

# *Portfolio*

for tutorials with face-to-face exercises  
about the tutorial held by

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Template from  
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# 1 Personal data

- Short description of the own role as a tutor

- Personal aims

- Enumeration of the professional and methodical prior knowledge and experiences (completed modules, teaching experiences)

## **2 Self-developed methodical tools for the guidance of the students**

- **Preparation and filing of a detailed sample solution of an exercise sheet that is solved by the students in the tutorial**
  - steps for partial solutions
  - detailed time plan
  - assistance for the intermediate steps
- **Preparation and filing of an alternative solution for one problem of the exercise sheet**
- **Presentation of different problem solving strategies of the participants in the tutorial for the solution of one problem of the exercise sheet**

### **3 Heuristic problem solving strategies**

- filing of a self-designed variation of a problem of an exercise sheet and its solution
- filing of a generalization of a problem of an exercise sheet and its solution
- filing of a visualization of a solution

## **4 Presentation / performance in the tutorial**

Planning and reflection of a tutorial:

- time plan and reflection of the performance
- overview about handled problems
- summary of the presentation and assistance
- copies of selected anonymized solutions
- blackboard photo, copies of used slides and presentations

## **5 Feedback from the students in your tutorial and reflection**

- summary of the feedback from the participants,
- short reflection

## **6 Special advice from other tutors**

- summary (dates of the visits, issues of the counselling, reactions)

## **7 Visit of the lecturer**

- summary (dates of the visits, feedback, reflection)