

Jane Franklin Hall Academic Development Programme 2009

Evaluation, Roll and Payment Application Form

You may use this form to claim payment for up to ten (10) hours tutoring per semester as negotiated with your assigned students. If a student requests tutoring outside the negotiated group contact sessions in your discipline, *do not automatically organize and claim for it on this form*. Authorisation (and payment) for extra tutoring is made on a case-by-case basis, by arrangement with the ADP Coordinator.

UNIT CODE(s): _____ UNIT NAME(s): _____

Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	(Check the month to which this form applies)
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Student Name	Tutorials					Monthly Tutorial Summary
	1	2	3	4	(5)	
Date>						What topics were covered?
Time>						
Place>						
Hour/s>						
						What concerns did students raise?
						What was focused upon?
						What individual needs were identified?
						What is the focus for next month?

Tutor's name: _____ Signature: _____ Date: _____

Complete and submit to the ACD Coordinator via email michael.scanlan@utas.edu.au or via printed form to the office by the last day of each month.