

GUIDE ON HOW TO APPLY FOR STUDY CREDITS FROM TUTORING

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Information

You are able to apply for three study points/credits for peer tutoring. In order for you to be able to apply for the credits from tutoring, you must

- 1) Write a **learning diary and monthly report** on acting as a tutor
- 2) Send a **picture of your tutor passport** (tutors who started in 2021 don't have it)

In addition, for acting as a well-being or experience tutor, or tutoring representative, you'll be able to get study credits. You may tell about all of your responsibilities in the same learning diary and monthly report, but

- 3) Write **one extra page** in the learning diary

If you have also acted as an international tutor, you must write separate assignments of both, since they are separate modules (3cr + 3cr). For international tutoring, assignments must be written in English (follow the instructions). Remember to tell about all of your responsibilities/tutoring types you have acted as so you'll be able to get all of the study credits that you're supposed to get.

Study courses:

- YY00DX12 **VERTAISOHJAUS 3-5 OP / CR**
PEER GUIDANCE
- YY00DX13 **INTERNATIONAL TUTORING 3-5 OP / CR**
INTERNATIONAL TUTORING 3 CR
- YY00DX11 **JÄRJESTÖTOIMINTA 4-10 OP / CR**
STUDENT ORGANISATION PARTICIPATION
- YY00DX15 **OPISKELIJAEDUSTAMINEN 3 OP / CR**
STUDENT REPRESENTATIVE

Layout and sending of the assignments

- Write the learning diary and monthly report into the same document, you may use OSAKO's layout in the monthly report.
- Name the Word-file: First name, Last name, Study credits for tutoring
- Use the font Arial Narrow, font size 12 and line spacing 1,5
- On the first page, write as follows:

TUTORING LEARNING DIARY

Name

School email address

Degree program and group ID

I have been acting as a tutor during the academic year(s) XX-XX

I have been acting as a peer tutor / international tutor / tutoring representative / well-being tutor (meaning the type of tutoring you are applying the study credits for)

Example:

TUTORING LEARNING DIARY

Maija Mehiläinen

mema00@students.oamk.fi

Degree in International Business DIB20SP

I have been acting as a tutor during 2019-2020

I have been acting as a peer and well-being tutor, I'm applying for 3cr+2cr (Expanded peer guidance)

Send the learning diary, report and picture of your tutor passport as attachments via email to OSAKO's international tutoring representative anton.luoto@oamk.fi

The learning diary and the report will be read by OSAKO's international tutoring representative and study counsellor. OSAKO's tutor representative will recommend tutoring's study module's acceptance or dismissal to the study counsellor. Study credits from tutoring will be given by the counsellor. Tutor my request to get an official certificate for acting as a tutor from OSAKO's expert after the learning diary has been accepted.

Learning diary

The learning diary is used to check, support and reinforce learnings and experiences from tutoring. The learning diary must be at least **two pages long**. You may write your learning diary freely pondering tutoring and your experiences, but **you should write at least about the subjects underneath**. You may also write your learning diary answering directly to these questions:

- What have you learned from acting as a tutor?
- What are your good qualities as a tutor? Where could you still develop?
- Which skills that you have learned as a tutor will you use in the future, and which of those skills will you deepen your understanding in?
- What does tutoring mean to a new student?
- How could tutoring be developed in your own study program, on your campus and in the whole school?

Monthly report

You must write to the report your monthly participation in tutoring activities. The report must be at least **one page long**. Write down, for example, tutor meetings held, evenings spent with new students and participation to tutor cafes. Also, write down the hours you've spent tutoring. Reportage is done for the academic year, starting from the month you first participated in tutoring and from all of the months you've acted as a tutor. Underneath is an example of reporting for tutoring of one month.

Month	Participating in tutoring activities
October 2020	I met my tutees twice. I held one tutoring hour where we talked about free-choice studies and also met for an evening out together. I've also been guiding new students when I've met them in the hallway and via email. Time spent in total: 4 hours.

