* **Contracts:** the Study Advice service of the university will start preparing the contracts this week. They have to make the contracts for all tutors of the university, so be patient and don’t expect to have your contract soon. You can start you activities even if you don’t have a contract
* **Payments:** your will be payed in two tranches: one in February 2025 and one in July 2025. To receive the payments you have to present a timesheet, that must be signed by me, and you will receive the amount corresponding to the hours in the timesheet. When preparing the timesheet, consider that you can add 1 hour of “preparation” for every 2 hours of activities with the students. Your initial contracts will be for 50 hours, with the option to increase the hours if needed.
* **Coordination tutor.**The study advice service ask for one tutor to be the coordinator, and to act as an interface with the offices.
* **Welcome to 1st year students.**On September 30, there will be the welcome to first year bachelor student. The event is in room P150 at 9:30 and then replicated at 12:30. It will last one hour, and we will ask for one or two tutors to be there to present themselves, tell the students how to contact the tutors, and answer questions (if any).
* **Welcome to International Students.**On October 7 at 17:30, there will be a welcome event for international students of the Department. As above, we ask for one tutor to be there. The event will last 30 min + questions, and it will be followed by a welcome buffet (where you are invited as well)
* **Courses.**Your activity will be mainly to support courses at the bachelor and master, and to organise study groups or other activities that the teachers of the courses will ask you to do. The list of courses for which we plan to have a tutor (or two) are the following:
  + **Laurea Triennale in Informatica**
    - 1st year, 1st semester: Analisi, Logica
    - 1st year, 2nd semester: Programmazione, Algebra e Matematica Discreta
    - 2nd year, 1st semester: Algoritmi e Strutture Dati, Programmazione a Oggetti
    - 2nd year, 2nd semester: Automi e Linguaggi Formali
  + **Master in Computer Science**
    - 1st semester: Computability
    - 2nd semester: Deep Learning

Usually, the mathematical courses are already assigned between people from Mathematics, so for us in Computer Science it’s up to us to decide.