Rutgers School of Nursing
New Tutor Training

Center for Academic Success
Agenda

1. Attendance
2. Icebreaker
3. Logging Hours
4. Expectations
5. Learning Styles/Memory
6. Break
7. Tutoring Tips
8. Presentations
9. Tutoring Schedule
10. Tutor Photo
11. Acknowledgments
12. Tour Tutoring Space

Center for Academic Success
Attendance

Please sign the attendance sheet circulating
Icebreaker

1:1 Introductions
Name
Town

Previous Experience Tutoring, Teaching, or Being Tutored
Tutor Log

Peer Tutor Information
- Tutor Application
- Faculty Recommendation Form
- Tutor Profile
- Peer Tutor Program Information
- Tutoring Staff Work Log

Annual Impact
- 2012-2013 CAS Year End Review
- 2013-2014 CAS Year End Review
- 2014-2015 CAS Year End Review
- Assessment Plan

Other Resources
- Faculty Referral Form

Center for Academic Success
Tutor Log

Tutoring Staff Work Log for Tutors, Proctors, and Staff Assistants

Please use this form to record your tutoring and work hours so that you can be paid.

Providing this information also helps demonstrate our services are in demand and being used regularly by students. This information also helps the center advocate for more resources to improve and expand our services to future nursing students. Thank you!

1. Work Hours
2. Group Tutoring
3. One on One Tutoring

Please use this form to record your work hours so that you can be paid.

Providing this information also helps demonstrate our services are in demand and being used regularly by students. This information also helps the center advocate for more resources to improve and expand our services to future nursing students. Thank you!

Tutor's Name *

First
Last

Job Title *
(Select One)

Date of Work *

Month Day Year

Time In: * AM

Time Out: * AM

Center for Academic Success
Tutor Log

- Who is responsible for tracking your hours?
- You must log each session after completed.
- You must identify the full name of tutee.
- Logging multiple tutoring sessions in one record is permitted.
General Expectations

1. Take your commitment seriously.
2. Arrive 30 minutes before tutoring session.
3. Be professional, collegial, and kind.
4. Dress appropriately.
5. Follow through.
6. Complete the Tutor log consistently.
General Expectations

Cancellations: Tutor

Can you cover my tutoring appointment?
General Expectations

Cancellations: Tutee

72 hour cancellation

Sorry, I can’t make it.
General Expectations

Boundaries:
1. Avoid sharing your phone number.
2. Avoid scheduling outside sessions

Please call the Center.
I will be here next Tuesday at 10am.
General Expectations

How to deal with problems?

This is not working...
How to deal with problems?

1. Address it directly.
   a. Example- Tell me the problem.

2. Address it indirectly.
   a. Example-Make a suggestion that offers a solution.
General Expectations

Confidentiality

1. All tutoring sessions are confidential.

2. Resources:
   a. Tutoring Director
   b. Asst. Dean of Academic Support
   c. Associate Dean of Student Services
General Expectations

Questions
VARK Learning Styles Assessment & Video
Take the Learning Styles Assessment

http://vark-learn.com/

Discuss your results!
The Science Behind Memory

https://www.youtube.com/watch?v=mpdG3ZN1RLo
Break
Group Tutoring

5 Steps to Being an Effective Tutor

1. Know what is expected of you.
2. Get to know your tutee’s needs.
3. Prepare for the tutoring session.
4. Ingredients of a good tutoring session.
5. End the tutoring session on a good note.
5 Steps to Being an Effective Tutor

Step 1: Know what is expected of you.

- Only commit to 1 hour of tutoring per request.
- Tutor students in small groups.
- One-on-One Tutoring is not guaranteed.
- Take your commitment seriously.
5 Steps to Being an Effective Tutor

Step 2: Get to know your tutees.

- Complete a 10 minute intake
- With which course do they need assistance?
- What aspect of the course is giving them difficulty? (topic, study skills, test taking)
- Did they recently fail an exam?
- Do they have an exam coming up?
- How do they learn best? (seeing, hearing, doing…)

Center for Academic Success
5 Steps to Being an Effective Tutor

Step 3: Prepare for the tutoring session.

- Review some of the material
- Arrive early and get to know the space
- Create a plan/agenda:
  - Review the students concerns
  - Review some general strategies for working through problems
  - Have the student do some example problems in front of you.
  - Review their work and offer feedback
  - Provide the solution at the end of the problem set.
5 Steps to Being an Effective Tutor

Step 3: Prepare for the tutoring session.

Understand the Tutor Evaluation:

1. Ask about their progress in the course
2. Understand the subject matter
3. Ask questions that help students develop their own ideas
4. Use 2-3 ways of explaining the same idea
5. Check the tutees understanding by
   - Asking questions
   - Having tutee solve problems
   - Listening to explanations

Center for Academic Success
5 Steps to Being an Effective Tutor

Step 4: Ingredients of a good tutoring session.

- Greet your tutee and give him/her your undivided attention
- Have empathy with your tutee's problems
- Set the agenda
- Have a sense of humor
- Assess your tutee's strengths and weaknesses
- Work through your tutee's strengths to improve his/her weaknesses
- Make your tutee feel good about him/herself and his/her accomplishments
- Know when to stop a session
- Do not allow the session to run into another tutee's scheduled appointment time or your personal time

Center for Academic Success
5 Steps to Being an Effective Tutor

Step 5: End the tutoring session on a good note.

- Positively assess the work that was done during the session
- Give assignments if appropriate
- Confirm the next appointment if appropriate
- Complete Tutor Log and Study Center
- Always end the session with a positive comment

(the end)
Presentations

Design and deliver a 3-5 minute presentation on the nursing topic of your choice.

• Select one small topic from a nursing course you have completed.
• Use 4 Methods of Instruction
  – Speaking
  – Visual (photos, charts, PowerPoint)
  – Writing (A dry erase board and markers are available)
  – Video or Podcast
• 25 minutes to prepare
• Your Tutoring Schedule
• Tutor Photo
Acknowledgements

Portions of this presentation was taken from The University of Tennessee online tutor training. For more information please contact:

Melissa Laseter
Tutoring Coordinator
melissa-laseter@utc.edu
(423) 425-4215

Thank You!

Center for Academic Success
Tour of Tutoring Space
Contact

Faithann Y. Brown
Director, Center for Academic Success
Rutgers School of Nursing
Email: Faithann.Brown@sn.rutgers.edu
Phone: (973) 972-9624
Fax: (973) 973-3225
Web: http://nursing.rutgers.edu/CAS/