

CREDITS FROM TUTORING

You can apply credits from international tutoring (3 cr) by writing a **study diary** and a **monthly report** on your tutor activities.

The international tutor assignments are **written in English**. If you have been a peer tutor for Finnish speaking groups as well, you have to write a separate diaries and monthly reports on the both tutoring activities in order to get 3 credits from both. If you have been an international tutor for two years or more or if you have been a well-being tutor in addition to being an international tutor, you have to write one page more (three pages) to describe all your experiences and learning outcomes in order to get credits from the course Comprehensive student tutoring (5 cr). If you have been a tutor representative (5 cr), write about being a tutor and being a tutor representative in a same diary, but write one page more (three pages).

The study diary

The study diary is made for checking, backing up and fulfilling the learning outcomes of your tutor activities. The diary has to be at least **two pages long**. You can write freely about your experiences and learning outcomes of being a tutor, but answer at least to the following questions:

- *What have you learned while being a tutor?*
- *Which are your good qualities as a tutor? Which areas could be improved?*
- *How can you benefit the experience of acting as an international tutor in the future, for an example in working life?*
- *What does tutoring mean for a student?*
- *How tutoring could be developed in your department, campus and in the whole Oulu UAS?*

The monthly report

The report is written on a monthly basis. You should note down all the tutoring related activities, such as attending tutor meetings, casual evening activities with students, OSAKO's events etc. Write the report starting from the month when you participated in tutor activities for the first time. The report has to be at least **one page long**. Below is an example of one month's tutoring activities:

Month	Participation in tutor activities
November 2018	I met students in a casual evening get-together. In addition to this I have guided students when meeting them in the hallways and also by email. Together 4 hours.

Additional instructions

- Write the diary and the monthly report in a same word-file. Name the assignments: "My name credits from tutoring"
- Send a picture of a tutor pass, name it "My name tutor pass"
- Use font Arial Narrow, font size 12
- Line spacing 1,5

Please write on the first page the following information:

Name

Degree program

I have acted as an international / peer / well-being / tutor representative in the academic year / years

Example:

THE STUDY DIARY OF INTERNATIONAL TUTORING

Maija Mehiläinen

Bioanalytics

I have acted as an international tutor in the academic year 2016-2017

Send the study diary and the monthly report to OSAKO's Board member in charge of international affairs and international tutoring:**terhi.makinen@oamk.fi**

After reading the assignments, OSAKO's Board member in charge suggests credits to be given to OUAS's student counselor and international planner. You can also ask for a certificate of tutoring activities after the assignments have been accepted.

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