

Teacher's Guide for Peer Tutors

The following is a list of possible contributions that each peer tutor can make. Please remember that peer tutors have an assigned participant/ target group. They are earning community service/ credit hours and are required to build a portfolio of their experiences.

- Work with assigned participant who were absent for material
- Read to students – one on one
- Students read to them – one on one
- Review test material with participant
- Go over poor test results – one on one
- Prepare and implement remedial work with teacher's consultation for assigned participant
- Assist participant with writing process
- Lead small groups with participant
- Help with study skills
- Develop planning and organizational skills for participant

Tutor's Guide for Peer-Tutoring Program

The following is a list of possible contributions that you can make. Please remember that you have an assigned participant/ target group. You are earning community service/ credit hours and are required to build a portfolio of their experiences.

For Tutors:

Be a friend first, tutor second, and never the teacher.

Tips for the Relationship:

- Get to know your tutee. Find out his/her interests/likes and dislikes/hobbies. Keep in touch with your tutee. Make an effort to speak to them outside the classroom-in the hall, at lunch, on the bus.
- Be patient. Your tutee may have difficulty with many things that come easy for you. Learning may not be easy for your tutee. His/her learning may be distracted by other problems in his/her life. This will require work on your part unless you are one of the lucky ones born with a lot of patience. It will be worth the effort, though.
- Be positive. Show your tutee what is right with their work before you point out what is wrong. Show them the progress that is being made. Praise them when success happens.
- Always exhibit a caring attitude. Remember the vehicle that carries what you know you care before they will care about what you know. Your success as a tutor is not dependent upon what you know. Your success as a tutor is not dependent upon how much you know, but rather how much you care.

Techniques of Tutoring:

- Be positive, not negative. Place yourself in your tutee's situation. Sincere compliments always work better than embarrassing criticism.
- Be courteous and thoughtful. This includes starting and stopping a lesson on time and being attentive to your tutee's conversation about him/herself. If you are willing to listen, you will be amazed at how much he/she can teach you.
- Use humor to make a session fun. Never hesitate to admit a mistake or that you do not know something. It can be a great learning situation together.

- Be patient. We all require understanding from others, and learning can be difficult when other problems in our lives demand attention.
- Offer praise. You will often be the one who provides the encouragement to continue. Discuss the progress you have made, and write down what has been learned. It helps your tutee see his/her progress.
- Be flexible. Never think that because you have started one method that changes cannot be made. Think about the way your tutee learns best. Remember that people learn differently. It is helpful when reading, writing, and listening are all used, but it is up to you to find out what works.
- Make sure every lesson not only contains challenging work for your tutee but also contains enjoyable material that can be successfully handled.
- Your tutee should understand what he/she is to do. It is easy to say too much, so say enough to be clear, and then provide time for questions. Let him/her practice with the material before working on their own.
- Let him/her participate, not just listen. Having him/her correct his/her own papers will help them learn what needs to be worked on.
- You are guiding your tutee into independent learning. Everything you do should lead to that. Be glad when he/she tells you something is not working. That means he/she is analyzing some of their own learning needs.
- Review for retention. Practice is good. Allow just enough to learn the skill, not too much.
- Always be alert to any problems needing special attention.

Responsibilities as a Tutor:

- Attend class daily.

Hillcrest High School Peer Tutor Orientation

- Perform instruction according to the teacher. Follow correct teaching by watching.
- Get right to work as soon as you come into the classroom.
- Be a good role model. The students will be watching you and doing some of the things you do.
- Respect students' privacy. If you are told something about a student **KEEP IT TO YOURSELF.**
- Complete all your assignments on time.
- Complete journal reflections at semester.
- Complete logs daily and get them signed off on weekly.