



Classics Tutor Induction
2023–24

Structure

- 1. Non-language tutorials (Aaron Pelttari and Lina Girdvainyte) – 14.10–15.00
- 2. All tutorials: general info, commiserations, advice, and guidance (AP) – 15.10–16.00
- 3. Greek and Latin tutorials (AP) – 16.10–17.00



Non-language tutorials

Your mindset

- The relationship between tutor and student
- Succeeding as a tutor:
 - Is it your job to know everything, or is it to guide students in their own personal learning?
 - How to respond when you make mistakes.
 - The many challenges of tutoring, even for those who did an UG degree at Edinburgh and for whom English is their first language.

General Tutoring Points

- Main classes/lectures v tutorials
- Role of student v role of tutor in tutorial
- Percentage spent talking by tutor
- Participation – the perennial problem
- Own material vs given material
- Your own research expertise – share it!

General information

- Three hours of meetings per semester
- Guidance and material (i.e. fair copies/crib notes)
- Emailing and keeping in touch with CO
- Emailing and keeping in touch with Course Admin
- Your office hours vs CO's office hours
- Boundaries

HIST08035 Medieval Worlds

Semester 1

Course Organiser Richard Sowerby Richard.Sowerby@ed.ac.uk

Course Admin Marketa Vejskalova Marketa.Vejskalova2ed.ac.uk@ed.ac.uk

Per Group

Contact	Preparation	Marking	Feedback	Total hours
10	10	12	5	37

Classes	Weeks 2 to 11
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Marking	per student	per group
2 x 750 word Source Commentaries (40%)	0.50	6
2,000 word Essay (60%)	0.50	6
Total	1.00	12

Submission dates should be checked to the latest information on the course Learn page.

Marking is for up to 12 students per group, whether submitted on time or late.

If you have 13 or more students in your group please email for further advice -

hca-teaching-support@ed.ac.uk

Weekly hours per group

These figures are to give you an overall feel of the shape of the semester. The marking and feedback hours are only an approximate guide.

Marking hours for each submission are divided in two, with half allocated in the week of submission and half in the following week.

Feedback hours are divided in two, with half allocated in the week following each submission.

	Contact	Preparation	Marking	Feedback	Total hours
Semester 1					
Week 1	18/09/2023 to 24/09/2023				
Week 2	25/09/2023 to 01/10/2023	1			2
Week 3	02/10/2023 to 08/10/2023	1			2
Week 4	09/10/2023 to 15/10/2023	1			2
Week 5	16/10/2023 to 22/10/2023	1	1		5
Week 6	23/10/2023 to 29/10/2023	1	1		5
Week 7	30/10/2023 to 05/11/2023	1		2.5	4.5
Week 8	06/11/2023 to 12/11/2023	1			2
Week 9	13/11/2023 to 19/11/2023	1			2
Week 10	20/11/2023 to 26/11/2023	1			2
Week 11	27/11/2023 to 03/12/2023	1			2
Revision	04/12/2023 to 10/12/2023		3		3
Exams - Week 1	11/12/2023 to 17/12/2023		3		3
Exams - Week 2	18/12/2023 to 24/12/2023			2.5	2.5
Total	10	10	12	5	37

If you are unable to take a scheduled class

If you wish to swap an individual class due to another commitment please see below the list of tutors / demonstrators on the course who may be able to swap with you.

Before the swap can be finalised you will need to check that restrictions on hours worked to not prevent it. To check email -

hca-teaching-support@ed.ac.uk

You must also contact the course admin so the registers can be amended, email -

Marketa.Vejskalova2ed.ac.uk@ed.ac.uk

If you are unable to take a class due to illness or other personal circumstances please email for further advice -

hca-teaching-support@ed.ac.uk

Tutors

Anne Brockington

HIST08035

Medieval Worlds

Semester 1

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Course Admin

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Tutorial Observation by staff member

- Things to remember
- Questions about this from experienced tutors?
- Agreeing on tutorial to be observed
- Feedback

Marking essays and other work

- General discussion
- Learning and teaching adjustments for students registered with Disability and Learning Support Services
- How to mark
- Grade descriptions
- Strengths, Weaknesses, How to Improve
- REMEMBER THEY ARE UNDERGRADUATES
- Remember you too were an undergraduate!

Role of Greek/Latin tutor

- Grammar-focused
- Vital elements of core teaching
- For non-beginners, most elements are **revision** - this is **not** teaching from scratch
- Have a clear lesson plan, with timings, in mind, but be (a bit) flexible
- Put most time and emphasis on the 'thing to be taught that day'
- Going over homework
- Good use of board or projector

Marking

- Time taken to mark
- Amount of annotation
- Awarding a mark (high marks fine at beginners)
- Cheating
- Fair copy

Asking Questions and Encouragement

- Student adjustment schedule in grammar classes
- Ad hominem questions
- ENCOURAGEMENT

Things we have noticed over the years!

- Time-wasting by tutors (not intentional)
- Not hearing students (hard to fix)
- Pronunciation
- Different grammatical traditions and names of terms
- Students being naughty and/or arrogant
- The loud student
- The eager student
- Tutor extemporizing/innovating/overuse of grammar book

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Questions? Comments? Discussion

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Language tutorials