

ITN Best Practices

Introduction

This document aims to provide some clarity around the student – tutor relationship. The below guidelines will assist in understanding the Indigenous Tutoring Network program at NIKERI Institute. The guidelines are based upon mutual respect for both parties. If you have concerns or would like further information, please contact the Student Learning Coordinator and they will work to resolve the matter.

Bookings

NIKERI Institute Bookings

If your tutoring sessions are within the NIKERI Institute's CBD mode of delivery (Intensives) then the booking will be managed through the Student Learning Coordinator. Requests can be made through the [Student Request Form](#).

One on One tutoring

Tutoring that happens outside of the Intensive model is managed between the student and the tutor. This is led by the student. Tutors may check in with a student with their progression, but cannot pressure students into tutoring sessions.

Cancellations

If you have to cancel a booking please give a days' notice. If you have to cancel tutoring sessions with less than a days' notice multiple times in a row, then either the student or the tutor can contact the Student Learning Coordinator to investigate and put a plan in place to ensure that bookings are not cancelled without enough notice.

Location

Tutoring sessions held through the NIKERI Institute can be conducted in the Learning Lounge (Level one, next to the vending machine) or in either of the computer labs as long as there is no class using them. Tutoring sessions can also be held at Kitjarra in the dining hall or in the resident common rooms. Tutoring is not allowed to occur in a student's room at Kitjarra.

Tutoring sessions in the broader Deakin community can also use the NIKERI Institutes Learning Lounge or computer labs if you are based in Geelong and specifically the Waurm Ponds Campus. There is also a space available at the Burwood Campus in Building BC, Level 1, Room BC1.010. Outside of these spaces we recommend using public libraries, university campuses or other public areas like cafes.

Tutoring cannot take place at the private residence of a tutor or student.

Tutoring Hours

Students are entitled to 2 hours per credit point unit, per week for the Trimester, plus another 6 hours for exam/final assessment preparation. This equals 36 hours per unit (144 hours for 4 credit point units). This is to be managed by the student as they may be working with multiple tutors for that unit. If a student begins to reach the end of their allotted time, the Student Learning Coordinator will contact the student to try and arrange a fair arrangement.

Timesheets – Student Confirmation

In order to process payment for tutors they have a two stage process. The first is Student Confirmation. To achieve this tutors will fill out the ITN Student Confirmation form and have the student sign the appropriate entry on the form. If this is not possible because the form was not filled out face to face, the tutor can fill out the form and send it to the Student Learning Coordinator including the student's Deakin email. Once a student receives the email, they will need to reply all to the email so they can confirm the tutor's hours and acknowledge the work occurred. The Student Learning Coordinator can fulfil the next part of the process.

If the student has reason not to confirm the form, then they need to contact the Student Learning Coordinator as soon as possible to resolve the issue.

Be prepared for sessions

When a student and tutor begin working in a new unit it is best practice for the student to send through some helpful documentation to the tutor so that they can be prepared:

- ① The unit guide
- ② Assessment Criteria for the assessment you are working on
- ③ If possible, the latest draft of the assessment

It is best for the student to come to a tutoring session with a specific question or a task you

Goals

In a continuing tutor relationship it is best to set some goals to work on during the progression of the students study. The main goal of a tutor is to empower the student and give them the tools to progress as an independent learner. As a tool to plan out goals for tutoring, tutors and students can use the [ITN Goals Worksheet](#).



Be realistic of your expectations

Both tutors and students have commitments beyond the tutoring relationship. To maintain a respectful working relationship please be mindful of a few things:

- ① Aim to use Deakin email over phone and text to ask questions or make bookings.
- ② Be mindful of respective codes of conduct. Please see- [Student Code of Conduct Staff Code of Conduct](#)

Tutors are also told explicitly not to do student's work for them in anyway. This includes minimising the use of features like track changes and not typing up drafts. The authenticity of your work is essential for your learning experience and your graduate outcomes as a student at Deakin University.

Useful Resources

- ① [Referencing](#)
- ② [Academic Skills](#)
- ③ [Student Confirmation Form](#)
- ④ [Indigenous Academic Success webpage](#)

Any Questions?

If you have any queries around the ITN Program and how it works, the Student Learning Coordinator at the NIKERI Institute is your point of contact. Student Learning Coordinator contact details

Email: itn@deakin.edu.au

Phone: (03) 5227 3803