Instruction for tutor portfolio

In a tutor portfolio, you report your learning and competence in tutoring. Update the portfolio throughout the tutoring period. For example, a peer tutor updates the portfolio for one year and the responsible tutor for two years.

The tutor's portfolio shows your learning, observations, and areas for development in tutoring. Return the completed tutor portfolio to your guidance counsellor and HAMKO. You'll receive credits from tutoring against a ready-made portfolio.

You decide how to do it - you can use for example PowerPoint, Youtube, or Word. Make your portfolio look good, remember to add pictures too!

Content of a Tutor Portfolio

The portfolio must include the mandatory sections below. It is also advisable to add other things, for example, pictures or videos. You are the one who benefits the most from the portfolio!

Tutor training

Include the first and second parts of tutor training and other possible training. Record the dates and duration, as well as the themes of the training. Write down what you have learned from the training, and what kind of tasks you have performed in the training.

Orientation week

Mention at least the dates and used time of the orientation week, cooperation with other tutors and staff, and the program implemented during the days.

Activities of the tutor group in the degree program

What happened after the orientation week?

Tutoring does not end with an orientation week. Record here the activities that will take place after the orientation week and how they are planned. Also, be sure to write down the hours and dates used here.

How would you develop tutoring in your degree program?

Cooperation with guidance counsellor/tutor coordinator

Cooperation and, for example, discussions with the guidance counsellor and the person coordinating the tutoring activities in your degree programme.

The link between tutoring and working life

What skills have you learned from tutoring that relate to working life?

Leadership

As you tutor, you will learn group leadership skills. Tell what you have learned about leadership.

Acquired skills and self–development

In addition to group leadership skills, you learn other skills in tutoring. Self-development is also important in tutoring- mention how you have developed during the tutoring year. For example, things can be related to time, performance, or communication.

Time used for tutoring

The portfolio should include a record of hours and dates spent on tutoring. These should include time spent on both planning and implementation. It is a good idea to mark down the used time immediately, as it is almost impossible to remember it later.