EXPECTATIONS, GUIDELINES AND POLICIES

- **Keep track of your hours.** You will be asked to report your total at the end of the term.
- **Meet in a public space.** Common locations are the Northfield Public Library or the Libe.
- **Be on time and reliable.** Communicate with your tutee ASAP if you will be late or can’t make the meeting.
- **Let the program coordinator know if issues come up.** The CCCE is here to support you!
- **Be aware of Mandated Reporting:**
  
  *If sexual or physical violence/abuse has been observed or is suspected, or when there is evidence of neglect, knowledge of an incident, or an imminent risk of serious harm, you are required by law to report it to Sarah Trachtenberg or Laura Riehle-Merrill.*
- **Respect your tutee’s privacy.** In cases where a child might be uniquely troublesome, unreceptive, unusual, etc., it is expected that you not gossip about it with anyone out of consideration for the student.
- **Use positive reinforcement.** This means no negative or inappropriate language, and being respectful, supportive, patient, and encouraging.
- **Don’t give a student answers.** It doesn’t help the child build to confidence in his or her own abilities or understand the material.

HOW DOES THE PROGRAM WORK?

1. Sign up to be a tutor by completing the **tutor profile form** at the website listed at the top of this handout.
2. After you complete the tutor profile form, you will be granted access by the program coordinator to view **current tutoring opportunities** listed on the website.
3. If you see an opportunity that interests you and works with your schedule, **sign up in the appropriate column.**
4. After you sign up, the program coordinator will send you the student’s or their parent’s **contact information.**
5. Contact the student or their adult contact by email or phone within **3 days** to introduce yourself and arrange a time and place to meet (you must meet in a public place). Meetings are typically one-on-one, last about an hour, and meet once a week, although you and your tutee will arrange a schedule that meets your collective needs.
6. **Prepare** for your first tutoring session by attending a tutoring orientation, meeting one-on-one with the program coordinator, or by looking over the resources on the website.
7. **Stay in touch** with the program coordinator. If you experience any difficulties or have any questions, contact Sarah at any time. Don’t forget - the CCCE is here to support you.
GENERAL TIPS AND SUGGESTIONS

● Things to think about:
  ○ How could you help a child feel comfortable with you in a new environment?
  ○ How can you be engaging?
  ○ How could you encourage the child to respond if they are being grumpy, unresponsive, restless, not focused, etc.?
● Don’t get discouraged if it takes a while to get to know your tutee. Each tutoring experience is unique and there is no exact formula for success.
● Think of creative ways of making learning/teaching more fun and less tedious.
● Try to think of multiple ways to approach a topic, without putting any one way down. If a student doesn’t understand one method of explaining a problem, what is another way they could look at it? You and your tutee will rarely find the same methods natural, so be open to other options.
● Patience is key. Don’t expect your tutee to understand right away and don’t be frustrated if you need to re-explain multiple times.
● Always be present and engaged. This lets both the student and parent know that you want to be there, and that you want to help in whatever way you can. Even if you’re tired or stressed, it’s only an hour – do your best to stay completely engaged. Even if your tutee doesn’t master the material, they will benefit from your attention and confidence in them.
● Understand the differences in communicating with and instructing different age groups. Consider how different age groups tend to listen and absorb information. When you were that age, what made sense to you? What did you find interesting or boring?
● Understand the effect you can have in a one-on-one environment with a child. Remember that you are a role model for your tutee, and a representative of Carleton College. What do you want your tutee to walk away from this experience with?