Preparing to Serve: Online Training Modules

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PREPARING TO SERVE: ONLINE TRAINING MODULES
PROFESSIONALISM
CULTURAL SENSITIVITY
ETHICS
INTRODUCTION TO TUTORING AND MENTORING
MENTORING
TUTORING
PRE-COLLEGE KNOWLEDGE
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HTTP://WEBER.EDU/CCEL/TRAINING.HTML

Tutoring

TRAINING MODULE

Amsel, E. and Massen, A. (2010). *Tutoring Training Module.*
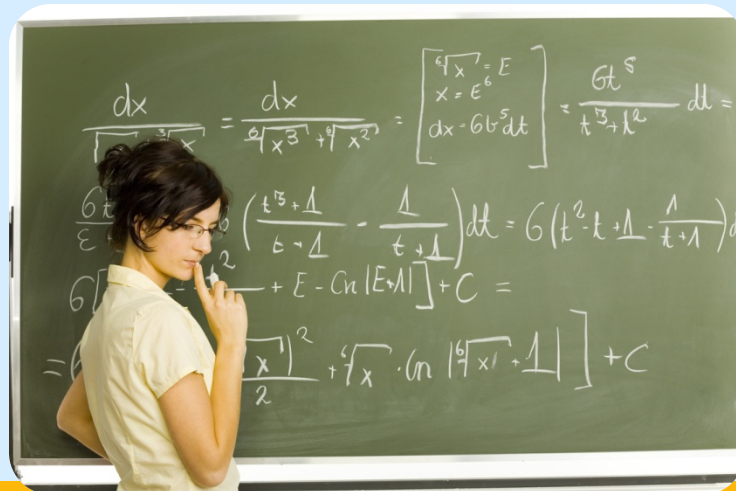http://weber.edu/WSUImages/ccel/docs/trainingmods/Tutoring.pdf

Tutoring

In this module you will learn about the following concepts and ideas:

- ❖ Goal of Tutoring
- ❖ Tutoring Relationships
- ❖ Academic Problems
- ❖ Practical Tutoring Tips
- ❖ Resolving Problems

Goal of Tutoring

The goal of a tutor is to help students overcome academic challenges and lead them to independent learning by offering them one-on-one attention, individualized explanations, and a chance to ask as many questions as they like.

Tutoring Relationships

<u>Tutoring in a classroom</u>: Tutors have important relationships with the classroom teachers. Tutors are aids to teachers, which means tutors need to know what teachers expect of their students. Teachers may have particular ways to teach topics, solve problems, or manage students' behavior. Knowledge of such expectations is necessary to effectively help students. Feel free to ask teachers about their expectations. This will create a more productive learning environment for everyone.

Tutoring Relationships

Perhaps the most important relationships that tutors will help with are the ones between students and their teachers. Students have relationships with teachers which need to be protected and respected. Tutors need to try to promote trust and respect between students and their teachers, but they need to remember they are not to damage or negatively affect such relationships. Tutors should encourage students to talk to their teachers about any points of confusion or concerns that they have.

Tutoring Relationships

In order for students to succeed during their tutoring sessions, tutors should help support a positive environment that promotes open, honest, respectful, and two-way communication.

Academic Problems

One of the most important jobs tutors have are helping students overcome their academic struggles. Talk with teachers to get a better understanding of where students have holes in their learning, and try to help students work on those holes in a supportive and positive environment.

Academic Problems

Observation: Tutors should observe how students view the holes in their learning. Sometimes it is not always obvious to students where or why they are struggling. Tutors can help ease students' frustration by guiding them through example problems related to the holes in their learning.

Academic Problems

Differing academic problems: Not all students who have holes in their learning are struggling with the same concepts or disciplines. Example: some students may be struggling with English as a second language, that being the cause of the holes in their learning.

Academic Problems

Understanding: The overall goal for students is to understand what it is they are doing wrong. Tutors can provide direct feedback to students as they help work through example problems. By knowing what the holes in a student's learning are, students can more easily overcome their frustrations and move towards a solution.

Practical Tutoring Tips

Always follow the instructional guidelines of the classroom teacher when tutoring. If the tutoring is occurring outside of a classroom (after-school program, etc.), ask a site supervisor for guidelines or resources. By understanding how to approach a tutoring session the student will be more effectively helped.

Practical Tutoring Tips

Assist a student's learning by demonstrating skills. Model different styles of thinking or problem solving. Be sure students are following along, and that the procedures of the classroom teacher or site supervisor are being followed.

Practical Tutoring Tips

Evaluation is an important part of a student's success. Give students quality feedback that highlights both their areas of improvement and areas of excellence. Make regular checks on how a student is doing with a teacher or site supervisor.

Resolving Problems

As a tutor you are a supplemental instructor, not a teacher. Many problems arise from the wrong expectations. If the student (or his or her teacher or parents) expect you to provide something beyond the responsibilities of your role, you can often feel responsible, even when you are not. It is very important that you talk to the site supervisor or teacher about any concerns you may have.

Resolving Problems

Evaluate your own performance as a tutor. The following checklist of questions may provide a useful way to reflect on your own tutoring practice while helping you to identify your strengths and areas of improvement:

- Were you adequately prepared and familiar with the material to be taught?
- What were the most successful and least successful aspects of the sessions?
- Did the session cover essential concepts or did you get sidetracked?
- Was the student prepared? If not, how can you encourage him or her to be better prepared in future?
- Who did most of the talking?
- Were you able to identify any holes in students' learning and help to correct them?

Review Questions

Please go to the following website and complete the review questions for this module. You will need to pass this quiz with a 80% or higher score. If you score lower than that, please review this module and retake the quiz.

https://chitester.weber.edu/test.cfm?testID=35901

You will only be able to print your *Certificate of Completion* once you successfully pass the quiz for this module.

NOTE: If you are not a Weber State University student or employee, you can login and complete the quiz by creating a new account.