Training for international tutoring organizers

Tamy – Esko Nieminen & Varpu Jutila
Board Member & Specialist for International Affairs
esko.nieminen@tamy.fi
kvasiantuntija@tamy.fi / 050 361 2849
What’s to come?

Tamy’s share:

1. A Year in the Life of an International Tutoring Organizer
2. Organizers’ Duties
3. Tamy’s Role and Services in International Tutoring
4. Where to Find Support?
Year of International Tutoring

International students arrive for spring semester
Nomination of organizers

Reporting
Recruiting tutors for spring by 15 November
Feedback from international students

Tamy’s networking event for all tutors
Summer School 6 – 17 August
Training on 13 August
International students arrive

Connect with intl coordinator of your faculty!
Recruitment material (weeks 9-10)
Meeting on 21 March
Recruiting international tutors by 3 April, sending their details to intoffice by 4 April
Training on 18 April

Tutoring pairs are formed
Student associations send greetings to new international students
Keeping in contact with international tutors and students
What Does an Organizer Do?

• Supports international tutors
  • Recruiting, coordinating, monitoring, motivating international tutors; get-togethers
  • Good to be present when int students arrive (i.e. physically in Tampere)
• Communicates in subject association about international affairs
  • Inform student association board and members of international tutoring and international students’ perspective
• Keeps Contact
  • with the International Office, faculty’s International Coordinator, other international organizers
  • When in trouble, contact International Office or Tamy. Inform us about changes
• Train your successor! Make up a training document, ensure Tamy gets their contact details ASAP
What Does an Organizer Do?

• Recruits International Tutors
  • Cooperate with national tutoring organizers!
    • For int Master’s programmes: recommended to form tutor pairs with national+int tutors
  • Gather basic information from tutors:
    • name, student number
    • semesters they’re available for tutoring, with whom they want to tutor (form tutoring pairs: 3-6 tutees per tutor pair is good), preferences regarding tutees (language, etc.)
    • If they want to tutor Summer School students (6 – 17 August)
  • Goal: tutor and tutee from same study programme (not always possible, don’t worry) → faculty associations?
  • Remember to ask old tutors, they often want to continue!
  • Important to stress commitment and availability during orientation
• Remember Finnish students: internationalization at home, exchanges, traineeships abroad…
Tamy and international tutoring

- Tamy offers help and support for international organizers and tutors
  - Managing email lists (internationalorganizers, kv-tutorit, IS-list, kv-lista), Facebook group *Tamy’s International Organizers 2018* (join!)
  - Kick-starting the recruitment and supporting it
  - Trainings, tutoring event with national tutors (in August)
- Organizer should be aware of Tamy’s services for students
  - Starting Kit, skates and sleds, van, board games, facilities, etc.
  - Consultation services, supervision of students’ interests
  - More information: tamy.fi
Membership of Tamy

- Not automatically required of exchange students
- Highly recommended to join!
- International tutors promoting membership: what is included, why join
  - YTHS health services
  - Student card and discounts
  - VR discount
  - Starting Kit and other Tamy services
  - Sport facilities and many many more!
- Exchange students have to pay membership fee by September 30th (autumn semester) or by January 31st (spring semester)
Who supports you?

- Tamy (issues related to student life, apart from study counselling)
  - Specialist, International Affairs Varpu Jutila
    - kvasiantuntija@tamy.fi / 050 361 2849
  - Board member responsible for tutoring Esko Nieminen
    - Esko.nieminen@tamy.fi
  - Board member responsible for intl affairs Aliisa Toivanen
    - Aliisa.toivanen@tamy.fi
- International Office (intoffice@uta.fi)
  - Gathers a tutor reserve in case your association can’t find enough
  - Thanking tutors, giving out certificates, gathering reports
  - Keeps register of international students
- Faculties’ international coordinators!
- The rest of your student associations’ board, other international tutoring organizers, tutors