

TUTORING ACTION PLAN. STUDENT GUIDE

INTRODUCTION

Without a doubt, one of the key characteristics of modern universities is the implementation of an educational model founded on two-way teacher-student interaction. In this context, tutoring has become a significant strategy for improving university quality, an improvement that, until now, has been limited to previous studies.

According to the pedagogical principles that define UCJC and U-tad, tutoring is considered an academic activity that involves individualized, systematic and targeted assistance to a student by a teacher/tutor in order for the student to achieve the greatest academic, personal and professional success.

THE TEACHER/TUTOR

Teacher/Tutor Profile and Functions

The main role of the Teacher/Tutor is to guide the student through the University, which is done as follows:

- Promoting students' optimal academic performance
- Contributing to the integral training of students
- Promoting students' full integration into university life
- Helping to address personal or social problems affecting students
- Offering realistic career guidance based on students' expertise
- Advising students on internship opportunities

Regarding first- and second-year Teacher/Tutors: While in the first and second year the focus will be mainly on academic and personal matters, during the third year tutors will be primarily concerned with students' professional development. Please use the following is a list of roles or functions as a guide of what does **not** fall within the scope of a Teacher/Tutor:

- They are not a private tutor
- They do not solve the student's problems

- They are not an expert in all areas of knowledge
- They are not a personal psychologist
- They are not a mother or father
- They are no responsible for student behavior

TUTORING

Tutoring topics and themes

Tutoring must address three main fields: the academic, the personal and the vocational-professional. The following is a list of topics that can be addressed in tutoring sessions within each field:

Academic tutoring

- Follow-up with the student in their academic development and possible obstacles to progress
- Monitoring their academic motivation
- Guidance in choosing electives, majors, etc.
- Identification of academic problems that hinder the continuation of their studies
- Monitoring student satisfaction with U-tad's educational programs
- Advice on work habits, study planning, etc.
- Failure to attend classes

Personal tutoring

- Advice on personal, family and/or social issues and concerns
- Guidance on peer and teacher relationship problems
- Identification of specific difficulties (economic, family, etc.) that impede the pursuit of university studies
- Detection of difficulties in adapting to university life
- Information about services, programs and extracurricular activities (volunteering, courses, activities of interest)
- Monitoring student's level of motivation with respect to university life at U-tad

Vocational-Professional Tutoring

- Interest in continuing studies in higher education, postgraduate courses or other qualifications
- Advice on professional development and career opportunities
- Information on internships

Tutoring strategies

Tutoring is based on a trusting relationship between the teacher/tutor and the student/mentee. This supportive relationship is achieved with a fundamental technique in the tutoring action plan, the interview.

The tutoring action interview should include some basic characteristics:

- Open, honest and confidential approach
- Neutral stance
- Respect for the student's opinions
- Constructive and positive attitude

The interview can also address different models or structures. For example, it can be a semi-structured interview in which the teacher/tutor covers a series of predetermined topics but with flexibility, adapting the interview to the comments of the student. Or, it can be an open interview during which the student is the one who brings up topics of interest. In any case, the interview should not be a survey or an informal conversation.