

Supervised Tutor Training Form

Inspired by Melton, 2003

Date and Time of Tutoring

Select the Level of Tutor Training ___ Level 1 ___ Level 2 ___ Level 3

Student's First Name

Personal Trainer

Tutor

For Level 1, record 2 one-on-one tutoring sessions.

For Level 2, record 2 group tutoring sessions, such as study groups or workshops.

For Level 3, please record 2 online sessions.

As a tutor, you “participate jointly in analyzing hypothetical scenarios, concepts, and problems. Consider multiple points of view. Critical thinking skills can be acquired gradually via practice and active engagement in the tutoring process” (Dzubak M., 2009). The meta-cognitive approach to tutoring is developed to lead students to independent, self-directed learning.

1. Select the type of the tutee's classroom instruction:

___ iTV ___ online ___ hybrid ___ face-to-face ___ independent

2. Learning strategies

- Briefly describe the tutoring task
 - Subject

 - Assignment

 - Briefly describe your method of tutoring.

- What learning materials and strategies were used in this tutoring session
 - Briefly describe all learning materials suggested by the instructor.

 - Briefly describe all learning materials (if any) suggested by you as a tutor.

 - Briefly describe all learning materials (if any) developed in the tutoring session.

3. Select all the tutoring strategies used in this session. Be prepared to explain to your Personal Trainer how exactly these strategies were used during the tutoring session.

___ Effective communication

___ Informal assessment

___ Strength-based strategies

___ Assessment of tutee's learning orientations (independent/dependent domain)

___ Scaffolding in the zone of proximal development

___ Active and multisensory tutoring

___ Meta-cognitive strategies

___ Elements of the Tutoring Cycle (MacDonal, 1994)

___Other (list all additional strategies)

4. Describe the student(s)'s level of learning independence.

5. Learning Outcomes:

6. Notes:

7. Record of Discussion:

The Learning Center at Central Arizona College

Personal Trainer Signature

Tutor Signature

References

Dzubak M., (2009). Principals of effective tutoring: Relationship variables and cognitive strategies. *The appts of Tutor Training* , 38 - 48.

MacDonald, R. (1994). *The Master Tutor: A guidebook for more effective tutoring*. ISBN 0-935-637-19-2: Library of Congress Number 95-70557.

Melton, R. (2003). Subject area tutor training. In Deese-Roberts, S. (Ed), *Tutor training handbook* (pp. 141 - 145). Lenexa, KS 66285.