

Embedded Tutor Guidelines (for Faculty)

Instructor Responsibilities

What is an Embedded Tutor?

"An embedded tutor is one who is assigned to work with a specific class either in the classroom, online, or in a support capacity only. In these instances, tutors have access to all the course materials and work with the instructor to provide the support necessary for each student to achieve success." - Stephanie Walden, Master Tutor.

Know Your Tutor's Role:

- Understand the role of the tutor. Embedded tutors are there to assist the students. Tutors are to work briefly with students individually or in a group to help them understand class material and assignments. Tutors are also to model appropriate student behavior.
- Tutors need to have an active role in the class for the times that they are scheduled to be in the class. Please make sure to have a plan in place to utilize the tutor.
- Tutors should not oversee your classroom.
- Tutors were given a special "Tutor Role" in canvas. This is like the student experience. They can see all your course materials in canvas but cannot add content.
- Be aware that tutors come from a variety of educational and experiential backgrounds.

What tutors should not/cannot do:

- Tutors are not teaching assistants and should not be asked to do any task that is the instructor's responsibility, such as: proctoring, grading assignments, making up homework assignments, writing test questions, subbing, etc.
- Tutors are there for the whole class. Tutors are not aides for an individual.
- Tutors should not be asked to take over a classroom or sub.
- Tutors cannot create or add content in Canvas. They will need to work with the instructor to share an announcement or add a page in Canvas.

Best Practices for Utilizing an Embedded or In-Class Tutor:

- Meet with the tutor before the semester begins (if possible). Check in regularly with tutors; plan times to meet if your course is online only.
- Give tutors specific instructions and concrete examples of what you want them to do with students. Tutors will help more effectively if they understand instructor expectations.
- Collaborate with your tutor; they may have ideas as to how they can help support your class. Many embedded tutors have worked with other instructors and classes and have access to a network of other embedded tutors.
- Give the tutor feedback on how they are doing in your class and discuss any necessary changes.
- If class is cancelled or there are significant changes to your class, make sure your tutor knows about them.
- Discuss any problems or concerns with the tutor's performance with the tutor first.

Maximize the Success of Your In-Class Tutor:

- Include the tutor in class discussions, online discussion boards, and activities whenever possible. This is an excellent opportunity for your students to see good classroom behaviors being modeled.
- Consider building tutor engagement into a difficult assignment. Some faculty have required a check in with a tutor, for example.
- Provide the tutor with all class materials. Tutors will be set up with Canvas access, however if you have additional materials or a textbook, make sure they get access.
- Introduce the tutor to the class the first day they are there and explain the tutor's role. Add a tutor page to your class or use announcements so that students know how to contact the tutor.
- Allow time in class for the tutor to cycle the room and work with students.
- Do your best to make sure that the tutor's time is not dominated by a few students. Direct students to make an appointment with the tutor in Tutoring Services if they need extra help.

If you have unanswered questions, concerns, or need ideas for best practices, please reach out to the Associate Director of Tutoring Services, Jenny Crones.