



Peer Tutor Handbook



METKA Tutor responsible

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The Student Union of Helsinki Metropolia University of Applied Sciences - METKA

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Welcome to the world of tutoring!

You are holding in your hands, the official tutor handbook for METKA's peer tutors.

This handbook is meant to assist you in your tutor activities.

Inside the handbook you will find tips for meeting new students, useful contacts and help for difficult situations that might arise.

If you think something important is missing from the handbook, let us know!



Remember: the new students need you!

What is a tutor?

The most important task of a tutor is to help and guide other students. Tutors are eager to share their wisdom and they are always there to help when needed. You can find quite a few different types of tutoring in Metropolia.

Peer tutor

- helps new students to get grip on student life
- shows the new students how to get around the campuses
- shares their own study experiences
- arranges activities and get-togethers for the new students
- is not an authority figure, but someone with experience to share

Sports tutor

- encourages other students to exercise and try out different kind of sports
- introduces the students to METKA's sport services and arranges low entry level sports
- supports sports culture and communality, as well as improve the well-being of students

Study tutor

- helps other students in subjects they know well
- study clubs, workshops etc. can work as implementation forms
- may be regular, when the student has a need for it or, for example, before a test

Campus Head Tutor

- organizes the tutoring of their own campus
- organizes the orientation days together with the campus' staff members
- shares tutoring related news and other information amongst the tutors
- works as a link between the tutors, Metropolia staff and METKA
- each campus has at least one head tutor
- head tutors meet regularly in head tutor meeting held by METKA

Exchange tutor

- picks up the exchange students from the airport
- introduces the Finnish culture and shows the students around the city
- helps the students to survive the jungle of bureaucracy among other things
- arranges different kinds of activities for the exchange students

Being a tutor

Tutoring includes a lot of organizing and planning of things. To make your work as a tutor easier, it is important to plan and schedule your activity beforehand. With good planning the workload is easier to keep manageable and you will have time for other things in your life as well.

Tutoring plan

To help plan tutoring activities, all tutors are required to make a tutor plan. In the tutoring plan the tutor will write out their plan with as much detail as they can. Just remember, plans always change, you don't have to follow the written plan to the letter. The tutoring plan is meant to be a guide for yourself throughout your tutoring.

There is no set format for the plan, we think it's important that the plan looks like its maker. However, even more important is that in the plan you've written down all the things you intend to do with your new students. Tutors who are going to tutor the same student group can write their plan together, it might be easier to decide who will be responsible for what that way.

Things to address in the tutoring plan:

1. First meeting with the new students

- How should it be handled?
- What things should you talk about?
- Where will the first meeting happen?

2. Getting to know the group

- What can you do to help the students get acquainted with each other?
- What can you do to lighten up the mood and ease the tension?

3. Showing the students around

- What places should you introduce to the students on your campus? How about in the city?
- What kind of places might interest new students?

4. Discussing studying

- At what point is it ideal to talk about study related matters? How should they be discussed?

5. Group activities

- What kind of things can you do with the group?
- What is the best way to get everyone to participate?

6. The timing

- How long should tutoring continue?
- How often should you arrange activities or meeting with the new students?

7. Checklist for other things to remember

- In addition to the things mentioned above, what else might be good to go through with the new students?

Remember to upload your tutoring plan to the tutor's workspace on tuubi, as well as send it to your campus head tutor!

Meeting the new students

During the first two weeks of studies, a tutor should meet the new student group at least 3-4 times to ensure that all the essential information is passed to the students. It might even be a good idea to meet the students even more, you never know when a question pops into mind. After the orientation days the tutor should meet their students at minimum once a month for the first six months.

Remember to take these with you

- material for name tags (pens and paper)
- the schedule of the first few weeks
- your own contact info, the tutor teacher's contact info and the campus head tutor's contact info

Make a good first impression

- clean clothes i.e. a clean tutor shirt
- a calm and relaxed appearance
- be positive and open
- introduce yourself and tutoring shortly
- if you feel really nervous, just admit it, it can help ease the tension

Getting to know each other

- make sure everyone gets a chance to tell a bit about themselves, but don't force anyone to do so
- in the beginning, it's a good idea to use questions and games as an aid in getting to know everyone

Accommodation

- does everyone have an apartment? assist those who are still looking for a place to stay
- make sure everyone is aware of any possible social benefits (student financial aid, housing supplements)

Dining

- student card
- (at first) KELA meal subsidy card
- student discount within the metropolitan area for example Sodexo, Palmia, Amica, Unicafe etc.

Campus

- take the new students on a tour of the facilities of your campus
- you can also arrange a checkpoint race with your fellow tutors
- Make sure the students can find at least these places:
 - cafeteria, the office of the campus student association, Megora or some other place to spend free time
 - library, computer spaces, student affairs office, the most often used classrooms and toilets
 - divide the group into smaller groups to make it easier for everyone to get around

Travel card

- how the public transport system works and what student discounts can you get and how

Student financial aid

- has everyone applied for student financial aid?
- visit <http://www.kela.fi/> to find out who is entitled to receive the aid
- if necessary, assist in filling the required forms

Your own study experiences

- tell what it is like to study in your own program, what type of studies can be expected during the first year

Information sources

- bulletin boards around the campus
- <http://metkaweb.fi>
- Tuubi (Remember to join the METKA workspace!)

Contact information

- hand out your own contact information
- collect the group's contact information and distribute them among the group (ask if everyone is fine with it first)

Other

- go through the upcoming student events
- make sure everyone knows they can come ask you anything, anytime

Ideas for meeting the new students

It is a good idea to meet your new students a few times right after the orientation days, so the feeling of being welcome remains with them. If you run out of ideas on what to do, it might help to ask the students themselves what they would like to do.

Things to discuss after the first meeting

- practical matters on the campus
- student culture (overalls etc.)
- METKA and the campus' student association

How is everyone doing?

- visiting the students after a class: you can ask the teacher if they would let you have a few minutes of actual class time before everyone leaves
- "did you understand anything?" - meeting, to check up whether anyone remembers anything from the orientation days
- a meeting where the new students can ask anything that is on their minds
- game or group activity event
 - group exercises within the group or even with other groups from the same campus
- "How is everyone doing?" -meeting
 - check up on everyone, has everyone got a handle on their studies etc.
- discussing study related matters in smaller groups
- ask the students what they are interested in an arrange something accordingly

- telling about upcoming events

Games and outdoors activities

- Introductory games to make everyone acquainted with each other
- Games night/day (boardgames, yard games etc.)
- Picnic, barbeque
- Sports -event (football/basketball tournament etc.)
- Skating or sledding during the winter
- Bowling, billiards, darts
- Mökky, petanque

Getting to know the campus and the city

- campus facilities
- campus neighborhood and services
- campus orienteering
 - find the specified classrooms with a map and/or provided hints
- Helsinki-tour
 - how to get and use a travel card
 - introduce good-to-know - places in Helsinki
 - Tram ride through Helsinki
- Helsinki City Race
 - find a popular place with the provided instructions

The tutor's own well-being

The goal of tutoring is to be fun and rewarding volunteer work, ideally without wearing down the tutor. If tutoring becomes too taxing or something bothers you, let your fellow tutors or your campus head tutor know about it. You can try to solve the situation together. Remember that you can also always contact METKA's tutorteam with anything that troubles you.

METKA's guide to managing the tutoring activities

1. Make your goals

- write down your goals, it will be easier to see what tasks are not yet completed
- go over the tasks with other tutors and head tutors, decide who will be responsible for what
- document what you do

2. Prioritize

- make sure that the most important tasks are done, according to the goals you listed
- it's better to see a few things all the way through, than to have a lot of unfinished things

3. Share the responsibility!

- delegating tasks can be an effective way to handle things
- ask if someone else could do a certain task, so you can concentrate on fewer things at once

4. Maintain motivation

- it is easier to carry out tasks if you are motivated to do them
- remember to reward yourself every once in a while to stay motivated

5. Let others know about your plans

- if you do something that affects others, be sure to let them know

6. Categorizing tasks

- sometimes there are more things to do than you have time for
- write down unfinished tasks and arrange them in logical groups for example:
 - importance, urgency, what they relate to

7. Remember that studying is your most important job!

Helping in problem situations

New students may have a lot of acute questions and problems concerning for example accommodation, the student financial aid, moving around a new city or the new study environment. A tutor does not necessarily have to know the answer to everything, but they should be aware of how the new student can get the help they need.

Confidentiality

- new students may approach you with sensitive and difficult matters
 - a tutor must always handle these type of situations confidentially
- in difficult situations:
 - discuss the matter and possible solutions together with the student
 - you do not have to find a solution right away
 - consider directing the student to contact school staff (well-being personnel)
- it is a good idea to discuss and prepare for difficult situations with other tutors as well

What if someone is without accommodation?

Not everyone can get an apartment before their studies start, in these cases the new students may ask you for help with the matter.

- Help with Kela's forms
 - if necessary, guide the student to the social services office to get social assistance
 - ohjaa tarvittaessa sosiaalitoimistoon tilapäistä toimeentulotukea varten
- Look for emergency housing
 - Contact METKA for more information
- Some useful links:
 - <http://www.hoas.fi/>
 - Hostelling Internation Finland: <http://www.hihostels.fi/>
 - <https://www.airbnb.com/> (rent a room from someone's home)
 - <https://www.couchsurfing.com/> (free temporary housing at someone's home)

A student has trouble with motivation

- discuss with the student and try to find out where the motivation problems stem from
 - is it school in general, a single subject or a study module
- share your own study experiences
 - how did you pass difficult courses
- if the student cannot seem to get a grip on their studies, tell them they should also consult their student advisor or tutor teacher
- if the student seems otherwise troubled, they could also contact Metropolia's counselling psychologist, student well-being advisor or the university chaplain

Other study related problems

- if things don't seem right
- when the student's rights have been violated you can contact
 - campus head tutors
 - METKA
 - the local student association
- you can also contact METKA through our messagecat
 - <http://metkaweb.fi/en/messagecat/>

Who to turn to in trouble?

In problem situations where you can't help the student, you can direct them to contact the following:

Student union METKA

- tutor responsible, tutor@metkaweb.fi
- tutoring specialist, etunimi.sukunimi@metkaweb.fi
- for more specific contact info visit: <http://metkaweb.fi>

On the campus

- Student association
- Head tutor
- Teachers, tutor teachers
- Head of degree programme
- Student advisor
- Student affairs office

Other

- Kela
- HSL (Helsinki Region Transport)
- HOAS (Foundation for Student Housing in the Helsinki Region)
- SAMOK (The Union of Students in Finnish Universities of Applied Sciences)

A year in tutoring

January

- Orientation days
- Active tutoring with the students
- Fuksiaiset!
- Tutor application period begins!

February

- Continue to take care of your new students
- Tutor application period continues!

March

- Remember to check up on your group!
- METKA Gala (Tutor of the Year awarded here!)
- Tutor trainings start

April

- Tutor trainings continue
- Orientation day planning meeting with head tutors and/or school staff

May

- Tutorpicnic

June & July

- Vacation time!

August

- Tutorpicnic
- Tutorstart for tutors who will be tutoring a new group

September

- Orientation days
- Active tutoring with the students
- Freshmen party!
- Tutor application period begins!

October

- Tutor feedback form for new students
- Follow-up training for tutors

November

- Remember to check up on your group!
- Tutor trainings

December

- Orientation day planning meeting with head tutors and/or school staff
- Tutorstart for tutors who will be tutoring a new group
- Tutor Xmas -party

Our tips for good tutoring

1. Be inspired of what you do

- you'll get to meet new people, you can help others and you'll get a lot of new experiences

2. Have discussions with other tutors

- you can share both the bad and the good experiences with others
- It's easier to organize things and brainstorm with other tutors

3. Socialize and fuse the students

- introduce the freshmen to each other and to other students
- give information about the student associations and opportunities for hobbies and activities

4. Treat everybody equally

- take students' different needs into account
- give everyone space to genuinely be themselves

5. Give objective information

- aim to give objective information

6. Have the courage to show your insecurities and ask for advice

- if you don't know something, admit it and find out information about it

7. Invite and encourage freshmen to participate in events

- provide students with accurate information about the events
- take contact to your freshmen at the events

8. Share inside information

- Share the information you would've needed when you were a freshman

9. Demonstrate

- show the central locations to your freshmen
- guide them if necessary
- explain the difficult abbreviations

10. Be brave, be you!

- Don't be afraid to exit your comfort zone
- Be your own self and enjoy!

Student Union METKA

METKA represents all the students of Metropolia and guards their common interests. METKA offers various services to its members of which the most significant ones are listed below.

Student card

When a student becomes METKA's member he/she will receive a student card.

If you have any questions about the student card contact opiskelijakortti@metkaweb.fi

Why you should definitely get the student card?

- You'll get all the discounts with one card and you don't have to fill out any other forms (eg. HSL ja VR)
- a comprehensive list about the discounts can be found from <https://frank.fi>
- by joining METKA you'll ensure versatile activities for METKA

How to get the student card?

- <http://metkaweb.fi/en/membership/ordering-the-student-card/>
- you'll need a photo and online bank credentials
- the fee includes the registration fee, the card and the membership fee
- you can use the receipt from the payment to replace the card before it will be delivered to you or to M-piste

How to get a new academic year sticker?

- you can pay the sticker with a bank transfer (instructions in metkaweb) at one of the METKA campuses during the tour or at M-piste
- you can get the sticker from the METKA tour, from some of the student associations or from M-piste

Member service aka M-piste

- is located in the lobby area of Uusi Kemia at Bulevardi 31
- you can take care of your student card and sports pass matters there and buy coverall badges and tickets for parties
- TIP: Take your students to visit M-piste

Sports services

- METKA organizes comprehensive sports services
- more information: metkaliikunta.fi
- tutors get the sports pass with a cheaper price, ask more information from the tutor team

METKA Cafe

- METKA Cafe offers cafe and catering services
- the cafes are located at Bulevardi and Tukholmankatu
- discounts available for METKA members!
- <https://www.facebook.com/MetkaCafe/>

Guarding students' interests

METKA aims to ensure that decision making considers students' perspectives both at Metropolia and at national level. You can also join METKA's trusteeship division regarding students' interests. In case you haven't been able to give feedback about a course you can report it with METKA's Message Cat.



Tutors' collaboration partners

It is important to be in touch with other tutors and the staff that's working with guidance and well-being as you tutor.

Student association

- there's a student association at every campus
- you can get money for tutoring from the student association
- student association guards students' interests at campus level and shares information with METKA

Staff members responsible for study related matters

- Student Advisor, Program Coordinator, Study Assistant
- Head of Degree Program, Degree Program Responsible
- Teacher, Tutor Teacher
- Introduce yourself to the staff members at your campus to make the collaboration smoother

Staff members responsible for students well-being

- study psychologist, study curator

- are available to all students
- school priests, each part of the city has their own
- they help you, eg. with the following problems:
 - problems related to motivation and coping with every day life
 - relationship problems
 - times of crisis
 - health care
- there are nurses at different campuses and a doctor to whom you need to book an appointment through a nurse
- there are also a lot of public health care services in the capital region
- The symbol for the well-being operator is Otus M. Pöllönen, like it on Facebook!
-

Student Affairs Office

- students affairs office prepares the starting envelopes to students
- the freshman must have an ID to get the envelope
- an e-service where you can get all the documents from the student affairs office to your home
- <https://opintotoimisto.metropolia.fi>

Useful links

Metropolia's Student Union METKA

<http://www.metkaweb.fi>

Facebook: Metropolia's Student Union METKA

<https://www.facebook.com/opiskelijakuntametka/>

Tutoring

<http://metkaweb.fi/en/tutoring/>

METKA's Sports Services

www.metkaliikunta.fi/en

Student Card

<http://metkaweb.fi/en/membership/>

METKA Cafe

<https://www.facebook.com/MetkaCafe/>

Student Associations

<http://metkaweb.fi/en/student-union/student-associations/>

The Foundation for Student Housing in the Helsinki Region (Hoas)

www.hoas.fi/en

KELA

<http://www.kela.fi/web/en>

Well-being members of Metropolia at Facebook:

<https://www.facebook.com/Otus.M.Pollonen>

Practical Information about Metropolia -guide

<http://opinto-opas.metropolia.fi/fi/kaytannon-tietoa-opiskelijoille/>

Study Guide

<http://opinto-opas.metropolia.fi/en>

E-service for Student Affairs Office

<https://opintotoimisto.metropolia.fi/>

Game bank

Adjectives

- as starters you'll need notes with various adjectives
- everyone in the game we'll have three notes with adjectives
- if the adjectives don't fit with the player, he/she has to try to change them
- at the end everyone reveals their notes and explains why they have them

Key chain

- players sit in a circle, everyone takes out their key chains
- taking turns, everyone tells which types of keys they have
- works specifically with adults
- you'll learn about one another

Cocktail party

- simulation of a real cocktail party
- people circle around and look for a pair or small group
- the leader asks questions (eg. extreme sports or gardening) and the pairs answer them
- the leader makes sure that the questions and pairs change often enough

Identical twins

- participants form pairs
- the pairs have 3-5 minutes to come up with as many common things as possible
- the pairs can share their findings to the rest of the group

Map

- an area representing a map is marked off

- the participants are told what the map represents
- participants are asked questions and they have to put themselves on to the map according to their answers

Pictures tell

- as starters you'll need pictures cut from magazines, for example
- the pictures are on a table or on the floor
- everyone will select a picture describing themselves
- everyone will introduce their pictures to others explaining why they selected those

Tell about your pair as yourself

- everyone chooses a pair and interviews them for a while
- after this part each one will introduce their pairs

Helmet questions

- a helmet (or any other object) is filled with questions and pairs answer them
- questions should be light and not too personal

Fastest of the west

- players form a circle with one player in the middle
- the player in the middle "shoots" someone in the circle and says their name
- the "shot" one crouches down
- the ones left standing beside the shot one must shoot one another
- the one who's faster with shooting and saying the name of the one being shot wins
- the loser goes to the center of the circle

Go if...

- a circle is formed with chairs and one player is in the middle of it
- the person in the middle tells something about him/her
- it can be about clothes, hobbies etc..
- those ones who relate to the thing being said must switch places (go)
- players don't have to reveal anything about themselves if they don't want to
- the one in the middle tries to catch a vacant chair
- the one left without a chair says the next thing and so on

Mic Mac

- a circle is formed with one in the middle
- the one in the middle points to someone and says:
- MIC, when the one being pointed must say the name of the player on the right side
- MAC, when the one being pointed must say the name of the player on the left side
- MICMAC when everyone switches places

Names

- players are in a circle and the first player says their name
- the next one says the first name and their own name
- this continues till the name round is finished

- the game can be modified by adding, eg. a hobby after the name

Name and a ball

- players are in a circle
- taking turns, each player says their names and an animal starting with the same letter
- after the name round, the ball is thrown around the circle
- when the ball is thrown the thrower must say the name and the animal of the receiver

X-files

- one of the participants thinks of a secret about themselves
- the others have to find out the secret by asking questions
- the questions can only be answered with a yes or a no

Connecting factors

- small groups of 3-5 people have a conversation
- each group must find 3 things that connect them
- the connecting factors are shared with the other groups

Certificates from tutoring activities

It is possible to receive a tutor certificate and 5 study points that are marked to optional studies from peer tutoring.

Study points

In order for you to get the study points you must:

- attend the basic training for peer tutors
- tutor at least for one semester (welcome 1-2 student groups, work as a study tutor, exchange tutor or some other form of tutoring suited to your needs)
- return your tutoring plan regarding the beginning of tutoring
- participate actively in the tutoring activities at your own campus
- return your tutoring diary and essay to the head tutor of your campus in electronic form

Registering the study points

1. return your tutoring diary and essay to the head tutor of your campus
2. the head tutor checks them and forwards them to METKA
3. the tutoring specialists checks the reports and forwards them to the study advisor
4. reserve a time for a feedback conversation according to the instructions provided by the tutoring specialist
5. the study points will be registered by the study advisor from your study field

FIY! It may take a month for you to get the study points so take that into account when you send the reports to METKA.

The instructions on how to write the diary and essay can be found at the end of this handbook and in the tutoring workspace in Tuubi.

Head tutoring has its own course and you can get separate points from that. Ask more information about this from METKA's tutoring responsible or from tutoring specialist.

Tutor certificate

When you're applying for the study points you'll also get a tutor certificate. If you only want the tutor certificate without the study points contact METKA's tutoring specialist. The certificate will be posted to your home.

APPENDIX 1: Tutoring 5 op - study module description

Learning goals and core contents of tutoring

KOODI: XX00AC11

Taso: Vapaasti valittavat opinnot

Completion year: 1.-3.v.

Languages: Finnish and English

Core contents:

- recognizing the guidance needs of the new students
- performing, interaction and cooperation skills
- integrating into a new community
- managing group dynamics
- intercultural interaction
- guidance and advising skills
- organizing skills

Learning goals:

After completing the study module the student has developed their performing and interaction skills and is ready to work with different people so that

- the student can act in different groups and create team spirit in different groups
- the student can organize activities with new students and other tutors
- the student can face different people and situations and act in social situations
- the student can guide and advise a new student with matters related to practicalities and problem situations
- the student puts into practice the knowledge they have received in the tutor training
- the student can evaluate their own actions as a tutor

Completing the study module:

1. Participating in the tutor training organized by student union METKA and working as a tutor for at least 1 year

Alternatives in the academic year 2015-2016: the student can choose a tutor path that suits them best:

- A. the student completes the peer tutor training and works one year as a peer tutor
- B. the student completes the exchange tutor training and works one year as an exchange tutor
- C. the student completes the study tutor training and works one year as a study tutor
- D. the student combines two of these options and works e.g. 1 semester as a peer tutor and 1 semester as an exchange tutor

A: the student completes the peer tutor training and works one year as a peer tutor

Participating in METKA's peer tutor training

- functional exercises: drama, team spirit games, group work
- introduction to group leading theory
- introduction to Metropolia's guiding activities
- networking with tutors from different campuses
- planning the orientation program for new students
- information on the guidance needs of new students and problem situations related to studying

Working as a peer tutor

- participating in the orientation days
- guiding and creating team spirit in a group of new students
- organizing get-togethers for the tutor group and informing the students on the different events during the year
- working as a peer tutor for at least one year, alternatives:
- Tutor receives at least two groups of new students
- Tutor meets their group and organizes tutoring related get-togethers and events throughout the year

B: the student completes the exchange tutor training and works as an exchange tutor for at least 1 year

Participating in METKA's exchange tutor training

- the student can encounter different people and situations, handle social situations and react to different needs
- the student can guide and advise the students arriving in Finland with matters related to studying and practical everyday life matters and problem situations
- the student can support the international students in settling in - in Finland and in the metropolitan area
- the student knows where to look for information
- the student puts into practice the knowledge they have gained in METKA's tutor training
- the student understands better different cultures and learns skills that are useful when working in a multicultural environment
- the student can organize different events and work in cooperation with other tutors
- the student can assess their own work as a tutor

Working as an exchange tutor

- participating in the orientation days
- guiding the exchange student
- setting up meetings with the exchange student and informing the student on different events during the year
- Alternatives:
 - The tutor receives an exchange student/students at least during two semesters
 - The tutor meets with their exchange student/students regularly and organizes tutoring related get-togethers and events throughout the year

C: the student completes the study tutor training and works as a study tutor for at least 1 year

Participating in METKA's study tutor training

- finding out the strong subject in which the tutor can guide others
- planning group activities
- introduction to working in a study circle
- networking with students from different campuses

Working as a study tutor

- advertising and marketing study tutoring online and on the student's own campus
- cooperation with a teacher or staff member from the study group's subject
- planning and guiding the study group regularly for at least one year

D: the student combines two of these alternatives

Participating in METKA's training

- the student participates in two of METKA's tutor trainings

Working as a tutor

- the student works as a tutor for at least 1 year, e.g. so that they work one semester as a peer tutor and one semester as an exchange tutor

2. Documenting the activities and doing independent exercises

- making a tutor plan in the beginning of the tutoring activities
- writing an electronic learning diary during the tutoring activities
- writing a reflective tutoring report in the end of tutoring, there are two options:
 - tutor essay, in which the tutor's own actions are reflected in the form of an essay
 - tutor portfolio, in which the tutor's own actions are documented with videos and photos, in the form of a portfolio. This material can later be used in tutor activities.

The tutor plan, report and diary are returned to the tutor's own head tutor who submits the materials to METKA.

Literature on tutoring

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Vertaisuus voimavarana ohjauksessa. Jyväskylän yliopistopaino.

Kalima, Riitta

2011 *Opetus- ja ohjaustoiminta ammattikorkeakoulussa*. Teoksessa *Opintojen pitkittyminen ja keskeyttäminen ammattikorkeakoulussa*. Suomalaiset oikeusjulkaisut SOJ oy.

Matikainen, Janne (toim.)

2004 *Oppimisen ohjaus verkossa*. Helsingin tutkimus- ja koulutuskeskus Palmenia.

Ojanen, Sinikka

2006 *Ohjauksesta oivallukseen*. Yliopistopaino. Helsinki

Varjonen, Birgitta & Kallinen, Reima

2006 *Työvälineitä ohjaukseen*. Oped-Exon loppuraportti. Hämeen ammattikorkeakoulu.

Pekkala, Auli & Varjonen, Birgitta

2006 *Tuutorointi on taitolaji*. Hämeen ammattikorkeakoulu.

Literature on compiling the portfolio

Härkönen, Pekka

2000 *Portfoliokäsikirja*. Ammattikorkeakouluopiskelijoiden ammatillinen kasvu. Samok.

Appendix 2: Instructions on writing the tutor report

Learning report for tutoring activities

Metropolia University of Applied Sciences

Student Union METKA

Name of the tutor student	
Contact information	E-mail: Address: Tel.
Student number	
Degree program / Specialisation option	
Groups/students you have tutored	Group/student: Year:
Marks by tutoring specialist	Date when the report has been checked: Approved study points: Tutoring specialist:
Marks by study advisor	Date of the feedback conversation: Study points registered to Winha: Study Advisor:

The learning report of tutoring activities includes two tasks:

1. Writing a tutor diary while tutoring
2. Writing an essay or compiling a portfolio at the end of tutoring

The tasks are to be returned to the head tutor of your campus.

The tasks will help you to develop your learning skills and self-knowledge. In addition, they provide a great opportunity to give constructive criticism and suggestions on how to develop the tutoring activities.

1. TUTOR DIARY

1. Keep a diary of your tutoring activities.
2. The diary should tell how much you've met with your group/exchange student and how much you've taken part in organizing and participating in events.
3. Include all the trainings (both basic and further) you've attended in your diary.
4. Write down the date, the nature of the event and your own role in it. List them in chronological order.

In addition to the diary choose one of the following options:

2a. I as a tutor -ESSAY

The following structures and questions will help you to think about and report your learning. Write your answers in an essay form; You can use the questions to support your reflection but you don't have to leave them to your text.

Heading: I as a tutor - First name Last name

Font: Times New Roman

Font size: 12

Spacing: 1,5

Margins: 2 cm / each side

Length: 2 - 5 pages

1. DESCRIPTION OF MY TUTORING ACTIVITIES

Describe shortly your tutoring activities

- When did you start tutoring and how long did you tutor?
- At which campuses have you been tutoring?
- What did you do with each group/exchange student?

2. MY OWN GOALS AND HOW I ACHIEVED THEM

Reflect and tell

- What got you motivated to take part in tutoring and completing the study module?
- What learning goals did you set?/what did you want to learn?
- What other expectations did you have? / What did you expect to receive and experience?
- How did the official goals for the study module and the goals you set yourself were realized ? What did you learn during the study module?

3. ANALYZING YOUR OWN ACTIVITIES

Analyze your own activities as a tutor

- What did you achieve with your group/exchange student?
- How did you function with your group/exchange student? What was good /bad in your own work?
What was your contribution to tutoring like?
- What have you learned about yourself while tutoring?
- What would you do differently?

4. WHAT HAS TUTORING GIVEN YOU REGARDING THE WORK LIFE?

Reflect

- What types of abilities have you received from tutoring regarding your future job? What types of experiences did you get considering your future career? How did the study module support your professional development?
- How are you going to utilize these abilities in your future career?
- How else did you benefit from the tutoring regarding your life and future?
- Would you have missed something if you didn't complete this study module?

5. WHAT TYPE OF SUPPORT DID I RECEIVE DURING TUTORING ACTIVITIES

Reflect

- How did the tutor training support your tutoring activities?
- Where and what type of support did you receive elsewhere for your tutoring activities? What helped you?

6. DEVELOPING TUTORING ACTIVITIES

Reflect

- How would you develop tutor training and tutoring activities?
- What needs to be developed/improved at your own campus or at Metropolia?

6. OTHER FEEDBACK

This is the place where you can share your thought you've had during your tutoring career or at the end of the study module.

2b. I AS A TUTOR -PORTFOLIO

Heading: I as a tutor - First name Last name

Font: Times New Roman

Font size: 12

Length: optional

Portfolio is a folder displaying your tutoring activities.

Portfolio can be a traditional printed folder or a digital format. It can include pictures and videos. The display form of your portfolio can be, for example, a printed folder, blog, website or a Power Point presentation.

The tutor portfolio should include at least the following points:

- 1 List of the contents in a numbered form
- 2 The actual materials (eg, photos, videos...)
- 3 A description of your own tutoring: the same instructions as for "I as a tutor" essay but with the focus being more on the pictures

Appendix 3: Tutor Oath

1. I must respect the tutor shirt
2. When wearing the tutor shirt my posture shall always be straight - belly in and breasts out.
3. When wearing the tutor shirt I am always funny, clever and nice.
4. When wearing the tutor shirt I am not naked.
5. When wearing the tutor shirt I must not drink too much alcohol.
6. I will wear the tutor shirt only when I am tutoring.
7. I will not use the tutor shirt while cleaning the toilet.
8. Wearing the tutor shirt makes me part of the METKA tutors.
9. If I break these rules, then the sleeves of my tutor shirt will be cut off and I will only get them back after performing the penance that has been assigned to me.

Appendix 4: Tutor song

The song will be sung with the rhythm from Pokémon's theme song. Unfortunately the lyrics are currently only in Finnish. If you have a suggestion for a translation that actually works with the original theme, please send it to us at tutor@metkaweb.fi!

Mä tunnen sen jo kasvavan, voiman sisällän.

Fuksin haasteen toteutan, ja teen sen pystypäin.

Aloitusviikon hallitsen, tiedon tuoda saan
ja fuksiryhmän jokaisen, mä opin tuntemaan.

Tutorit!

Omaksesi saat, me yhdessä autetaan.

Tutorit!

Oot mut ystäväin, olet aina vierelläin.

Tutorit!

Omaksesi saat, myös palkaksi paidan saat.

Tutor ruotuun opettaa tutorit!

Omaksesi saat, omaksesi saat.

Tutorit!

Sanat by Knowhow 2010