

Structuring Your Tutoring Session

Here are some ideas to make your tutoring sessions run smoothly...

Be Prepared-If at all possible, tutors should prepare before the student sits down with them. If a teacher gives a specific assignment to work on, try to look it over and be sure you understand it and have the materials you need.

If you are doing more general tutoring like during an after-school homework club, you should think ahead about what activities to do if homework gets done, and have the necessary materials ready.

Create a Routine-Structure the tutoring session so you and the student know what to expect. Below is a simple sample structure for your tutoring session. Also included on the following pages are some sample tutoring sessions for your reference. Remember that routine is very important to most children. Some programs or schools already have a routine or structure they use.

GREETING

Get to know your student or check in to see how things are since you last saw them. Asking specific questions can be helpful like "Has anything exciting happen to you this week?" "You seem sort of down. What's up?" or "How was your trip to the dentist (zoo, Florida...)?"

GOAL

Set a goal for this session. Be specific and set an attainable goal like "We'll learn 5 new words today and read a story" or "We'll complete half of these problems/questions."

WORK

Move into a ***focused*** work session; keep students on task. Remember your overall goal of encouraging learning.

REFLECT AND REINFORCE

Talk with the student about what you are doing it. Help them to understand why this information or skill is important to them. Encourage them and offer praise. Practice or review so you are confident they understand.

RECORD

With or without the students, document the content of your session and your accomplishments or challenges. Doing this with the student can re-enforce learning.

Sample Tutoring Sessions

Optional-especially for after-school programs:

Snack-Sit with your student	10 minutes
Play time or group game	20 minutes
<i>Total optional time</i>	30 minutes

Tutoring

Get acquainted and catch up	10 minutes
Skill building, flash cards, reading aloud, etc.	20 minutes
Break-drink of water	3 minutes
Review Homework	12 minutes
Play a relevant game	10 minutes
Wrap-up	5 minutes
<i>Total tutoring time</i>	60 minutes

Alternate

Get acquainted	5 minutes
Read aloud to student	10 minutes
Present new material in activity or worksheet form	10 minutes
Break	3 minutes
Work on reading or writing	12 minutes
Use memory skills for game	10 minutes
Review new materials	5 minutes
Wrap-up and clean up materials	5 minutes
<i>Total alternative tutoring time</i>	60 minutes

Sample Communication Sheets

Here are some samples of slips that you and your teacher can use to communicate. Please verify with the teacher or coordinator what the best way is to communicate about your tasks and progress.

Dear _____

Today, please work with _____ student(s)

Please focus on

Here's an update:

Just a Reminder:

Monthly Tutoring Log

Month/Year _____

Student _____

Tutor _____

Teacher _____

Date	What did you do today?	How was today's session?

Please include any comments, observations or problems you are having in terms of personal interaction with your student on the back side of this sheet.