

For Tutors: Embedded Tutoring Information

What is embedded tutoring?

- An embedded tutor can attend class meetings and assist students either in class, in scheduled sessions outside of class time during the week, or both in and outside of class.
- The instructor and tutor act as a team to support student success in the course.
- Students get access to a tutor who knows exactly how the course operates.
- Tutors can support and reinforce the course expectations, assignment instructions, due dates and help students with exam or project preparation.
- Tutors can assist students with technology. They can model navigation and find resources that are tailored to their class (either in Canvas or other online Open Educational Resources such as alternate textbooks and youtube videos).
- Tutors should have access to the course Canvas shell and have a familiarity with the instructor's Canvas style and how to navigate the course using Canvas.

In person drop-in tutoring hours

- Tutoring in person will occur at the learning center location / lab that is best suited for the class. For example, the Math Lab, the Writing Center, the Student Success Center, etc.
- It is recommended that tutors hold 1-2 one hour tutoring sessions outside of class time at regularly scheduled days/times of the week.
- The tutor can survey the class to arrange a day/time that works best for most students and at the availability of the tutor.

Ongoing communication with the instructor

- Tutors and instructors are encouraged to meet regularly to discuss class progress and common student questions, upcoming assignments, resources, and strategies for students to be successful in the course. Tutors are paid for this time and should try to schedule these meetings either in the instructor's office hours or in brief 15 minute periods before or after class if possible.