responsible for the identification and recommendation of suitable tutors for supporting the tutorial system; to the Faculty Board.

d) The Lecturer

The Lecturer shall:

- i) Set course work
- ii) Supervise the grading of assignments
- iii) Supervise the Teaching Assistant / Student-Employee

e) Teaching Assistant / Student-Employee

The Teaching Assistant / Student- Tutor shall

- i) Meet students at least once per week in their tutorial group, as scheduled
- ii) Maintain a student attendance register.
- iii) Monitor Coursework

7. Costs

a) Administrative costs for the Tutorial system

- i) The administrative costs for the tutorial system including the number of Student-Employees / Teaching Assistants / Lecturers needed, shall be determined by the Faculty, in collaboration with the Director of Human Resources and with the Bursar and shall be budgeted.
- ii) All payments and claims shall be made directly to institution

b) Cost to the Student

- i) The student shall not be required to pay to access on-line tutorial. However, if the case of monitored tutorial, where the Lecturer provides guidance through the course, a fee, determined by the institution shall be paid.
- ii) The student shall not be required to pay if the tutorials are deemed to be part of the regular course instruction
- iii) The Student shall be required to pay (to the institution)
 - the normal examinations fee (if there is only the re-sit of the examination)
 - A tutorial fee to be determined by the institution, if there is any face to face instruction

c) Compensation for the Student-Employee / Teaching Assistant / Lecturer

- i) The Student-Employee's compensation shall be as set out in the guidelines for the Student Work-Study Programme
- ii) The Teaching Assistant's compensation shall –
 - Be dependent on qualification
 - Be based on the number students and on the number of hours tutoring at the rate established by the institution. The number of students in the Tutorial Group shall be dictated by the Department;
 - Be made directly by the institution;

d) Compensation for the Lecturer

If the tutorial is deemed to be part of the regular course instruction there shall be no additional compensation to the Lecturer other than his regular salary. However, where compensation is warranted, the compensation shall :

- Be based on the official rate per hour.
- Be made directly by the institution;

8. References

- a) The Mico University College Student Work-Study Programme
- b) Human Resource Policy

9. Appendices

9.1 Appendix I – Practical Schedule

Practical Schedule (Practical Topics)	Tutor	Date	Comments