

**The Purpose of Tutoring Activities** The purpose of tutoring activities is to support the regular Japanese course students to take English-taught G30 courses and to support G30 students who take Japanese-taught regular courses.

### The Content and language of Tutoring Activities

- 1 The content of tutoring activities includes review, preparation and instruction regarding the assigned course. If the tutor agrees, the tutee may ask for additional English instruction. Eating, drinking or going out to see movies or any fun events should not be counted as tutoring.
- 2 **All activities should be in English.** If the tutor wants to practice Japanese with the tutee, and the tutee agrees, please do so at times outside of tutoring activities. (However, this does not apply to G30 students taking Japanese taught courses.)

### Total Hours of Tutoring Activities

- 1 Total hours of activity are **at most 30 hours per semester (till August 1, 2025)**. 15 lectures x 1-2 hours. **Try to exceed a minimum of 15 hours** within the semester.
- 2 Meeting can be on weekdays and weekends. But, avoid the time you both have classes unless it is cancelled or can be taken on another time.
- 3 If the tutee is not taking the course for credits, do not schedule tutoring activities during exam periods.
- 4 Both tutor and tutee should **keep tracks of when and how many hours you've met**. The tutor must prepare a "Tutoring Activity Report", and the tutee must confirm the content at the end of the whole activity. The report will be submitted to the NU-EMI office after the last tutor session. **Punctuality or submission by the deadline is crucial. Failure to fulfill your responsibilities as a tutor such as submitting documents by the deadline and responding to emails, may reduce your chances of future appointments.**


### How the Tutoring Activities starts and work

- 1 The course instructor assigns a student who has taken, is taking the course or an appropriate person for the job. The NU-EMI office will provide both tutor and tutee their respective email addresses.
- 2 The tutor should email his/her tutee within a few days to arrange their first meeting.
- 3 At the first meeting, the tutor and tutee should discuss the detail of the tutoring activities. **Decide a time when you can meet weekly.** How often, how long you can meet up, the content of the tutoring, etc. and make a rough plan for each month of the semester. The Tutor must fill out and submit a document (Tutoring activity Plan) to the NU-EMI office.
- 4 Face to face tutoring activities is preferable. However, you can also choose to meet online.
- 5 **Please continue tutoring activities till the end of the course. If you cannot continue the activity for some reason, please contact the tutor/tutee, NU-EMI and the course instructor, as soon as possible.**
- 6 If the tutee drops or stops attending the course, the tutoring activity will be cancelled at that point.
- 7 If you lose contact with your tutor or tutee for some reason, please inform the NU-EMI office as soon as possible.
- 8 **Please respond to any emails from the NU-EMI office.**
- 9 Enjoy tutoring!

### Tutor Documents and Workshops

- "Tutor Activity Plan"  
Decide the content, days and hours you meet and fill out and submit the "Tutor Activity Plan" form.  
→ Submission deadline Friday, May 16<sup>th</sup>. Email to NU-EMI coordinator.
- "Tutor Activity Report"  
The tutor should fill out the "Tutor Activity Report" every time you meet. Put the correct date, day of the week, starting and ending time and content of what you tutored. **End tutoring by August 1, 2025. Submit the report to NU-EMI after your last meeting or by August 4, 2025.** Tutor will send the report to their Tutee. After confirming, tutee will do a separate survey to report that they confirmed the tutor activity report. **Double check your tutored hours and dates. Make sure that the dates do not conflict with your provided class schedule before submitting.**
- Workshops  
**Workshops are mandatory.** Tutor workshop will be held in May. Detail will be coming up soon.

## Tutoring Schedule

	Late March 2025	April	May	June	July	August	
Tutee	NU-EMI registration NU-EMI 登録	Courses start	Tutee workshop TBD			★Check: Tutor activity Report	
	NU-EMI pairs tutor and tutee and inform them	Tutor sessions start					End tutoring activities (by Aug. 1)
Tutor	Tutor candidate registration		Tutor workshop TBD ★Submit: Tutor activity Plan deadline May16			★Submit: Tutor activity Report Tutor activity Report deadline August 4  Payment in Sep. or Oct.	

**Things to remember!**    ①Report the accurate times of tutoring    ②Respond to emails from NU-EMI

—Thank you for your cooperation.—

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