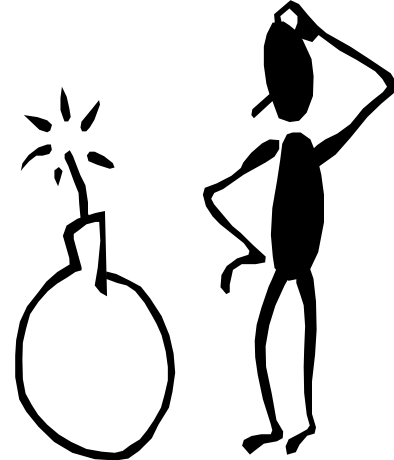


TUTORIAL PLANNING



Before Tutoring

If the Tutor has questions about the student or the course, he/she should review the student's information, syllabus, etc. and discuss the student's academic information with the Tutorial Coordinator or the student's counselor. The counselor may have progress reports from the faculty as well as diagnostic tests that may be helpful as the Tutor begins working with the student.

Tutors should contact the Tutorial Coordinator if textbooks or other materials are needed to assist in tutoring. Remember to be on time for the sessions and be prepared. This will set the tone for the sessions between Tutor and student-athlete.

While Tutoring

When a Tutor comes into OPAC, he/she must sign in at the front desk. This allows the Tutorial Program Assistant to know who is in the center and can assure that the Tutor and student-athlete locate and identify each other at this site. The Tutor should also sign out when leaving the center.

At the beginning of each tutorial session, the Tutor should plan the session with the student. The Tutor should ask the student-athlete what he/she wants to accomplish during this session. Then develop the plan that is satisfactory to both Tutor and student.

Plan to review material learned in previous sessions. Encourage the student to go back and show mastery of areas of study in the preceding lessons. To review and recall motivates most students to master each level before proceeding to the next. In guiding students through the learning process, Tutors should consider using varying learning strategies. Remember to involve writing, reading and listening, in combination, for maximum results.

Tutors should be aware that there are four learning styles: visual, auditory, kinesthetic and tactile kinesthetic. Each learning style is as unique as the student-athlete is. If a student needs to **see** the information to retain it, he/she is a visual learner. If the student retains best by **hearing** information, he/she is an auditory learner. If the student learns best by **writing things down**, he/she is a tactile, kinesthetic learner. If the student learns best with **hands on** activities in which the **whole body** is involved, the student is a kinesthetic learner. The Tutor should be aware of the learning style of the student and should teach skills with this learning style in mind.

After Tutoring

Make sure that each student-athlete leaves the session with a plan for additional study along with his or her **appointment card** for the next session. Remember, Tutors and students should exchange phone numbers and e-mail addresses so that they may contact each other as needed. TUTORS MUST FILL OUT A **TUTOR TALK FORM** WITHIN 24 HOURS OF THE TUTORING SESSION SO NO INFORMATION IS FORGOTTEN FROM THE SESSION. (See pg. 39-40). If this is not possible, Tutors should keep a personal log to make reporting on the Tutor Talk Form more efficient. Tutors should note any information pertinent to the student's progress on the Tutor Talk Form. This form is the documentation needed for the student's Academic Counselor. A Tutor can access this form at:

<http://www.louisville.edu/athletics/academics/combinedtutorlra.html>

The Tutor fills out a Tutor Talk Form within 24 hours of the appointment. They are accessed via the Academic Center's web site and submitted on line. At times, submitting these forms within the 24 hours is not possible. If this is the case, Tutors should contact the Tutorial Coordinator. Each part of the Tutor Talk Form must be filled out to ensure payment for that session. It is very important that this form be completed and sent to the student's Academic Counselor.

The Tutor should include all pertinent information in the Tutor Talk Form. Reported grades, analysis of what strategies were used, progress a student has made, and attitude and study skills should all be included in this form.

No Show Policy

Students are expected to come to each tutoring appointment prepared and on time. This information is critical in evaluating a student's progress. There is a place on the Tutor Talk Form to indicate these areas. There is also a section for a student who fails to come to the appointment or is a late cancellation. Please indicate on the Tutor Talk Form what situation has occurred. The No Show Policy is as follows:

Excused Absence

If a student-athlete calls OPAC to cancel a tutoring appointment by either: leaving a voicemail message, speaking to his/her counselor, Tutorial Coordinator or tutor at least two(2) hours before the appointment, this is considered an **excused absence**. Tutors will **not** be paid for this appointment. Please reschedule as soon as possible.

Late Cancellation

If a student-athlete calls OPAC to cancel an appointment after the two(2) hour deadline, this appointment is considered a **late cancellation**. The Tutorial Coordinator will contact the Tutor via e-mail to let him/her know of the late cancellation. The Tutor should send in a Tutor Talk Form via the website indicating the late cancellation and the details of the

cancellation, ie. time student called, circumstances etc. The Tutor will be paid for ½ this time and should put this on their Time Sheet Form.

If a student-athlete fails to come to an assigned appointment, the Tutor should fill out a Tutor Talk Form via the website indicating this was a **no show** appointment. The next appointment for the student is not confirmed until the Tutor, the Counselor or the Tutorial Coordinator verifies the next appointment. The Tutor is paid for ½ this time and should put this on their Time Sheet Form.

It is not the Tutor's responsibility to excuse a student's no show. **The Tutor must turn in the Tutor Talk Form indicating the situation, whether it is a no show or a late cancellation.** The Tutorial Coordinator or the Academic Counselor will make this decision.

It is also important for the Tutor to document any canceled appointments initiated by a student or by the Tutor. The Academic Counselor needs to keep a file each semester of student appointments, including canceled or rescheduled appointments. A Tutor can send an e-mail note directly to the Counselor if an appointment has changed.

