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 utilizing the support of specially trained tutors to provide individualized attention and assistance for students during synchronous, in-person or in-person portions of hybrid classes. Tutors and faculty participate in a collaborative training to understand best practices and plan for effective use of this added support. The tutor works in the classroom/lab under the instructor's guidance to help students understand course concepts. Tutors can 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 on assignments.
- As student peers, embedded tutors may have the opportunity to get to know students and bridge the gap between student and instructor; thus, enhancing students' level of comfort seeking assistance both in and out of the classroom.
- The embedded tutor can voice concerns and ideas to the instructor based on their classroom observations and student feedback.
- The embedded tutor serves as a representative of LAR and other campus services, helping students gain access to tutoring and sharing information regarding other campus supports.

What is the role of the embedded tutor?

Embed

• Guide students; provide feedback, engage in peer-tutoring, and answer questions during in-class hands on practice.

Embedded tutors SHOULD NOT engage in the following types of activities:
• Provide tutoring support in an unmonitored space
• Communicate with students on unmonitored platforms
• 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 teaching or personal assistant to the instructor. Examples of this include but aren't limited to: preparing or writing lessons, holding office hours, running errands, photocopying materials, etc.

Instructor Tips:
• Have a plan for how to incorporate the embedded tutor in your class meetings.
• Help the tutor feel welcome and informed. Have the tutor introduce themselves to the class. Include the tutor's name and schedule in your syllabus.
• Provide the tutor with a copy of your syllabus and other materials or textbooks if needed that you will use in class and/or add them to your Canvas course.
• Explain to the tutor how you would like him or her to interact with your students. Give the tutor guidance and be clear on your expectations.
• Ask embedded tutors to work with individuals or small groups on targeted activities, including going over an assignment, reviewing a key lesson or skills.
• Ask embedded tutors to help students understand lessons and give you feedback on what students are struggling with.
• Contact your tutor directly and maintain open lines of communication. Meet with your embedded tutor frequently to discuss upcoming class activities.

Tutor Tips:
• Utilize the strategies taught in TTA to help students understand the material, but do not do the work for them.
• Be patient and polite with students; be professional and respectful with faculty.

• Sit in the periphery of the classroom; walk around to help students if necessary or requested.
 • Do not grade assignments or prepare lessons.
• Communicate with the instructor about course content and student experiences frequently. Ask questions if you are unclear or unsure about something.