TUTOR CHECKLIST

Below are suggestions of how to structure your tutoring sessions. Take these as *suggestions*. All tutoring should be individually negotiated between the student and the tutor.

Each Session
Preliminaries (no more than 5 minutes)
· Debrief issues (academic & personal) that have arisen since last session.
· Ask about accomplishments as well as problems.

Check student preparation
· Is student prepared? (Did student bring in work agreed upon at last session?)
· Is student on time?
· Did student ask for last minute help? (Try to avoid providing it)

Time management
· Review weekly and semester calendar to look for upcoming assignments in courses.

Class
· Ask student to describe last class focusing on anything student learned.
· Check class notes.
· Check on class assignments

General Strategies
· Use study strategies in all tutoring session activities.
· Student should write something in every session.
· Provide for some success at each session.
· Be generous with praise and encouragement. Focus on behavior not student.
· Let student do it.
· Wait time
· Open ended questions
· Student as teacher
· Model strategy for student
· Use think alouds.
· Avoid making student feel inadequate.

Structure
· Tutor should be organized to provide a model for student.
· Sessions should be structured.

Plan next session
· Agree on assignment for next session.
· Make sure student writes it down in planner.

Tips for Students to Ensure Online Success
Email Strategies
1. Be consistent with your email address. Using multiple e-mails creates confusion and delays.

1. When responding to email provide context. Identify yourself with your full name (first and last) and include the previous message in your response. This will help the person remember who you are and the content of your previous discussion (Note: It is appropriate to include only the pertinent portion of the original message).

1. Make your e-mail subject lines meaningful. Use something in the subject line header that lets the receiver know which task you're submitting for his or her review; the title of the assignment as your subject line is always good. Always identify your class by putting the class number in the e-mail subject line.

1. If you send an instructor an email attachment, convert it to text rich format (.rft) format or PDF format. This will ensure the attachment will open on most computers.

1. Make sure to proof read all emails before sending. Check for spelling errors, typos, and that you have the correct email address in the "To" field.

Web-interface Strategies
1. Develop a logon routine. Online classes tend to generate a large number of e-mails and web announcements. If you don't logon for a few days you will be overwhelmed and might have trouble catching up.

1. Participate in online discussions. You attend the online class by participating via email and group discussion boards. If you remain silent, the instructor may assume you are "absent".

1. Netiquette. We lose much of the ability to read between the lines in our online communications. Without facial expressions and body language the written word can easily be misinterpreted. Look over the suggestions at: Wikipedia - Netiquette.

1. Make meaningful comments. During the semester you likely will be commenting on one another's work. This is a chance to help one another. Meaningful comments will be appreciated by your classmates. List specific points that you thought were good, and suggest ways that the person can improve.

Semester Tutor Strategies
Below are some suggestions of what to accomplish throughout the semester with your students. Again, these are simply suggestions. Semester-long plans should be negotiated on an as-needed, individual-basis between the student and the tutor.

Promote Time Management Strategies
Encourage your students to adopt the following behaviors and strategies:
1. Read and print out the course syllabus. Be sure you understand all course policies, grading criteria, and important due dates.

1. Co-create a semester tutoring plan

1. Set a goal for course completion. Then create a timeline to reach all course milestones before the deadline. Use this as a guide throughout the course to manage your assignments and workload. Be aware of your other commitments and "peak periods" and plan accordingly.

1. Make a semester-long calendar. Complete all assignments in a timely manner. To succeed, you should plan to work on your own regularly. Assignments should not be completed during tutoring session. Instead, come to tutoring with questions after you attempted to go through the material on your own.

1. Back up your electronic work. All computers suffer failures. Have a plan in case yours goes down; know where you can find a back up computer in case of emergency and know how to operate its various programs.

Check-in with student's progress
1. Conduct an academic study skills inventory, pre and post.

1. Make sure student has all syllabi, readers and books for classes.

1. Periodically (every 2 weeks) check student's organization of notebooks, binders etc.

1. Make sure student is skillful and comfortable using email. For instance, encourage students to keep copies in the outbox, hard copies of the emails, their email includes a signature, and they know how to "copy" and "paste."

1. Make sure student has library skills. Take the student to the library. Ensure the student understands how to use electronic library resources.

1. Aim for mastery of study strategies.

1. Help with exam preparation and debriefing after exams.

1. Make sure student takes notes during lectures. One option would be to attend class and

compare your notes to the student's notes.

Administrative tasks
1. Report absences from tutoring session without adequate notice.

1. Report chronic lack of preparation and lateness for sessions.