TO: All new undergraduate tutors and all new sessional teachers of Master's seminars
RE: Mandatory, paid Orientations

Dear Teacher,

As a new tutor or Master's seminar teacher, you are now required to attend a two hour Faculty Orientation.

The Orientation for Master's Seminar Teachers is:
February 17, 2011 from 6:00-8:00 in the Woolley Building Common Room
(refreshments served from 5:30 pm)

The Orientation for Undergraduate Tutors is:
February 25, 2011 from 2:30-4:30 in the Woolley Building Common Room
(refreshments served from 2:00 pm)

You will be paid for attendance at the Orientation at the A01 rate (A02 if you are a holder of a PhD). In order to be paid for your attendance, you need to bring this form with you to the orientation and get it signed by a Faculty Teaching and Learning Network Officer. Then take the signed form to your finance team to authorise payment.

TO: Finance Officers

I certify that ________________________________ has attended the undergraduate tutors' orientation / master's seminar orientation and has not previously completed a Faculty of Arts or Faculty of Economics and Business Tutors' Development Program.

Please authorise payment of the allocated two-hour A01 (or A02 for holders of a PhD).

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Faculty of Arts and Social Sciences
Teaching and Learning Network