

A Manual for English Study Peer-Tutoring

For the use of English peer-tutors

English Support Corner
Center for International Exchange



Contents

- 1 . Purpose
- 2 . Background
- 3 - 1 . Basic concepts
- 3 - 2 . Basic concepts Differences from a cram school
- 4 . Overall description and responsibilities
- 5 . Specific peer-tutoring duties
- 6 . Time schedule
- 7 . Place and media options
- 8 . Outline of activities
- 9 . Payment
- 1 0 . Points to keep in mind
- 1 1 . Responsibilities
- 1 2 . Common questions: rescheduling or cancelling tutoring sessions
- 1 3 . Common questions: When the learner cancels without prior notice
- 1 4 . Common questions: teaching materials
- 1 5 . Contact information

1. Purpose

English Study Peer-Tutoring

(hereinafter, this is called 'English Peer-Tutoring')

1. Our English Peer-Tutoring aims to improve the English skills and teaching techniques of English peer-tutors through their tutoring initiatives. At the same time, we aim to develop their English ability and study habits of learners.
2. Our goal is to cultivate teachers and educational support staff who have deepened their international understanding while improving their English ability.

2. Background

1. In an increasingly globalized world, understanding diversity and communicating effectively require strong English proficiency. Improving teachers' English skills is essential to developing globally competent students and building a better future.
2. With foreign language education starting in third grade and certification holders prioritized in hiring, securing teachers with strong English skills has become an urgent priority for boards of education.

3-1. Basic concepts

1. English tutoring does not require tutors to plan and conduct organized lessons as trained educators. So, do your best and try to respond to the needs and requests of individual students.
2. There is some flexibility in scheduling appointments. If you have other important appointments or matters, you can cancel or change the date and time. At that time, please contact your learners and decide on an alternative time for the next appointment.
3. However, do not cancel easily for unimportant reasons.

3-2. Basic concepts

Differences from a cram school

Items	Peer-tutoring	Cram school
Objectives	Ongoing Support and Establishment of Study Habits Improvement of English Proficiency and Teaching Skills	Academic Improvement and Admission to Preferred Schools
What is based on teaching	Personal Experience and a Sense of Familiarity	Curriculum and Entrance Exam Data
Advantages	Approachability and Flexibility	Systematic Structure and High Level of Expertise
Disadvantages	Variation in Teaching Ability	May Offer Limited Flexibility

4. Overall description and responsibilities

1. Set clear and specific learning goals.
2. Train students in line with meeting the goals.
3. Monitor student progress in achieving the goals.

○ Peer-tutoring duties include:

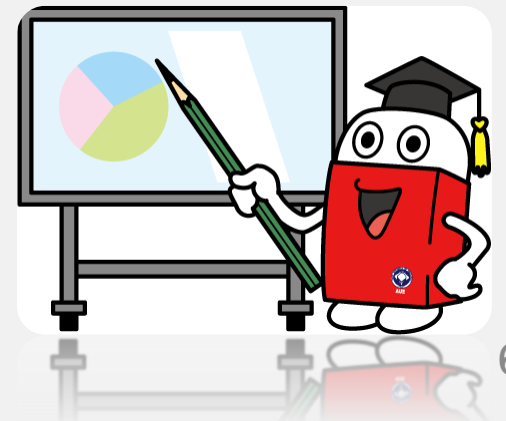
- English conversation with specific themes
- Focused study of multi-media sources of English study, such as TED Talks.

× Peer-tutoring DOES NOT include:

- Unfocused chatter
- Jointly watching videos or other media sources for extended periods of time.

5. Specific peer-tutoring duties

1. Tutoring basic English skills (e.g., pronunciation, grammar, vocabulary, etc.)
2. Practical Oral Communication
3. Preparation for TOEIC, EIKEN exams
4. Providing Advice on Effective English Learning
5. Advice and Support for Studying Abroad



6. Time schedule

Activity time: One hour per week per learner
Up to 12 hours per semester

1. In person

As a rule, activities will take place during the following hours.

- ① 09:30 – 10:30 (1st period)
- ② 11:00 – 12:00 (2nd period)
- ③ 12:20 – 13:20 (Lunch time)
- ④ 13:20 – 14:20 (3rd period)
- ⑤ 15:00 – 16:00 (4th period)
- ⑥ 16:45 – 17:45 (5th period)

2. Online

As a rule, between 9:00 to 20:00

On days when the university is closed, sessions can be held online only.



7. Place and media options

1. In person

Jointly decide on a place to meet.

The Global Commons rooms cannot be reserved in advance, but they are available for use if vacant during the scheduled tutoring activities on the day.

2. Online

Use convenient media software such as Teams, Zoom, etc..



8. Outline of activities

1. We match tutors with learners.
2. We inform the tutor of the matched learner's information as well as the date and place of the initial meeting.
3. Attend the initial meeting.
 - ① Confirm the learner's learning goals and create a study plan.
 - ② Decide the date and location of the first tutoring session.
 - ③ Exchange contact information with each other.
4. Conduct the first tutoring session.
 - ① Assign homework to the learner.
 - ② Decide the date and location of the next tutoring session.

8. Outline of activities

5. Within 24 hours after each tutoring activity, complete the “Tutoring Report” and upload it to the designated Teams folder.
6. At the beginning of each month, check and sign the “Monthly Report.”
7. Receive the payment at the end of the semester.
8. Complete the post-activity report.

9. Payment

1. Based on our university's regulations, the payment will be paid. Please note that approximately 3% of your pay will be deducted as income tax.
2. Payment will be paid at once in September in the first semester and in February in the second semester.
3. If your report is written very well, we will, in principle, add 0.5 hours per tutoring session to the paid hours, separate from the actual tutoring time.
4. The tutoring hours and the total hours to be paid including creating report time are as follows:

Tutoring hours	Total hours to be paid
30 min or more but less than 60 min	1 hour
60 min or more but less than 90 min	1.5 hours
90 min or more but less than 120 min	2 hours
120 min or more but less than 150 min	2.5 hours

10. Points to keep in mind

1. Cancellation without notice is strictly forbidden.
2. When you cancel, you must contact both the learner and the English Support Corner in advance.
3. If something happens and you are unable to continue tutoring, let us know.
4. Submit the detailed tutoring report within 24 hours after the tutoring session. The payment will be paid based on your report. Regardless of the length of the session, please submit one report per tutoring session. For example, even if a tutoring session lasts two hours, only one report is required.
5. Please feel free to contact English Support Corner for any problems, concerns and suggestions. We are always here for you.

11. Responsibilities

1. Please respond promptly to emails from us.
2. Tutors are hired to conduct English tutoring activities and are paid from the project budget. Therefore, tutors are expected to take responsibility for their duties.
3. Payments will be made after all tutors have submitted their reports. To avoid delaying payment for all tutors, please make sure to submit your report by the deadline.

12. Common questions: rescheduling or cancelling tutoring sessions

1. Decide with your learners whether to reschedule or cancel the next appointment.
2. When there is any cancellation or change, contact us by phone or email.



13. Common questions: When the learner cancels without prior notice

1. When learners cancel appointments without notice, they are given a warning. If they do so again, they will be banned from continuing with the tutoring program.

If this happens, let us know immediately.

2. If you have already arrived at the scheduled place, we might provide alternative tasks so that you will be paid. For this reason, please contact us immediately at that time.



14. Common questions: teaching materials

1. Please make use of the textbooks available in the Center for International Exchange. However, please do not use the copy machine in the Center.
2. We may buy supplementary textbooks and materials for tutors to use. (Paper materials only.) Please consult us on any requests you might have.

15. Contact information

English Support Corner

Center for International Exchange

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