

First Session Checklist

***This assumes that you have already contacted your tutee and have made arrangements for the first session.**

- ✓ Introduce yourself and establish a connection (“break the ice”); don’t be afraid to use humor when appropriate (ex. share name, class, major, hometown, etc)
- ✓ Describe how the tutoring program works and the expectations of the program
 - Each arrive on time and notify one another if running late or need to cancel (with notice)
 - Consistent absences will be shared with the Director of the ALC
 - Each arrives prepared and ready with questions (textbooks, syllabi, class notes, etc)
 - No cell phones or electronics (with emergency use permitted)
 - Explain that the tutor’s main role is to facilitate peer to peer learning and share study skills: an improved grade is a great outcome but not guaranteed
 - Tutees are engaged in tutor led questions and activities
 - Tutors will give positive feedback and encouragement
 - Tutors encourage students to attend class and to interact with their professor
 - Decide an appropriate time to meet each week and the amount of sessions per week (not to exceed 2 hours without prior permission from the ALC director); having a scheduled day and time that is constant helps both the tutor and tutee arrive on time and come prepared)
 - Make it known that the tutor will not have all the answers all the time, if the tutor doesn’t have the answers they will try to find them and also direct tutees to other resources (professor, peers, library, etc).
 - Inform tutee about what the ALC offers and where it’s located, along with a copy of the scheduled office hours offered.
- ✓ Make it clear that all tutoring is confidential and that a trust must be built between tutor/tutee
- ✓ Ask tutee why a tutor was requested and what has the tutee already tried on his/her own?
 - Using this information can tell a tutor what learning style works and what learning style doesn’t work for the tutee
 - This can also be a good time to introduce some new learning styles and methods that have worked for the tutor in the past and might work for the tutee
 - This is also an ideal time to introduce study skills with textbooks/class notes as resources
- ✓ Describe how to complete the paperwork and the reasoning behind the paperwork
 - Tutoring Session Summary Form
 - Signature on Time Sheets
- ✓ Congratulate the Tutee on making important steps in obtaining needed help and encourage hard work and a healthy tutor/tutee relationship