Role and responsibility of the tutors

Basic distinction between local and task tutor:
→ The **local tutor** is there for all questions of his local learners. S/he organizes the F2F meetings.
→ The **task tutor** is monitoring the working process of the tridem groups; s/he is responsible for. He checks that the groups are working well and intervenes if there are problems. If there are any problems in the working process of the tridems the task tutors should be **active** (and not only react if tridem members come to him).

Distribution of tasks and responsibilities for local and task tutors:

Guidelines for the LOCAL tutors:

1. **The <u>local</u> tutors are responsible for their learners** (i.e. the participants from their own institution).
2. A tutor can be **an individual** or a **team**
3. Tutors organize the F2F meetings
4. Tell students what they are supposed to do in the following weeks
5. Practise working with Moodle so that the learners lose their fear of new technology and overcome their inhibitions
6. **tutors meet their international partners regularly** (chat or Skype meetings)
7. **They pay special attention in the warming-up phase** with their respective groups.
8. **Tutors raise awareness of cultural problems:** they should be prepared to react to intercultural misunderstandings between the learners, e.g. taboo topics... (→ local tutor, role is to raise awareness) (→ task tutor, role is to check misunderstandings)
9. It is recommended to **open a new email account for the course** (it is free with yahoo, gmail, freenet, gmx ...) to avoid a flood of mails in a lively course (as it should be)

Guidelines for the TASK tutors:

1. **Task tutors meet their international partners regularly** (chat or Skype meetings)
2. **Task Tutors <u>follow / monitor the learning process</u> of the e-tridem groups** (Tutors should **be present**, give positive feed-back and encourage the e-tridem groups. They should act and not only react.
3. **Task Tutors <u>invite their students to begin the tasks</u>,** e.g. send an email to their students inviting them to start a series of tasks. Something like *"Welcome to the German task that starts tomorrow …"*
4. **<u>Task Tutors check that their students have started their tasks and monitor what is going on</u>** during the task. All this should be done as unobtrusively as possible so that our participants do not get the impression that Big Brother is watching them.
5. **Task Tutors also help with linguistic issues.** They do not correct Chats or Forum and Wiki posts but they answer questions from the learners. Additionally there will be an extra language corner for learners to ask their questions. These questions may be answered by tutors, other learners, etc.)
6. **Tutors raise awareness of cultural problems:** they should be prepared to react to intercultural misunderstandings between the learners, e.g. taboo topics... (→ local tutor, role is to raise awareness) (→ task tutor, role is to check misunderstandings during the task work)
7. It is recommended to **open a new email account for the course** (it is free with yahoo, gmail, freenet, gmx ...) to avoid a flood of mails in a lively course (as it should be)