

# Regulations for YZU Group Tutorial Support Program

Approved at the fourth meeting of the Teaching and Learning Quality Committee on July 1, 1997

Amended and approved at the third meeting of the Teaching and Learning Quality Committee on January 13, 1998

Amended and approved at the second meeting of the Teaching and Learning Quality Committee on March 14, 2007

Amended and approved at the second meeting of the Teaching and Learning Quality Committee on March 11, 2009

1. The goal of Group Tutorial Support Program (hereinafter referred to as GTSP) is to provide learning support to students who lag behind their peers in academic performances. To achieve this goal, Yuan Ze University establishes these regulations for GTSP.
2. The GTSP is intended for undergraduates who enroll in required courses.
3. There must be at least 6 students to open a tutorial course. The hours of a tutorial course are limited to a maximum of one third of credit hours (18 hours for every unit of credit) of the original lecture course.
4. To coordinate campus-wide annual budget for Yuan Ze University, all departments shall be responsible for submitting a budget layout plan of GTSP to the Office of Academic Affairs. To provide criteria for assessing the implementation of the group tutorial support, the plan must include the following details:
  - Tutorial courses
  - Tutors
  - Tutorial hours, and - Students who need the tutorial support
5. The budget of this program for each department will be granted into the first and second semester. The budget amount approved for each department is officially announced in the beginning of the semester.
6. To ensure that all students receive the information about the tutorial courses, the following announcing public channels are required:
  - Announcement in lecture courses
  - Posts and flyers on department bulletin boards, e-bulletin boards, online virtual classrooms (Portal) or by e-mail
7. The instructors for a tutorial course can be either the course instructors or teaching assistants selected by the course faculty from graduates and seniors with outstanding academic performance.
8. According to the Graduate Assistantship Policy, graduate students who receive assistantship are required to provide valuable and necessary services to the University in their roles as teaching and research assistants. Those who work extra hours for tutoring due to a request made by the course faculty will be eligible for extra-hour payment.
9. The subsidy for GTSP and the calculation criteria for the hourly rate will be officially promulgated in the beginning of each semester. No further subsidy is available for printing costs for exam papers and

handouts.

10. Logs below are required to help assess the effectiveness of GTSP at the end of the semester:

- Teaching Log: teaching logs should be written by tutorial instructors
- Attendance Log: regulations require that students attending tutorial courses to sign in to help keeping track of attendance and effects

11. Regulations stated herein must be approved by the Teaching and Learning Quality Committee and implemented afterwards. The same procedure will be repeated for each revision thereof.

# Yuan Ze University Group Tutorial Support Program

## Hourly Wage Form

Department : \_\_\_\_\_

Date : \_\_\_\_\_ (mm/dd/ yyyy)

Instructors	Academic Rank	Hours	Hourly Rate (NTD/Hour)	Total Hourly Wage	Start Date & Tutorial Course No.

Chairperson Signature: \_\_\_\_\_

Person Completing Form Signature : \_\_\_\_\_

# Yuan Ze University Group Tutorial Support Program

## Teaching Log Form

Department :

Tutorial course :

Course Instructor :

Tutorial Course No. :

Tutor :

Academic Rank :

Date	Time From/To	Brief Description of Teaching Plan	Attendance

Comments:

Total Hours : \_\_\_\_\_ Course Instructor Signature : \_\_\_\_\_ Tutor Signature : \_\_\_\_\_

Chairperson Signature : \_\_\_\_\_ Person Completing Form Signature : \_\_\_\_\_

# Yuan Ze University Group Tutorial Support Program

## Attendance Log Form

Date : \_\_\_\_\_ (mm/dd/ yyyy)

Classroom No.:

Department :

Tutorial course :

Course Instructor :

Tutorial Course No. :

Tutor :

Academic Rank :

Student ID No.	Student Name	Student ID No.	Student Name	Student ID No.	Student Name

Course Instructor Signature/Date : \_\_\_\_\_ Tutor Signature/Date : \_\_\_\_\_