

Please review this document prior to your first tutoring lesson. We also suggest you refer back to it every few months to maximize your tutoring sessions.

1. **Try to help students learn how to learn**, by developing mental processes and study skills, rather than just getting answers. For example, show the use of word association. If the tutee is having difficulty remembering the definition of a word, ask what they think of when they see or hear that word. Then help them tie the thought to the meaning of the word. Or break a word into smaller units for ease in remembering (e.g., the word "separate" is easier to spell if one remembers there is "a rat" in the word.). Also try to break math problems into steps and write down the steps so they can repeat the process on their own (check your work should be the last step).
2. **Be patient and supportive**. Students often feel frustrated, angry, and embarrassed because they are struggling with the material and performing poorly on exams. Provide positive words of praise and encouragement when the student is doing well. Don't be afraid to take a quick breather or shift topics if the student seems overly frustrated. Don't rush them, encourage them to go slowly at first. Remember, never ever insult a student by smiling or chuckling at his/her wrong answers.
3. **Practice makes perfect**. Practice, practice, practice. Provide your tutee with as much practice as possible. Have him/her complete the practice exercises in front of you while also demonstrating good habits such as showing all the steps in a problem and double-checking all work.
4. **Show me you understand, don't tell me!** Students often want to please you by saying they understand everything when in reality, they don't. Don't trust a student's word that he or she understands. Have the student demonstrate mastery by doing the work in front of you. Then tell them they did a great job.
5. **Have a game plan**. You, as the tutor, are in charge of the session. Approach each lesson with a plan - begin with reviewing previous assessments, discuss tonight's homework, review material for any upcoming assessments, make a plan for the week and for next session.

If you ever need any advice or support, please contact Margo or Stacey immediately. We are here to support you and make sure you and your student(s) are successful!