

GUIDELINES FOR TUTORS

1.1 General Duties

Before start of semester

- photocopy the student mark cards onto hard stock
- each class should be a different colour.
- order materials for students
- calculate the cost/student for materials : printing costs + 10%, round up

First Class

- Sell materials to students

Each evening class

- Put on hot water and set out tea, milk and sugar before class.

Midterm Week

- Pick up the student report cards (weekly evaluation) from instructor (after midterm).
- Enter the marks into the computer.
- Upload the marks to the university system but do not submit
- Return the cards within 3 days

After last class

- Pick up the student report cards (weekly evaluation) from instructor (after midterm).
- Enter the marks into the computer.
- Return the cards within 3 days.

At end of semester (Final Presentation and Report)

- Pick up final presentation/report marks from me.
- Enter the marks into the computer.
- Upload the marks to the university system but do not submit
- Return the cards to me within 3 days

1.2 Specific Duties during classes

Quizes

1. **During Quiz: Help in supervision**
2. **Three days after quiz: Mark**
3. **Seven days after quiz: Write marks onto the student report card.**

Assignments

1. **On the due date**
 - Check that each student has submitted the required information.
 - Label the received assignments: “Accepted” or “Rejected”
 - Send emails to students informing them of the status of their assignment.
2. **Two days after due date**
 - Label assignments
 - Print the assignments..
 - Use a spell checker on each file. Write down the number of spelling mistakes on the student report cards. (Maximum of 10)
3. **Three days after due date**
 - Hand the electronic files to me.
4. **Seven days after due date**
 - Get marks from me and write on the student report card.

1.3 XTOP Conference Duties

Before conference

- GANTT chart
- budget allocation
- looking for outside funding
- booking of conference rooms
- printing of posters
- mailing and posting of posters

During abstract submission

- monitor conference website to ensure up (use RoboTest software)

At end of abstract submissions

- Eliminate multiple submissions from same student (manage.asp)
- Check the submitted abstracts
 - Student has given his complete name (Roman Characters)
 - Student has correctly written his supervisor's name
 - Student has correct affiliation.

- Send Email to students
 - Incorrectly formatted submissions --> paper rejected (resubmit)
 - Correctly formatted submissions --> paper accepted. Looking forward to seeing you at the conference.

Two weeks before conference

- ordering of conference T-shirts
- purchase of snacks, tea, coffee
- ordering of meals
- Conference Proceedings.
 - Schedule the talks (manage.asp)
 - Select and notify session chairman (manage.asp)
 - Copy data from database (Ctrl-A in view.asp) to OpenOffice Calc
 - Save file as database.csv
 - Save chairman information as chair.csv
 - Run the program proceed.c.
 - Manually Edit
 - Upload and Print the Proceedings.

During conference

- Registration of conference participants
- Setting up of snack/drink table
- Opening and closing of classrooms

After conference

- Submission of conference report
- Submission of receipts and budget report