



ARTS TUTOR TRAINING 2022

Welcome to act as a tutor!

- Agenda:
 - 1) Tutoring in ARTS
 - 2) Schedule
 - 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

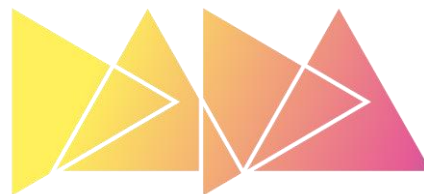
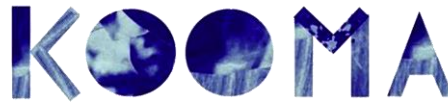
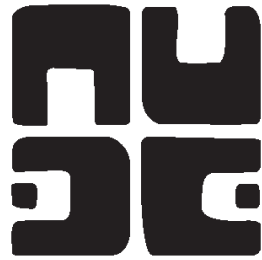
- The responsible tutors are there to help you with everything
- Together with the tutor coordinator they help plan and organise events for new students
- Responsible tutors are:
- **Department of Film, Television and Scenography:** Gyöngyi Fazekas (gyongyi.fazekas@aalto.fi)
- **Department of Art and Media:** Arho Keränen (arho.keranen@aalto.fi) and Kathryn Ballinger (Kathryn.Ballinger@aalto.fi)
- **Department of Design:** Liselotte Molin (liselotte.molin@aalto.fi) and Apolline Laforet (apolline.laforet@aalto.fi)
- **Department of Architecture:** Topias Suokas (topias.suokas@aalto.fi) and Amanda Puerto-Lichtenberg (amanda.puerto-lichtenberg@aalto.fi)

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!



Tutor material

- AYY tutor training materials are available online through MyCourses
- ARTS training materials are also available on MyCourses
- Please read through everything carefully!

Orientation week: 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 2022-2024 -> programme -> Starting your studies

New students' contact info to tutors

- **MA students and exchange students:**
 - Acceptance off the reserve list ends in master's admissions **10.6.** →
- **BA students:**
 - Admission results are published at the latest 8.7.2022 (BA Design 3.6.), Deadline for accepting the offered study place 15.7., Acceptance off the reserve list ends in bachelor's admissions **2.8.** →

Info packages to new students

Master degree students

1. First news letters from Aalto in April and May
2. News letter/email in June
 1. Includes a greeting from tutors, possibly materials from associations
 2. Freshmen guidebook / Info Torso
3. News letter/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 19 th 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, Into
 - Your own studies should start September 5th



August

- Let's meet online on **Monday 22.8.2022 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 29th August-2nd September 2022
- Orientation week will be arranged live on campus (or online), detailed instructions will be informed later
 - Joint orientation days for all new students Monday 29th August and Thursday 1st September
 - Tuesday, Wednesday and Friday days will have programme/major specific content
 - The Day One is on 6th September (after orientation week)
 - Day one and Aalto party programme will have detailed schedule later
- StartArts will take place in 2nd September

Monday 29th August

- Joint orientation day for everyone – on campus
 - 10:00 Welcome for all new ARTS students (master, bachelor and exchange students), include also greetings from tutors and TOKYO
 - Break
 - 12:30 Bachelor students have own programme, there will be also greetings from AYY and lectures from staff (including Learning Services)
 - 14:00 Master students have own programme: there will be also greetings from AYY and lectures from staff (including Learning Services)
 - For architecture students: Teekkarielämää/Technical student life (Monday in Finnish, Friday in English)

Thursday 1st September

- Joint orientation day for everyone:
 - 10:00 onwards: bachelor students: Student services – lecture (online) and fair (on campus)
 - 10:00 onwards Bachelor in Design students: Multicultural communication -workshop (online)
 - 10:00 Study counselling clinic for master and exchange students (on campus)
 - Break
 - 14:00 onwards: Study counselling clinic for bachelor students (on campus)
 - 13:30 onwards: master, exchange and Bachelor in Design students: Student services -lecture (online) and fair (on campus)

Tuesday 30th August, Wednesday 31st
August, Friday 2nd August

- Time for department/programme/major introductions
 - Each department/programme/major organise an introduction themselves and with tutors

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
- International tutors: you can help picking up keys
- 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, etc. You'll get detailed schedule later. Prepare to be present during 29.8.-2.9.!

September

- Most courses begin 5th 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

Autumn semester

- Keep in touch with the new students!
- Write and return a tutoring report by November 30th on MyCourses
 - If you do not return the report you will not get the credit nor get paid!
 - Please notice, credit can only get once (if you have been a tutor before)

More information

- Tutor materials: MyCourses
- Tutors' Telegram?
- From responsible tutors
- From tutor coordinator Muniba Rasheed
- From Learning Services Planning officer Tiina Kononen
- From your department's study coordinators
- From TOKYO ry/Architecture Guild

What to do next?

- Tutor letters done by 10.6. 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!