

**Tutors' Qualification - International
Course SoSe 2025**

Introductory Material

Welcome to the Tutors' Qualification - International Course 2025! We hope you enjoy the sessions designed for you. This document provides key information about the course, its structure, methodology, attendance guidelines, portfolio use, and certification requirements.

Course Overview

This course is an online training program offered by the Network for Impactful Digital International Teaching Skills ([NIDIT](#)) at Justus Liebig University Giessen. This program is designed for tutors, international students, doctoral candidates, and teachers (pre-service or in-service) to enhance their tutoring as well as teaching skills and competencies. It prepares participants to lead university-level teaching units, tutoring sessions, and study groups in multicultural scenarios.

For more details, visit: [Course Website](#)

Program Structure

The **Tutors' Qualification - International Course** introduces diverse tutoring and teaching principles each semester. In Summer Semester 2025, topics include intercultural competence, conflict resolution, and motivation in international and multicultural contexts.

Course Schedule

- Introductory Training Session | 10.04.2025 | 14:00 – 15:00 | *Richard Vargas*
- Practical Coaching | 24.04.2025 | 14:00 – 16:00 | *Richard Vargas*
- AI in Tutoring | 05.05.2025 | 14:00 – 16:00 | *Juliane Sommer*
- Conflict Management | 29.05.2025 | 14:00 – 16:00 | *Richard Vargas*
- Developing Intercultural Competence | 12.06.2025 | 14:00 – 16:00 | *Richard Vargas*
- Motivating International Learners | 26.06.2025 | 14:00 – 16:00 | *Richard Vargas*
- Time Management | 10.07.2025 | 14:00 – 16:00 | *Richard Vargas*
- Reflections on International Tutors Course | 24.07.2025 | 14:00 – 16:00 | *Richard Vargas*

For full session descriptions, visit: [Program Details](#)

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Methodology

- Presenter(s) introduce key teaching and tutoring concepts and approaches.
- Participants work collaboratively during sessions to understand how to apply teaching and tutoring concepts and approaches in their own teaching.
- Open discussions during the sessions encourage sharing experiences and questions.
- Outside class, participants implement the learned concepts and approaches in their own tutoring or teaching sessions.
- Regular reflection in a **portfolio** is required (see below).
- Evaluation is qualitative, based on participation, engagement, and progress.

Key Guidelines

Attendance & Punctuality

- Participants should attend all sessions, as they are interconnected.
- If unable to attend, notify the course team in advance to arrange and complete alternative learning (e.g., extra-assignments or self-study) to supply for a specific session.
- Sessions start at **14:00**. Join the virtual room (BigBlueButton) **5-10 minutes** earlier (by 13:50).
- Participants will receive the course access link via email a few days before the course starts. This link will remain the same for all sessions.

Participation

- Engage regularly in the session by sharing teaching/tutoring experiences, contributing ideas, responding to peers, and asking questions as well as comments.
- Engage actively in group discussions and pair work.
- Listen actively, respect different perspectives or opinions, and create a supportive learning environment.
- The use of the camera to show your presence is recommended to foster a classroom-like environment, create a more interactive and participatory learning environment, and signal that you are fully present and involved in the online course.
- Turn your microphone on when speaking to participate actively and mute it when others are talking or the course is in session to minimize background noise.

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Portfolio

- The portfolio is a **learning reflective tool**, not a formal final essay to be graded.
- Update it regularly throughout the course.
- It should reflect your teaching progress and insights as well as your comments and reflections on the sessions of the course.
- Submit the completed portfolio by **21.08.2025** to:
tutorenqualifizierung@admin.uni-giessen.de

Teaching-Learning Material and Further Training

- Depending on the session and necessity, teaching and learning materials will be sent to participants via email.
- These materials should be stored in each participant's portfolio.
- Additional learning materials (scripts, presentations, papers, handouts, or videos) can be accessed through the [NIDIT Media Library](#).
- For more courses, workshops, and further training opportunities, visit [NIDIT Further Training](#).
- For more individual advice on a tutoring or teaching session you are giving or support on concrete questions about international teaching, visit our [NIDIT Consultation Hour for International Teaching](#).

Certificates

To receive a digital certificate of completion, participants should:

- Attend at least **6 sessions** of the course.
- **Actively Participate in Discussions and Activities** by sharing insights, asking questions, and contributing to group work.
- **Demonstrate Continuous Interest and Engagement** by being involved, completing tasks, and applying concepts and principles in real and practical teaching or tutoring scenarios.
- **Reflect on Learning Progress in the Portfolio** by regularly documenting experiences, insights, and improvements to showcase growth and understanding.
- After the portfolio review, participants will receive feedback through comments and questions aimed at fostering progress in their teaching practices. While responses are not required, reflection is encouraged. **Certificates will be emailed approximately two weeks after the review.**

For any questions, feel free to contact us to the following e-mail:

tutorenqualifizierung@admin.uni-giessen.de