

New Tutor Observation Form: Writing

Directions: Ask visiting writer if it's okay with them to have a second tutor observe as part of tutor training. The new tutor should use this to take notes to help their discussion of different tutoring strategies with the tutor manager and director.

As you watch a session, jot notes about what you see the other tutor do well or questions you want to ask the other tutor (Ex: "Why did you decide to...?") Between sessions, please share thoughts on the tutoring techniques and let new tutor ask questions of experienced tutor.

Intro/Beginning of Session

<u>Greeting—</u> Greetings, lets writer know how long the wait will be and how the center works , helps writer make appointment if needed, introductions, etc.	
<u>Works With Writer to Set Up Goals—</u> Asks about assignment and assignment sheet, professor expectations, and areas of writing visitor is most concerned with. Works with writer to set up goals	
<u>Sets Up Expectations—</u> Gives writer realistic sense of how much could be covered in time allotted, establishes area of writing focus, etc.	

During the Session

<u>Variety of Strategies</u> Uses strategies that make sense based on goals of session (ex: discussion of ideas, writer reads parts out loud, silent reading then discussion, writer summarizes, tutor reads parts out loud, writer takes notes, tutor takes notes, etc)	
<u>Keeps Writer Actively Involved</u> Uses strategies to keep writer involved (open-ended questioning, having writer do brief work for feedback, shows examples then has writer try, etc.)	
<u>Uses Resources</u> Uses textbooks, scratch paper, colored pens/highlighters, resources, internet, handouts, etc. as would be helpful	
<u>Discusses Strengths/ Provides Feedback/Encouragement</u> Discusses strengths and how to build from strengths	

End of Session

<u>Reviews Session--</u> Reviews with writer what was covered and what writer can do next; asks if writer has questions	
<u>Thanks</u> Thanks to the writer and other appropriate closings/goodbyes	
<u>Client Report</u> —makes sure computer record is accurate to name/timeframe actually used. Adds client report that would be useful to next tutors and notes any concerns.	