

International head tutor's guide



lamko
LAHTI
STUDENT UNION OF LAHTI UAS

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Sources:

Tutorvastaavan opas, Student union LAMKO, Heidi Lindström, Head of tutoring

RESPONSIBILITIES OF AN INTERNATIONAL HEAD TUTOR

Head tutor

- guides the tutors and delegates tutor activities
- is in charge of giving tutors their tutorees
- follows and coordinates the tutors work
- works closely with the school
- works as a messenger between LAMKO and the tutors
- works together with other head tutors
- organizes the search for new international tutors in the faculty together with LAMKO
- organizes and hold the faculty training for the new tutors
- sends the list of the continuing tutors to LAMKO's adviser of tutoring at the end of the semester
- holds monthly meetings with the tutors
- takes part in head tutors meetings every month
- represents and supports LAMKO's activities

MEETINGS

HEAD TUTOR MEETINGS

Head tutor meetings are held once a month. All head tutors, international, degree and peer, take part in these meeting. Meetings are held by LAMKO's head of tutoring and head of international affairs. It is important that you take part in these meetings because in the meetings we will discuss about current issues as well as plan and develop tutoring activities.

TUTOR MEETINGS AT THE FACULTY

Head tutor hold a meeting once a month to their own tutors at the faculty. In these meetings you go through what tutors have done, get feedback and plan the future as well spend time together and get to know each other. Head tutor writes a memo of every meeting and send is to the tutors as well as the head of international affairs at LAMKO. You can also invite LAMKO's head on international affairs and adviser of tutoring to take part in these meeting.

In the following pages we show what things you should discuss in the meetings with tutors.

August

- Tutor kick off
- new students start to arrive to Lahti
- orientation programme for exchange students

September

- school starts
- orientation week for english degree programmes
- freshmen party
- search for new international and degree tutors

October

- new students have arrived, how did everything go
- events for the new students in the fall?

November

- new exchange and degree students arriving in January
- Tutor training for new international and degree tutors

December

- faculty training for the new students
- contacting the arriving exchange and degree students
- saying goodbye to exchange students
- a look back, how did the semester go

January

- new exchange and degree students arrive
- upcoming events in the spring

February

- the last students arrive
- search for new tutors starts
- organizing events for the students in the spring?

March

- lists of continuing tutors to LAMKO

April

- tutor trainings
- Entrance exams for english degree programmes

May-July

- faculty training for new tutors
- Lists of the coming students
- contacting tutorees
- tutors getting ready for the new arriving students

DIVIDING STUDENTS TO TUTORS

You will receive the list from the incoming students from the school. The list of exchange students will come in May/June and November/December, depending on the faculty. Lists of the coming degree students will come in July/August and December when they have accepted their study place in Lahti UAS. You should get the list automatically, but if you don't get it you may ask from the school.

When you receive the list you will need to divide the new students between the tutors. The number of students per tutor depends on the number of the tutors. You may ask from the tutors do they have a preference from which country they would like their tutorees to be from. For example, maybe the tutor speaks another language addition to English. Make a list of the tutors and their tutorees, send the list to all the tutors and to LAMKO's head of international affairs and adviser of tutoring. Instruct the tutors to contact the students as soon as possible.

If a tutor has trouble contacting a student, for example the student does not reply or the email address is incorrect advice the tutor to try contacting trough Facebook or contacting the international coordinator (if exchange student). If it is a degree student, you may contact the tutor teacher of the group. Tutors can also contact LAMKO with any problems.

A LETTER FOR THE INCOMING DEGREE STUDENTS

The head tutors will write a welcoming letter to all the new students who are coming to study in Lahti UAS. In the letter, you should write that all the tutors are there to help the new arriving students when their studies begin. You should mention that they will meet the tutors on the orientation week and they may ask tutors help. It is also be a good idea to mention about a Facebook group for all the freshmen studying in the English degree programs where they can meet each other and also ask questions. You can write the letter together with the tutors and sign it with everyone's name, perhaps even attach a group photo of the students. You can send the letter through email after you get the list of the students who will be starting their studies in the fall.

An example of the content of a letter from tutors:

"Congratulations!

We as your tutors would like to welcome you to study at Lahti University of applied sciences. We are here to help you get you started with your studies and you may contact any of us when you have any questions. You will meet us on the orientation week in the beginning of September. We will be wearing your tutor t-shirts so that you will recognize us. If you see us at school you may also come and talk to us even if we are not wearing the tutor t-shirt.

We have created a Facebook-group for all the new nursing students starting this fall. You can find it from Facebook by the name "LUAS Nursing 14". Join right away to get to know your fellow students. In the Facebook-group you can also ask questions from the other students or the tutors.

We will meet you in Lahti in the fall!

Your tutors"

TUTOR DIARIES

All tutors need to get a signature for their tutoring activities in the tutor diary. LAMKO's head of international affairs or adviser of tutoring will sign the tutor trainings as well as tutor kick off. Head

tutors will sign all other tutoring activities (orientation week, tutor meetings, picking up the student, showing around the school etc.) It is the tutor responsibility to make sure that his/her tutor diary is on date and has all the signatures. After finishing with tutoring the tutors will return the tutor diary with the signatures and the tutor report to LAMKO's office. After checking the tutor diary LAMKO will write a recommendation to the faculty for the ECTs. All tutors may get a certificate of tutoring, but you need to ask for it from the adviser of tutoring.

CONTACT WITH THE TUTORS AND STUDENTS

Every head tutors decides together with the tutors what is the main way of communicating. If all tutors have Facebook it can be a good way of communicating. You should also always send important messages also by email to all tutors. LAMKO also sends you important messages through Facebook and email that we expect you to forward to the tutors.

All new groups should have their own Facebook-group where the new students can get to know each other and ask questions from tutors. LAMKO creates the Facebook group for exchange students, head degree tutors should create the groups for the new degree groups.

CONTACT WITH SCHOOL

Tutors also need to work together with the school, the student exchange coordinator/tutor teachers. When you start your work as an international head tutor you should contact and meet with the student exchange coordinator/tutor teacher to introduce yourself and discuss about how you will work together to help the students. With the exchange students the main contact person is the student exchange coordinator at international office, with the degree students the tutor teacher.

WORKING TOGETHER WITH OTHER HEAD TUTORS

It is very important that head tutors work together. It is important to know what is happening in your own faculty and you can also plan and organize events for the new students together with the other head tutors and tutors from other faculties. Events are easier to organize when there is more tutors to help. By sharing good ideas and what has been done in other faculties you may also get good ideas on what to do with students in your own faculty.

ORGANIZING EVENTS

Tutors organize events and the new students always ask for more activities organized by the tutors. The activities don't always have to be something big and that take a lot of time to organize. It can be a movie night, going bowling together or a board game evening. The only work in these events is that you invite the students to join the tutors.

When planning the events you should think about what is the goal of the event. Is it to just hang out and get to know each other or to maybe to give the students experiences about living in Finland. For example skating, skiing, trek in the woods, ice fishing, ice swimming, something that is exotic and new to students coming from other countries.

TUTOR HOURS FOR DEGREE STUDENTS

Because tutors very often disappear after the first weeks of school we are testing a new method in tutoring called tutor hours. The idea behind tutor hours is that tutors meet the new class once a month to discuss about things concerning studies and to answer any questions the students have about studying and living in Lahti. In tutor hours you may discuss about topics that are present at that time or think about something to do together. The new students usually have many questions in the beginning of their studies and tutor hours is a great place to ask those questions from your fellow students. Teachers don't always have the answer to everything or the time to answer all the questions.

Tutor hours are now being piloted with the degree student groups. In future we hope that we get feedback from these tutor hours and we can develop this system.