Drop In Tutoring Policies and Procedures

DO:
• Create a comfortable learning environment to encourage discussion.
• Allow the students to guide the content of the session. Ask them what they need help with.
• Teach by asking questions. Use a lot of positive reinforcement. Use paper problems to determine student understanding.
• Seek assistance from a specialist when you need additional subject information.
• Encourage your student to do the work.

DON’T:
• Do not write on the student’s paper. This practice is prohibited by the Student Academic Success Center and is subject to disciplinary process. Always allow the student to have control of the pencil during tutoring. This is considered part of the learning process for students and eliminates “cheating” issues with the instructors.
• You can circle parts of the problem or provide suggestions in the margins. If you need to show another example of the process used to solve a problem, use a separate piece of paper or the margin of the student’s paper. You can also use a chalkboard and have them write the problem on paper.
• Do not discuss grades, or problems with an instructor. This can create a conflict of interest for you and the SASC.

Policy Reminders

• Always have the student sign in on the clipboard in the room. It is the tutor’s responsibility to make sure the students are signed in to use the services.
• At 15 minutes past each hour, count the number of students in the room and record that number on the green sheet next to the door.
• The drop-in rooms should be unlocked when you arrive for work.
• If you are the last tutor scheduled to work in the drop-in room, make sure all of the windows and doors are locked.
• SASC absent policies apply to all drop-in tutors. You must call the SASC to report an absence and use a reasonable excuse to avoid a disciplinary process. Two absences is reasonable cause for the SASC to remove you from the position.
• Drop-in tutoring allows you to work with multiple students throughout your scheduled tutoring time. In an effort to help as many students as possible, you should spread your time around to as many students as possible.
• You should make every effort to sit students together that are in the same class. As students enter the room, try to seat them with other students working on the same type of problem.
This will create small groups of students you can work with instead of each individual student. As you arrive for your drop-in hours, you should check with the current set up of the students in the room to continue the groups already established. As new students enter the room, you can continue to group students from the same class.

- You may find that several students are working on the same problem, which allows you to create small groups.
- Feel free to let your student know, briefly, what the tutor’s role is. For example, remind your student just as you are sitting down that you are here to help them solve their problem using their resources and your guidance.
- Feel free to suggest study techniques that might benefit a student.
- Drop-in tutors are paid for the hours assigned. Tutor pay is not determined by student attendance.
- Tutors are not permitted to do any personal work or homework during scheduled work hours. Eating is not allowed during tutoring.
- Drop-in tutors are paid for prep time.
How great can I make you feel?

There are multiple opportunities during tutoring for tutors to make students feel great about their work. Always look for an opportunity to reinforce the accomplishments of the student’s understanding of the subject material by offering positive feedback. Overall, positive reinforcement can aid in increasing student confidence. Even though a student may not have fully grasped all of the concepts that were covered, it is important to provide words of encouragement at some point in the tutoring session.

Don’t forget.

During tutoring you might be able to see things that students are not doing to maximize learning opportunities. You can use this information to remind students about successful strategies that can help increase student success.

- Always bring your books and notes to tutoring.
- Read the book.
- Practice problems.
- See your TA during office hours

Thank you.

Always remember to thank your students for attending and attempt to leave on a positive note with all of your students.

MATH/SCIENCE DROP-IN TUTORING STRATEGIES

Create Drop-in Groups:

- Drop-in tutoring allows you to work with multiple students throughout your scheduled tutoring time. In an effort to help as many students as possible, you should work around the room and not with one individual student. This can be accomplished by providing students with short bursts of information, hints, clues, and questions that allow the student to continue to work on the problem solving process on their own.

- You may find that several students are working on the same problem, which allows you to create small work groups. As students enter the room, try to seat students together based on the problems, professor, and class section.

  When you arrive for drop-in hours, you should check the current set up of the students in the room to continue the groups already established. As new students enter the room, you can continue to group students from the same class.

- Encourage students to work in groups on the board. Tutors can write practice problems on the board or use the student’s homework problems to have small groups work together. The tutor can walk around the room and provide problem information, clues, and hints.