Description of Work for Tutors (JPN 197T)

* Please be punctual. Please do not be late for your tutoring hour nor for class.
* Absences are allowed only when you are sick or in emergencies. In such cases, please contact your instructor. For tutoring in Sproul 113, please notify your students right away along with the date and hour you will make-up.
* If you are absent three times or more, you will not pass 197T.

1. In-class assistances such as the following:
   a. Leading small discussions
   b. Provide a model for the conversation
   c. Work as a partner in the pair-work
   d. Help students’ writing work (not homework) during class
   e. Check students’ written work
   f. Organize students’ assignments and quizzes turned in during the class hour

2. Tutor Hours (In Sproul 113)
   a. Answer students’ questions as much as you can, but grammatical questions should be forwarded to the instructor.
   b. Interact with students in Japanese for their practice
   c. During free time, read textbooks and prepare to help students
   d. Write a tutor hour report provided in the binder, and submit it to your instructor in charge. (Use the drop box.) It will be filed in the binder afterwards.
   e. If you are going to be absent for your tutorial hours, please notify the instructor via email or phone, and also put a public notice about your absence and make-up hour at the door of Sproul 316.

3. Final Report (due during the final’s week)
   a. Your instructor will give you a topic for your essay regarding your experience as a tutor, what you found to be interesting and innovating etc. either in English or Japanese. (1-2 pages)