

## Example of Description

Date of submission: 2015/05/01

### Report of Tutor Support Activity (For April 2015)

I will report my tutor support activity as follows:

**Tutor:**

Department of *Aquatic Bioscience*

Name: *Azuma Ichiro*



Write name and put seal/sign respectively.

**International Student (Tutee) :**

Department of *Aquatic Bioscience*

Name: *Michelle Woods*



Describe your support activities in detail (include the date and time):

**April 1 (Tue) 9:00 ~ 10:00**

Accompanied Ms. Woods to the Bunkyo ward office for residence registration, helped her in communicating with the office staff, and explained how to fill out a form.

**April 7 (Mon)**

13:00 ~ 14:00: Translated the Japanese text/document/course handout to English and explained the details.

15:00~17:00: Explained the laboratory's rules. Guided her around Yayoi and Hongo campus and introduced important facilities on campus.

**April 17 (Thu) 11:00 ~ 12:00**

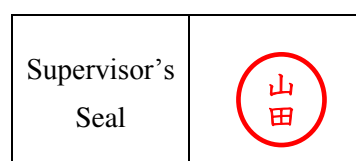
Explained to her in English about experiment-related equipment, laboratory instrument, and cautionary note which are labeled in Japanese only.

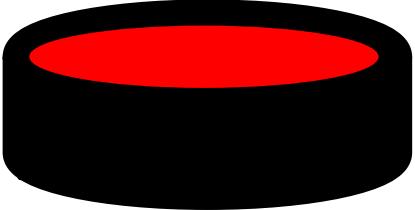


Explained how experiment-related waste materials should be handled and how to order reagent.

**April 21 (Tue) 16:00 ~ 18:00**

Provided several tips on how to do literature search and make the research plan. Also, explained the scientific terms and contents of the articles in Japanese that Ms. Wood could not understand.

※Tutors are requested to submit the monthly report even if no tutoring activity was carried out. Write to that effect on the form, obtain tutee and supervising professor's seal/signature, and submit to the OICE.



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Red Ink Pad	Seal	"Shachihata" Stamp with cartridge

