EMBEDDED TUTORING PROGRAM OVERVIEW
Learning and Academic Resources

WHAT IS EMBEDDED TUTORING?

The Embedded Tutoring program in the Learning and Academic Resources Department focuses on using Embedded Tutors to provide individualized attention and assistance for students during class. Tutors and Faculty participate in a collaborative training to understand best practices and plan effectively for students. Tutors can help to motivate students' participation and engagement in the classroom or lab, as well as help to provide additional support for students during activities. The Tutor works in the classroom/lab under the Instructor's guidance to help students understand course concepts. Tutors will also be available in the Tutoring Center for additional outside classroom support.

In the classroom, the Embedded Tutor functions as:
- a peer Tutor, providing support to students as they work with the class content and course materials.
- a model student, demonstrating effective student behaviors, successful academic habits and strong classroom participation.
- a mentor, helping students make connections with other campus support services for additional help outside of class.

WHAT ARE THE BENEFITS FOR STUDENTS?
- The Embedded Tutor works closely with students to help them better understand and meet their Instructor's expectations and assignments.
- The Embedded Tutor has the opportunity to get to know students and becomes a source of comfort for peer assistance both in and out of the classroom.
- The Embedded Tutor can voice concerns and ideas to the Instructor based on classroom observations and student feedback.
- The Embedded Tutor serves as a representative of LAR and other campus services, helping students sign-up for Tutoring and sharing information regarding additional support.

WHAT IS THE ROLE OF THE EMBEDDED TUTOR?

Embedded Tutors SHOULD engage in the following types of classroom activities:
- Facilitate small group exercises or discussions.
- Offer the perspective of a student in classroom discussions.
- Work with individual students who may require additional support.
- Assist students in effectively utilizing software, tools, technology, etc.
- Guide students; provide feedback, engage in peer-Tutoring, conferencing or workshops, and answer questions during in-class hands-on practice.

Embedded Tutors SHOULD NOT engage in the following types of activities:
- Teach new concepts that the course Instructor has not already introduced.
- Lead the class without the Instructor present.
- Grade or do assignments for students.
- Enforce classroom management or discipline policies.
- Function as a personal assistant or teaching assistant to the Instructor; Tutors should not be asked to prep lessons, run errands, photocopy materials, etc.

INSTRUCTOR TIPS:
- Help the Tutor feel welcome and informed. Have the Tutor introduce him or herself to the class. Include the Tutor name and schedule in your syllabus.
- Provide the Tutor with a copy of your syllabus and other handouts/materials and textbooks if needed that you will use in class and/or add them to your Canvas Course.
- Feel comfortable explaining to the Tutor how you want him or her to interact with your students. Give the Tutor guidance and be clear on your expectations.
- Have a plan for how to incorporate the Embedded Tutor in your class meetings.
- Work with the Tutor to make adjustments to the class in order take advantage of his or her skillset and strengths.
- Ask Embedded Tutors to work with individuals or small groups on targeted activities, including going over an assignment, reviewing a key lesson or skill, conferencing, participating in workshops, and preparing for exams.
- Ask Embedded Tutors to help students understand lessons and give you feedback on what students are struggling with.
- Contact your Tutor directly and keep communication lines open with him or her. Meet with him or her frequently to discuss upcoming class activities.

TUTOR TIPS:
- Help students understand the material, but do not do the work for them. Follow the strategies discussed in TTA.
- Be patient and polite with students; be professional and respectful with Faculty.
- Optimize classroom learning by working with individual students and small groups – use open-ended questions and modeling to help facilitate discussions.
- Model exemplary student behavior and participate in class discussions.
- Be on time to class and notify the Instructor and Tutorial Program Coordinator immediately if you plan to be absent.
- Remember your role as a representative of LAR.
- Sit in the periphery of the classroom; walk around to help students if necessary or requested.
- Do not grade assignments, prepare lessons or do the work for students.
- Communicate with the Instructor about course content and student experiences frequently. Ask questions if you are unclear or unsure about something.