



## *Tutor Tips*

### **Before the session begins**

- Prepare for tutoring session
- Arrive before the start of the session
- Review your notes, texts and references
- Get all of your materials ready for the session
- Plan which study strategies you will introduce to help your student process information

### **During the session**

Relax and be yourself. Respect your students. Maintain confidentiality. Encourage independence. Be patient. Be a good listener. Be flexible.

Concentrate on one difficulty at a time and make sure it's the easiest difficulty to solve. Don't start explaining cell division if the student does not understand the make-up of a cell.

Begin tutoring well within the grasp of your student. This will provide an atmosphere of success. **Remember, many students have lost their academic self-confidence.** Re-building their confidence is the first step toward helping them feel capable.

Provide positive reinforcement as often as possible. Praise and success are the best motivators!!

Keep students involved and require them to demonstrate their understanding of material. Even if they "say" they understand something, don't accept that. Require that they do an exercise that will prove they really do understand the material. Encourage students to explain their answers and become involved in the learning process.

Make practice tests on each segment of work. This helps to solidify the material in a unit-like manner, which is easier to understand. It also helps the student become test-wise, as they take several tests during the semester instead of, perhaps, just a mid-tem and a final.

Having several practice tests will help both you and the student when studying for actual tests. Also, when the student receives a test back, use the next tutoring session to review it. Make sure the student fully understands the mistakes made and then issue another practice test on the same material.

Indicate quickly whether a student's answers are right or wrong. Let him/her know that you are pleased by a right answer. When an answer is wrong, don't show disapproval, but lead the student back to re-investigate how they came up with that answer and guide the student in the right direction.

Watch for errors that are made consistently. When students can't complete a computation, follow a procedure correctly, or do not understand the entire concept, **do not go over the entire process again**. Instead, look for the part(s) of the process that caused the difficulties and begin review on that point and lead up to completion from there.

Encourage your students to focus on "learning how to learn". Help them concentrate on developing learning strategies appropriate for this course as opposed to "getting the correct answers" or using rote memorization.

Check the student's work, but refrain from correcting it for them. Best advice, don't pick up a pencil!! Guide students through the process with explanation but have them do the work and lead them to discover where they went wrong and why.

Don't let tutoring sessions turn into, "This is where I go to do my homework" sessions. Remind your students to come prepared for tutoring by completing homework, attending class and having specific problems/difficulties to work on.

Don't take advantage of tutoring sessions to play "boy-girl" games. Your student needs your help, not a "come-on".

A good tutor will spend most of the time in a tutoring session ASKING QUESTIONS, LISTENING, AND HELPING THE STUDENT TO THINK FOR HIM/HERSELF!!!

## REMEMBER...

You can always find us at

508-531-2779

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## OR, JUST STOP BY!!!!