

PROPOSAL

Provide English Language support services for students

Supply a trained and experienced English teacher to:

- conduct individual consultations and tutorials with students aimed at improving written assignments
- run a series of seminars aimed at demonstrating and preparing less academic students for the types of assignment they will meet during their course
- liaise with mainstream teaching staff at regular (weekly) staff meetings to assess progress and forward plan

Suggested timetable to be followed each xxxxxxday

Day 1 Needs analysis – assess student problems

Thereafter 1 day per week for as many weeks as required by institution:

Final Day: improvement assessment

9 – 12	individual consultations
12- 12.30	break
12.30 – 1.30	Tutorial
2 – 3	essay writing workshop/ consultations
3. -3.30	staff meeting consultation
3.45 – 4.45	essay writing workshop/ consultations continued

Total 6 hours teaching + ½ hour meeting and consultation with staff. 1½ hours preparation allowed.¹

Proposed methodology for delivery

Individual consultations

- teacher and student review poorly rated assignments and analyse problems
- student undertakes remedial exercises
- students consult with support teacher at the following stages of next assignment, presenting:
 - an outline plan for approval
 - a draft opening and closing paragraph for approval
 - a full draft for comment

¹ Per day per teacher \$450 (+ GST) – see below

NB At no stage will the support teacher rewrite any sections of the work but will suggest improvements and direct students to sources which will assist.

Tutorial

- general aspects of writing will be covered with reference to student problems already apparent from review of assignments

Essay Writing Workshop

- mainstream staff supply sample² titles for assignment types required by the assessment strategy (e.g. report, case study, marketing brief, essay)
- support teacher works with student group through the stages of assignment preparation (e.g research, note-taking, planning, drafting, editing)
- students work together as a group on the tasks

Proposed methodology for assessing effectiveness of the intervention

- assessment to take place with involvement of support teacher and mainstream staff
- the assignment prior to the intervention will be reviewed alongside the students' next assignment produced with the support of the English support teacher
- mainstream staff and the support teacher will assess the extent to which support has improved the students' capacity to write acceptable assignments

Cost

Initially this program will be conducted under the terms and conditions of the JANCO relief teaching service.

Face to Face Teaching \$60 (+GST) an hour

Preparation time \$40 (+GST an hour)

Proposed term for intervention

As required by institution but a minimum of one month would be required if improvement is to be noticeable. 3 months would effect a significant improvement.

JANCO can also provide a continuing support service under this model which removes the necessity for colleges to recruit and employ additional staff.

² These would not be actual assignments that students would be required to undertake but samples of similar genres