



ARTS TUTOR TRAINING 2021

Welcome to act as a tutor!

- Agenda:

- 1) Tutor's tasks and Orientation week

- 2) Students' experiences about tutoring and tips for remote / online tutoring

- 3) Questions and answers

The session will be recorded!

Tutors' Tasks

- You are the face of Aalto to the new students
- Everyone is a tutor in their own way
- University expects you to:
 - Help during the orientation week
 - Help during the first weeks of studies
 - Keep up the communication during the first year
 - Help to organise events catered specifically to the new students
 - Remember to include exchange students

Responsible tutors

- The responsible tutors are there to help you with everything
- Together with the tutor coordinator they help plan and organise events for new students
- Responsible tutors are:
 - Media: Ameya Chikramane
 - Design: Vera Rantamaa & Shreya Shrivastava
 - Film: Kasper Riihimäki
 - Art: Verna Tähtinen
 - Architecture: Sara Soimasuo

Remember:

- Stay calm! It is normal new students ask a lot of questions as they do not know how Aalto works yet. You can always direct them to your department's study coordinators if you are unsure how to help them.
- Stay positive! Everything will sort itself out, but new students might feel in a rush to get everything in order. Especially students coming from abroad have a lot to figure out when moving to a new country. Try to keep everyone calm and help them find answers as best you can.

Tips:

- Stay in contact with your department, study program and associations
- Work together!



FAST ry



ETL

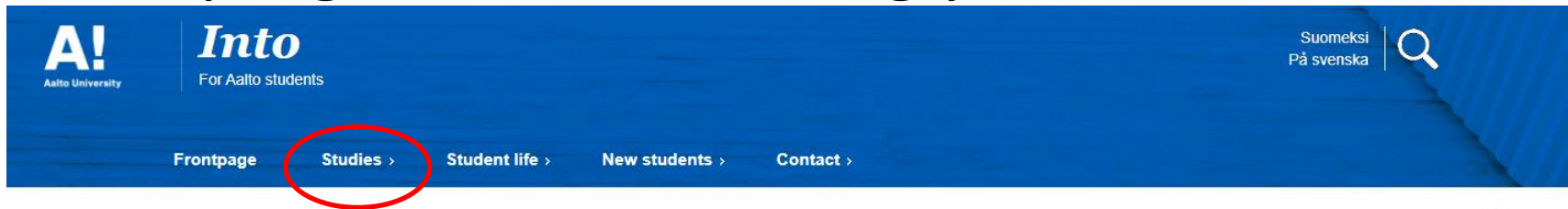
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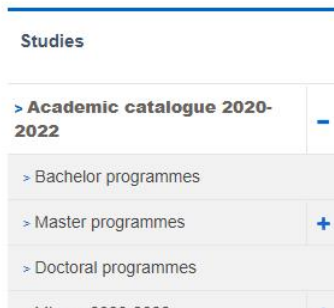
- AYY tutor training materials are available online through MyCourses
 - Will be published in the end of May or in the beginning of June
 - There will be also Zoom meetings for tutors in the end of May, the dates will be informed via email during May.
- ARTS training materials are also available on MyCourses
- Please read through everything carefully!

Schedule

- Timetables for majors will be available in June
- Always refer to Into: Starting your studies – page of your programme for info
- Into->Academic Catalogue 2020-2022 -> your own programme -> Starting your studies



Koronavirus - tietoa opiskelijalle
Coronavirus - information för studerande
Coronavirus - information for students



Academic catalogue 2020-2022

[Suomeksi](#) | [På svenska](#)

Academic Catalog provides a comprehensive list of Aalto University's programmes and study modules as well as regulations pertaining to studies.

All our programmes are listed below. Note that some programmes are listed multiple times, as there are programmes that are taught in Finnish, Swedish and English.

Otsikko	Language	Level
Aalto Bachelor's Programme in Science and Technology	English	Bachelor

Info packages to new students

Master degree students

1. First emails from Aalto in April
2. Email in June
 1. Includes a greeting from tutors, possibly materials from associations
3. Email in August
 1. Detailed schedules etc.

Bachelor degree students

1. First emails from Aalto in August
 1. Includes a greeting from tutors
 2. Freshmen guidebook / Info Torso

Responsible tutors:

- Coordinate the tutors' greeting letter (content, is it by department or major etc.)
- Get a list of new students' email addresses from tutor coordinator before summer holidays (MA) and in August (BA)
- Plan how you keep in touch with new students besides the "official" mail
 - Do this with your tutor colleagues!

July / August

- You can be in touch with new students when needed
 - Invite new students to PreStart **Picnic in Suomenlinna in the end of August**
- Create a communications group for your new students (WhatsApp, FB, Telegram, etc.)
- Keep up to date with the news about Orientation week
 - Details can change, info will be on MyCourses
 - Note that some study programs start teaching already in late August!
 - Your own studies should start September 13th



August

- Let's meet online on Monday 30.8.2021 at 16
 - Let's go through acute matters concerning the Orientation week and tutoring in general
 - Possibility for you to ask questions before orientation week
- New students will complete Pre-Orientation (in MyCourses) before Orientation week

Orientation week

- Orientation week 6th – 10th September 2021
- Orientation week will be arranged mostly online, detailed instructions will be informed later
 - Joint orientation days for all new students Monday 6th and Thursday 9th
 - Wednesday and Friday days will have programme/major specific content, as well as Tuesday morning
 - The Day One is on Tuesday afternoon and evening
- StartArts will take place in September, date will be revealed later

Monday 6th September

- Joint orientation day for everyone – Online, in Zoom webinar
 - 10:00 Welcome for all new ARTS students (master, bachelor and exchange students)
 - Break
 - 12:30 Bachelor students have own programme, there will be also greetings from tutors (video) and lectures from the teachers and Learning Services staff
 - 14:00 Master students have own programme: there will be also greetings from tutors (video) and lectures from the teachers and Learning Services staff
 - For bachelor architecture students, it's possible to watch independently the video: Teekkarielämä/Technical student life

Tuesday 7th September

- Time for department introductions 9:00-12:00
 - Each department organises an introduction themselves (can also happen on Wednesday or Friday)
- Official opening of The Day One –event 13:00 onwards – likely online!
- 13:00-13:15 programme for new students
- Day one and Aalto party programme will have detailed schedule later

Wednesday 8th September

- Time for department introductions
- Att studera på svenska –lecture at 14:00-16:00

Thursday 9th September

- Joint orientation day for everyone – online!
 - 10:00 onwards: bachelor students: Student services -lecture
 - 10:00 onwards Bachelor in Design students: Multicultural-lecture
 - 10:00 Study counselling clinic for master and exchange students
 - Break
 - 13:00 onwards: Study counselling clinic for bachelor students
 - 13:00 onwards: master, exchange and Bachelor in Design students: Student services -lecture
 - For master architecture students, it's possible to watch independently the video: Teekkarielämä/Technical student life

Friday 10th September

- Time for department introductions
- Programme for old students
- 15 or 16: Closing Orientation week and asking feedback

Note:

- Aalto University will plan Escape Room Game for all new students. Game is planned to play outside on Campus, and tasks are concerning study matters. Tutors could play the game with new students in small groups, and combine campus tour to Escape room game. We will inform later which dates and times are good to meet on Campus and play the game.
- Learn to use SISU! SISU will Aalto University's master system starting from August 2021.

Note:

- Make sure your students feel comfortable during the first weeks of studies. Encourage them to spend time together and think how to be in contact – for example having lunches and coffees if pandemic restrictions allow that
- International tutors: you can help picking up keys, if pandemic situation and safety instructions allow it
- Note that it's important to be in contact also after orientation week – everything doesn't have to happen on orientation week, new students have a lot of programme on that week anyway.
- We will need help of tutors during orientation days, like in campus tours / Escape room game. You'll get detailed schedule later. Prepare to be present during 6.-10.9.!

September

- Most courses begin 13th September
 - Programmes give info on how to enrol to courses and enrolling clinics will be available in the first week.
- Help the students with things related to starting their studies
 - Keep in touch with programme coordinator and agree when and how tutors help is needed
 - Arrange get-togethers / lunches if it's possible
 - If we still live in pandemic situation you can arrange online meetings and have conversations in telegram groups

Autumn semester

- Keep in touch with the new students!
- Write and return a tutoring report by the date specified on MyCourses at the end of the year
 - If you do not return the report you will not get the credit nor get paid!

More information

- Tutor materials: MyCourses
- Tutors Telegram group:
<https://t.me/joinchat/yMOgEEr2js9lZWU0>
- From responsible tutors
- From tutor coordinator Apolline Laforet
- From Learning Services Sanna Lumikko
- From your department's study coordinators
- From TOKYO ry

What to do next?

- Together with responsible tutors:
- Tutor letters done by 13.6. instructions on MyCourses!
 - Responsible tutor is in contact department's study coordinator and find out schedules for orientation week, also visible in Into
 - Plan your schedules for orientation
 - Send messages to new students in August
 - Answer the questions new students ask you
 - Complete AYY tutor training and leave feedback on MyCourses about the Aalto tutor training!
- Enjoy the summer!