




Dear Aalto tutor!



A tutor is a new student's first contact at the new school. A tutor guides new students in the beginning of studies and student life. It is important that each new student has a tutor from whom to receive support and guidance, and with whom to communicate easily at any time. Here are a few guidelines to help you to introduce new students to Aalto!



Tutor's checklist!

1. A tutor's role is very important, please act accordingly

- Prepare yourself carefully.
- Keep in mind that in the orientation week your actions have influence on whether the beginning of studies is a nice experience for new students and introduction to studies, or whether a new student is in trouble right at the beginning of studies.

2. Take your group into account

- Pay attention to everyone and encourage everyone to participate in activities.
- Organise activities on the conditions of the group; try to find out what the new students want.

3. Don't expect everyone to be the same

- Diversity is valuable and is displayed only if the atmosphere allows it!
- Encourage all new students to participate equally in the group activities.
- Not all are interested in the same things (e.g. alcohol); take into account the needs of all new students when marketing events or activities, for example.

4. Studies

- Explain how the study routines work and present the campus facilities. Tutors are there to guide new students both to the world of studies and to extracurricular activities.

5. Tutor is equal with new students

- Tutor is not an authoritarian teacher but an equal fellow student.
- Tutor does not need to know everything, it is sufficient that you can guide a new student to a place where they can find information.

6. Be easily approachable

- Be friendly.
- Emphasise the fact that new students can always ask for your advice in problem situations.
- Do not party hard. It takes its toll to be a tutor, but please remember to support and help new students also in social evenings!
- Share your attention equally to all the group members – some are more quiet than others but they all need your support.

7. Do not be discouraged if all does not go as planned

- The fact that you do your best is enough. A group does not always function, no matter how good the tutor is.

8. Remember that you have much influence.

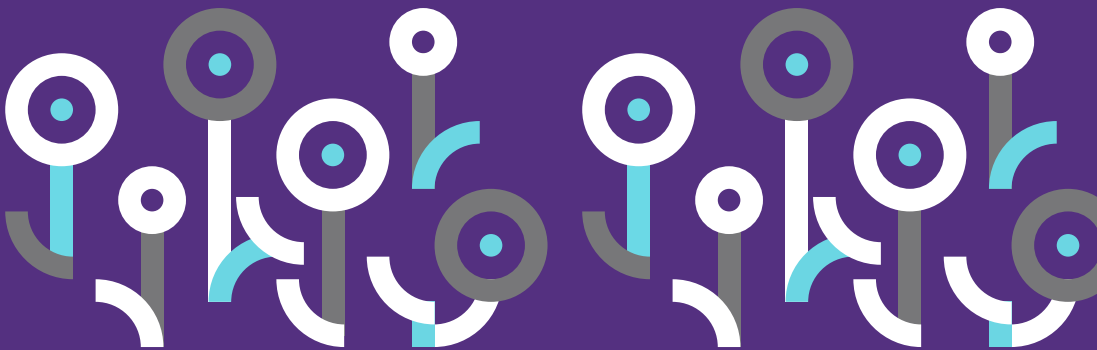
- Let new students decide whom and what they like.
- Encourage new students to participate in the programme organised by the university
- Do not criticise other students or student cultures, organisations or clubs, teaching staff or courses – your words weigh more than you think.

9. Introduce other tutors and the person in charge of new students to new students.

- If sometimes you cannot attend an event or other programme and guide/hang out with your own group, ask your tutor friend to help.
- It may also be a good idea to mix the groups – in this way they also meet other and older students.

10. Quit in style.

- If, for one reason or the other, you can no longer organise activities for your group, please be open about it.
- Explain that they can meet freely, but you no longer gather them together.
- In the best case, a tutor group can continue to be a tight group of friends!



(For you) to check:

- On the New Students site of Into, there is a lot of important information that might come in handy for tutors as well (<https://into.aalto.fi/display/enuudet>).
- Summer and orientation schedule of your own school and student organisation (from Into, for example).
- Other important events of the autumn and their dates.

(For you) to remember:

- Do not schedule any other events for the orientation week. Please note that students who move from different municipalities may have to reserve plenty of time for practical arrangements and moving in.

(For you) to remind:

- Opening of the academic year and Aalto Party on Wednesday, 5 of September
- Follow the communications
- All school mail comes through aalto-mail!
- AYY's weekly newsletter
- Newsletters and mailing lists of your own association
- Important Facebook groups and other information channels

To go through (in a group):

Make sure that new students have:

- student card
- travel card
- access card for university facilities (only some students)
- library card
- roof over their head
- they have applied for student financial aid

- Course selection practices
 - Schedule for the academic year and weekly timetable
 - Examination and lecture behavior
 - Transport to campus (journey planner, vr, matkahuolto, airport)
 - How Aalto usernames work (email, Oodi, MyCourses...)
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Student benefits

- Student card benefits: myfrank.fi
 - AYY's benefits for students and associations
 - Volunteer activities in the student union and student associations
 - Unisport activities and different opportunities to exercise
 - Important contact details of your own school and into.aalto.fi
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To show (to the group):

- Student restaurants on your campus (Please note! Make sure that you take your students to have lunch in different places during the orientation week so that they become familiar with the restaurants!)
 - Important study facilities (library and study facilities on the campus)
 - Study office of the school
 - Student association facilities
 - PrintingPoint and printing
 - Offices and reception hours of the staff
 - IT ServiceDesk
 - Unisport sports centre(s)
 - FSHS unit(s)
 - AYY's services office and housing office, Otakaari II
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Terminology!

- New student = Freshman, "fuksi, mursu, phuksi, ykkönen"
- Tutor = A trained peer tutor, ISO at the schools of engineering
- Student tutor = Student whose duty is to act as a peer study advisor for a new student (usually 3+ year student)
- Teacher tutor = A trained member of the teaching staff appointed to a new student by the degree programme
 - Tutor group = Small group consisting of new students
- Aalto First Year Experience (AFYE) = Goal-oriented and convening roof organisation for Aalto University's activities aimed at new students, coordinated by Aalto University
- Orientation = time period designated for the reception of new students and the introduction to studies
- Sports tutoring = The purpose of sports tutoring organised by Unisport and the student union is to offer sports activities for students already in their first year and make exercise a natural part of the students' everyday life.