

TUTOR GUIDE



*How to make sure you
student succeeds*



CONTENT



1 *Prepare*

2 *Teach*

3 *Summary*

1



PREPARE

UNDERSTAND EXPECTATIONS

When talking on the phone to the student or parent, make sure you understand what their expectations are.

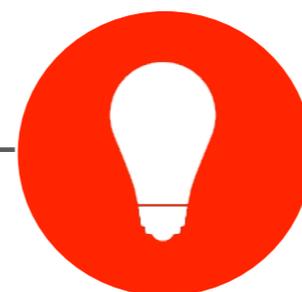
*The next slides will present four situations that come up often with students.
Make sure you know which situations apply to your student.*



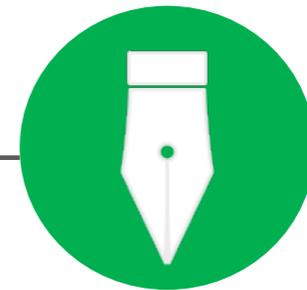
Need for motivation, lack of self-confidence, stress



Preparation for assessments



New ways to explain



Help with homework

NO MATTER THE STUDENT NEEDS, MAKE SURE YOU UNDERSTAND THE MATTER IN QUESTION TO PERFECTION

1. Prepare

2. Teach

3. Summary

NEED FOR MOTIVATION



PROBLEMATIC

The student has no problem learning, but he has little interest, never wants to study or do his homework.



YOUR RESPONSIBILITY

- *Find out what the student's interests are (sports, music, movies, etc.)*
- *Find out which topics interest him and understand why he is motivated in this course, transpose this information to problematic material*
- *Become friends with the student: tell him/her stories in which you also lacked motivation, agree with him / her when he / she explains to you why he / she does not like the subject*

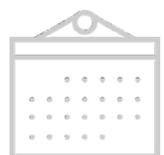
NEED FOR MOTIVATION – EXAMPLE



MAXIME'S FATHER IS CALLING YOU.

He explains that his son has always been doing good in school, but recently he has trouble concentrating, he never wants to do his homework, especially in mathematics.

QUESTIONS TO ASK BY EMAIL OR TELEPHONE



SINCE WHEN IS THERE A LACK OF MOTIVATION?

Often, there is a trigger (new teacher, new school, change in personal life)



WHAT ARE HIS HOBBIES?

Ask if he does extracurricular activities, sports, what he does in his spare time.



WHAT ARE HIS/HER FAVORITE SUBJECTS (OR THOSE THAT HE/SHE DISLIKES LESS)?

You can make links between the subjects he likes and those he does not like

PREPARATION FOR ASSESSMENTS



PROBLEMATIC

The student has a difficult assessment (exam, oral presentation) coming up and he / she needs to be prepared



YOUR RESPONSIBILITY

- *Make sure the student is ready in advance*
- *Stay available to answer last minute questions by phone or email or offer online tutoring*
- *Think about getting extra material, ask for access to past exams*
- *Prepare a practice exam and evaluate the student during a session, correct the exam with him to target and understand his weaknesses*

PREPARATION FOR ASSESSMENTS- EXAMPLE



TRISTAN'S MOTHER IS CALLING YOU.

She explains that her son has bad results in French. He needs help to better prepare himself.

QUESTIONS TO ASK BY EMAIL OR TELEPHONE



DOES HE/SHE ALWAYS HAVE THE SAME RESULTS?

Try to see if Tristan always has bad results or if some exams went well Maybe his results are circumstantial or his difficulties are targeted.



WHEN IS THE NEXT ASSESSMENT?

Knowing when the next assessment is will help you make an adapted study plan.



DOES HE/SHE HAS GOOD RESULTS IN OTHER SUBJECTS?

If he is very good in the other courses, you will know that the theory is the problem. If he has difficulties elsewhere, it may be his study method that needs to be worked on.

1. Prepare

2. Teach

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NEW WAYS TO EXPLAIN



PROBLEMATIC

The student has difficulty with certain concepts or subjects. He/she does his homework and understands what he/she is doing, but he / she quickly forgets what he/she has understood. In an evaluation context, he/she often does not know what to do.



YOUR RESPONSIBILITY

- *Take a look at the strategies that have already been used to help him understand*
- *Do research on the web compared to misunderstood concepts (find Youtube videos, new ways to familiarize material, etc.)*
- *Provide additional material (e.g. new math exercises, comprehension of a text found on the internet), it is very easy to find online!*
- *Frequently ask for the student's opinion (did you understand correctly?)*
- *Ask the student to explain a concept that he understands well to analyze his reasoning. Suggest to the student to play a game in which he is the tutor and you are the student. It helps comprehension and gives motivation!*

NEW WAYS TO EXPLAIN – EXAMPLE



MÉGANE'S MOTHER IS CALLING YOU.

She explains that her daughter is doing well at school, but she has been struggling since she started studying algebra.

QUESTIONS TO ASK BY MAIL OR PHONE



WHAT ARE THE STRATEGIES YOU HAVE ALREADY USED?

You want to know if Mégane's teacher is taking care of the situation, if she attends extra sessions with school, if her mother is able to help her ...



DOES SHE HAVE ACCESS TO AN EXERCISE BOOK?

If she does not have access to a lot of exercises, be sure to go find some on the internet (it's super easy to find!)



IS SHE DISCOURAGED OR IS SHE STILL MOTIVATED TO LEARN?

If Mégane lacks motivation, make sure to adapt your teaching method (see the section " Need for motivation" in this document - purple icon)

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HELP WITH HOMEWORK



PROBLEMATIC

The student has homework to do every week. His homework is often poorly done or done at the last minute.



YOUR RESPONSIBILITY

- *Focus on homework that can not be done by the student alone or with the help of his parent (ask the parent which homework he can not help his kid with.)*
- *Always let the student try for the first time without your help. You will be able to spot the things that are wrong.*
- *Give a study plan for the next few days, when you will not be there (ex: you will complete this assignment tomorrow evening, this one Thursday night, etc.) - write goals for each day in his agenda*
- *Always give the pencil to the student. Even if it takes more time, the student needs to do it himself so that he can work alone in the future.*

HELP WITH HOMEWORK – EXAMPLE



THE FATHER OF LAURIE-ANNE CALLS YOU.

He explains that he is very busy and rarely has time to help his daughter with her homework. She is often late and her teacher notices that her homework is not always done.

QUESTIONS TO ASK BY EMAIL OR TELEPHONE



WHAT ARE THE SUBJECTS IN WHICH SHE HAS THE MOST HOMEWORK?

You will want to focus on the topics for which there is the most work in order to lighten the load for the rest of the week when you leave.



ARE THERE SUBJECTS THAT GIVES HER MORE TROUBLE?

If there are more problematic subjects, you will have to give more time for homework related to them.



IS SHE DISCOURAGED OR IS SHE STILL MOTIVATED TO LEARN?

If Laurie-Anne lacks motivation, be sure to adapt your teaching method (see the section "Need motivation" in this document - purple icon)

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