

Setting Up Your Session



Remember the Clock: Monitoring the Session

Once the schedule has been set, it is both the tutor and tutee's responsibility to keep this schedule on task and to alter it if necessary. If you feel that you are moving too fast, by all means, GO SLOWER. Your tutee should also have enough control of the session to guide its pace. Let's say you and a tutee decide to cover three concepts during your session. You find, however, that the tutee needs to employ better note-taking skills in order to learn effectively. You will need to make the tutee aware of this obstacle and re-establish your schedule together, taking time to include note-taking as part of the session.

Unlike an instructor who has to get through a certain amount of information, you have the liberty to cover sections based on the student's retention and comprehension of the material.

Five Steps to Being an Effective Tutor

STEP ONE: Know What is Expected of You As A Tutor

Know your responsibilities and duties as a tutor in regards to **tutees and The Office of Learning Support Services**.

STEP TWO: Setting Up the Tutor Session

The better you are prepared, the better you will be able to tutor. Learn how to:

- Shape the tutoring environment.
- Prepare yourself for your tutee.

STEP THREE: Meeting Your Student Learner's Needs

The better you meet your tutee's needs during a session, the better the session. Get to know your student's:

- Psychological needs
- Academic needs
- Social needs.

STEP FOUR: The Ingredients of a Good Tutor Session

- Give your student learner your undivided attention.
- Have empathy with your student learner's problems.
- Be honest with your student learner.
- Have a sense of humor.
- Have the ability to "lighten up" a situation.
- Have a good interaction with your student learner, a good give-and-take.
- Know your student learner's strengths and weaknesses.
- Work through your student learner's strengths to improve his/her weaknesses.
- Make your student learner feel good about him/herself and his/her accomplishments.
- Know when to stop a session
- End the session on a positive note.

STEP FIVE: Ending the Tutoring Session

Do not just say "good-bye" when the session is over. You should:

- Positively assess the work s/he completed during the session.
- Give assignments if appropriate. (It's often a good idea to assign math problems, for example, that are very similar to the student's homework but are **not** the actual homework problems.)
- Re-schedule for another session.
- Complete the progress report.
- Always end the session with a positive comment.

The Final Summary

About 5-8 minutes before the end of your session, you should begin to wrap things up. The following are some guidelines to observe:

- Remind the tutee of the time.
- Ask the tutee to summarize what he/she accomplished during the session. (If he/she left out any main points, reiterate these for him/her).
- Ask the tutee to repeat any instructions/assignments you may have given him/her.
- Give earned reinforcements.
- Encourage the tutee to practice any skills learned in the session.
- Ask if the tutee wishes to schedule a subsequent appointment.