

IN-PERSON TUTORING BEST PRACTICES

Socratic Tutoring

Incorporate Socratic, inquiry-based methods into the tutoring session. The LRC has a “hands-off” policy, which means that tutors may not write or make comments directly on a student’s paper. Instead of explaining or re-teaching the material, ask directed questions to test a student’s understanding and guide them toward a solution.

Tutoring Session Guidelines

1. Greet the student and introduce yourself
2. Check the appointment form and/or ask the student what they’re working on
3. Start with what the student knows
4. Have conversation about expectations
 - a. What can be accomplished in this session
 - b. Roles of tutor and student
 - c. Clarify LRC rules if necessary
5. Identify areas of confusion
6. Provide assistance using Socratic inquiry
7. Let student lead the discussion
8. Check for understanding
9. Help connect to similar problems, generate new ideas, see bigger picture
10. Complete Client Report Form

Empathy

The key to being understood is to first seek to understand. It is best to assume good intent on the student’s behalf and remember the ways in which they might be different from you. Students who come to the center might be:

- Unfamiliar with American norms
- An English language learner
- Lacking certain study skills or habits
- Dealing with issues related to disabilities or mental health
- Struggling with personal or financial issues

Difficult Situations

Difficult situations might arise in the center. It is important that tutors feel comfortable and safe. If there is a situation you feel unable to control, contact the director or a Faculty Tutorial Specialist immediately.

Remember!

- Encourage note-taking.
- You’re not expected to know everything.
- The person doing the talking is the person doing the learning!