

# ASU

## Individual Tutorial Service

### About 'itutes' with the Academic Skills Unit

Individual tutorials ('itutes') are sessions with an Academic Skills Adviser to help you develop the following skills:

- **Effective study:** time and task management, reading and note-taking, and preparing for exams.
- **Communication skills:** tutorial participation, seminar presentations, and English pronunciation.
- **Academic language and writing:** vocabulary, grammar, style, structure, critical analysis, and appropriate use of sources.

Individual tutorials are usually 50 minutes; however, sometimes we offer longer or shorter appointments.

#### When can I come?

You can book an individual tutorial up to two weeks in advance. It is only possible to have one appointment per week, so you are unable to book two appointments in the same week (even if they are in two different Student or Precinct Centres). We normally limit you to 4 appointments per semester (depending on availability).

***As the service is popular, please book early (e.g. more than a week in advance during busy times like the end of semester).***

#### Where are itutes held?

Each Student and Precinct Centre organises a different room for individual consultations. Please check with your Centre about where you should wait for your appointment.

#### How can I book an itute?

To book an individual tutorial, visit your Student or Precinct Centre, or call 13MELB (13 63 52).

#### How can I get the most out of my Individual Tutorial?

Make an appointment to see an Adviser at least several days before your assignment is due (not the same day please!)

If you are coming to ask about your writing or topic for writing, bring a double-spaced printed copy of your work to the itute and also the task instructions and assessment criteria.

Be prepared to ask specific questions about your work. We do not act as an editing or proof-reading service. This means that we do not correct your text for errors. Rather, we identify areas of weakness, discuss these with you, and refer you to relevant resources.

#### Things we can't help you with

We only work with matters directly related to your university studies. This means we do not offer advice related to taking the IELTS test or to writing a job application. (For help with the latter, please contact Careers & Employment.)

We also cannot advise on take-home exam papers and on assessment related to the English Language subjects offered by the School of Languages & Linguistics and the Hawthorn English Language Centre.

#### How do I cancel an itute?

If you can no longer attend the appointment, please give the Student or Precinct Centre 24 hours notice. Your cooperation will allow another student to use that appointment-time.

If you miss a tutorial without cancelling, it will be counted as one of your 4 appointments. Cancellation on the same day will also count as one of your 4 appointments. This means that you will have a reduced number of opportunities to consult with an Adviser.