

## Student-Tutor communication book



A clipboard with a silver clip at the top, holding a white sheet of paper. The word "CHECKLIST" is written in the center in a bold, black, sans-serif font. Below the title, there are ten horizontal lines, each preceded by a small, empty square checkbox on the left side.



## Tutor-Student communication book

	<b>STUDENT</b>	<b>TUTOR</b>	<b>TEACHER</b>
Name			
Firstname			
University			
Name of the course			
date of the semester			

Please enter the name of the module of the course

WEEK	DESIGNATION	Acquired	Non-acquired	In progress	To improve
1	module 1 :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	module 2 :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	module 3 :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	STUDENT	TUTOR
Name		
Firstname		
University		
Name of the course		
Date of the semester		
Date of the session		

### Summary of the weekly session

#### I. SOCIAL PART

##### 1- VM integration

contact with student in VM  
 contact with student from the host university  
 contact with the prof  
 taking part in working group with other students

Comments on general feeling of the student about his VM experience:

evolution  
 improvement  
 nothing to report

##### 2- Use of educational tools and supports

using of moodle platform for :

	GOOD	AVERAGE	NOT ACQUIRED	COMMENTS
courses	x	x		
exercices				
exams				
interview				

using of intern tools of the host university :

	YES	NO	NOT APPLICABLE	COMMENTS
online library				
intranet				
- ...				
- ....				

#### II. PEDAGOGICAL PART

##### 1- Diligence

attendance to the course  
 realisation of homework  
 group work

	GOOD	AVERAGE	NOT ACQUIRED	COMMENTS

##### 2- Help with the courses

explication of a non understood part  
 take another look at a notion of a course  
 help with the homework  
 ....

	GOOD	AVERAGE	NOT ACQUIRED	COMMENTS

General comments on pedagogical part :

#### III. TO DO FOR NEXT SESSION

Comments :



Signature of the tutor

Signature of the student

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