

# Tutoring Information Sheet

**Remember-** The goal of a tutor is to help students maximize and improve their academic skills by

- Active listening to identify how to best meet the learning needs of the student
- Doing all that you can to get the student to talk, to do, to explain
- Breaking the concept or problem up into small parts and presenting them in question form, while also supplying hints and positive feedback
- Modeling problem solving by talking out loud to make your thinking visible while working on a problem
- Sharing study skills and other resources for additional support for the student
- Maintaining the confidentiality of student performance and personal information

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Subject \_\_\_\_\_  
Parent Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Parent/Other Comments \_\_\_\_\_  
\_\_\_\_\_

## Introduction-

❖ Introduce yourself, tell your experience with the subject matter

❖ Ask them about themselves

- Interests \_\_\_\_\_
- Favorite subjects and why \_\_\_\_\_  
\_\_\_\_\_
- Preferred learning method (see below)  
\_\_\_\_\_  
\_\_\_\_\_

## Learning Modalities-

- Visual: flow charts, PowerPoints, posters, reading
- Audio: songs about the subject, lectures, audiobooks
- Verbal: lecture, debate, acronyms, repetition
- Physical: gesture/charades, model construction

- Logical: tables, charts, graphs
- Social: discussion, peer-editing/teaching
- Solitary: classical study, self-talk, mind-mapping

## Assessment-

- ❖ How do you study for this class? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ❖ What resources do you already use? \_\_\_\_\_  
\_\_\_\_\_
- ❖ How do you manage your time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ❖ Do you take notes? What do you do with your notes? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ❖ Do you read the textbook and/or other readings? How do you use this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Tutoring Information Sheet

**Summary-** How did the session go? Progress, set-backs, other concerns?

Date \_\_\_\_\_ Notes \_\_\_\_\_

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