

Topic	When Covered	Amount of time	Methods	Materials Used/ Documentation
What is Tutoring? Definition of tutoring & tutor responsibilities.	In required <i>New Tutor Orientation</i> , prior to tutoring	.25 hour	Instruction, tour of facilities, reading, small & large group discussion	ARC Tutor Handbook, Sections: “What is the ARC?” & “What Is Tutoring?” “Six Goals of Tutoring” from <i>The Master Tutor</i> by Ross B. MacDonald
Ethics & Philosophy of ARC	In required <i>New Tutor Orientation</i> , prior to tutoring	.25 hour	Instruction, reading, large group discussion	ARC Tutor Handbook, Sections: Mission, “Our Philosophy,” & NTA Code of Ethics, Discrimination, Sexual Harassment
Tutoring Do’s & Don’ts	In required <i>New Tutor Orientation</i> , prior to tutoring	.5 hour	Instruction, reading, large group discussion	ARC Tutor Handbook, Sections: “Expectations,” & “Some Common Session Issues & Mistakes”
Characteristics of Good Tutoring	In required <i>New Tutor Orientation</i> , prior to tutoring	.5 hour	Instruction, reading, large group discussion, YouTube video	ARC Tutor Handbook, Sections: “Characteristics of Good Tutoring: Student Needs,” Body language & Communication; Math Tutoring Done Right YouTube video (http://www.youtube.com/watch?v=uLKXBHZemXQ)
Expectations	In required <i>New Tutor Orientation</i> , prior to tutoring	.5 hour	Instruction, reading, large group discussion	ARC Tutor Handbook, Sections: “Expectations,” & “Responsibilities”
Strategies for Conducting Sessions	In required <i>New Tutor Orientation</i> , prior to tutoring	.5 hour	Instruction, reading, large group discussion	ARC Tutor Handbook, Sections: “Tips & Strategies for Conducting Sessions,” Modeling; “Tutoring Cycle” from <i>The Master Tutor</i>
Managing Tutorial Sessions	In required <i>New Tutor Orientation</i> , prior to tutoring	1 hour	Reading, role play activity, small & large group discussion & debrief	ARC Tutor Handbook, Sections: “Consulting in Three Acts”; “Tutoring in Emotionally Charged Sessions”; “Setting Goals”
Diversity, Power & Understanding Our Student Body	In required <i>New Tutor Orientation</i> , prior to	1 hour	Reading, video, group discussion, optional	ARC Tutor Handbook, Sections: “The Silenced Dialogue: Power & Pedagogy in Educating Other People’s Children.” Watch video “Writing Across Borders”

	tutoring		guest speakers	
Learning Styles & Strategies	In required <i>New Tutor Orientation</i> , prior to tutoring	.5 hour	Instruction, reading, large group discussion	ARC Tutor Handbook, Sections: "Learning Styles & Strategies"
Tutorial Session Observations	After New Tutor Orientation, prior to tutoring (usually within first 2 weeks)	3 hours (or at least 2 sessions. NOTE: some sessions are 2 hours)	Observation of real session, guidelines for observation, questions, discussion with senior tutor-mentor, additional reading	Observation Guidelines Sheet; Revisit handout "Tutoring in Emotionally Charged Sessions"
Observation Report/Discussion	After New Tutor Orientation, prior to tutoring (usually within first 2 weeks)	1 hour	Written report and/or 1-on-1 meeting with Director	Written Report, Director's appraisal
"Common Time" Staff Development Meetings	After New Tutor Orientation	1 hour each week	Variable: Meetings, large group discussion, workshops, guest speakers, computer lab activities, videos, symposia attendance, etc.	Bi-weekly timesheet, attendance accounted by Director
Mentor Group	After New Tutor Orientation, tutor is assigned to ongoing	1 hour every other week; must attend a	Meeting, small group discussion, observations	Sign-in sheets

	Mentor Group	combined 5 hours of CT/MG.		
Tutorial Sessions	After Orientation and Observations	Up to 20 hours per week	On-job learning through active tutoring	Bi-weekly timesheet