

In-Person Best Practices Checklist

Best Practices

- Ask "**What do you understand?**" rather than "What do you NOT understand?"
 - Students are better articulate their understanding (they might not know what they don't know). You can fill in their holes as they explain their understanding of an assignment or problem.
- Be patient
 - You may have to repeat yourself more than once
- Refrain from commenting on how easy a problem, concept, or course is.
- Show enthusiasm for learning
- Actively teach study and organization skills
- Use alternative methods and examples to help students understand a concept
- Establish rapport and respect your tutees.

In Person Tutoring

- Introduce yourself and ask their name.
- Ask "How can I help you?" or "What is the assignment/topic/class you need help with?"
- Ask open ended questions
- Restate the student's question or topic.
- Ask for information about the assignment.
- Ask the student how much time they have available to work on the question or assignment.
- Ask if the student would like to use a virtual whiteboard?
- Ask the student what they understand about the topic/assignment/question

- Fill in holes or ask clarifying questions.
- Use open ended questions.
- Use the student's name often.
- Explain **why** we did what we did as well as **what**.
- Ask if the student is happy with the results of the session.
- Encourage the student to come back for more help if necessary.
- Encourage the student to complete the survey.