

The Role of the Tutor in the Classroom
A Guide for Faculty
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Congratulations! The experience of having a tutor assigned to your classroom can be advantageous for you and your students. The information below is designed as a guide to ensure this result. *It is important to remember that the tutor is assigned to the classroom to assist the students, not to serve as an instructional aide to the instructor.* Also, if your preferred method of instruction is lecturing, there will be virtually no opportunity for the tutor to work with your students. Because the tutor is being paid for the purpose of tutoring, plan breakout sessions and other active learning opportunities to maximize the contact your students will have with him/her.

The Instructor	The Tutor
Teaches the course	Tutors individual students and/or small groups in the class
Determines class activities	Facilitates group work assigned by the instructor
Manages the “business” of the course (paperwork, grading, etc.)	Facilitates students’ understanding of the syllabus, assignments, etc.
Creates class materials	Facilitates students’ understanding of handouts, Web-based materials, etc.
Must be present when the class is in session	Cannot be in charge of students in the absence of the instructor
Can hold individual conferences with students in the classroom	Can facilitate a class activity while the instructor holds individual conferences with students
Conducts office hours	Tutors students in the Learning Center
Communicates with the tutor	Communicates with the instructor

- **Make your tutor an important part of your instruction.**
- **Let the tutor introduce him/herself and remind students of his/her availability in the Learning Center.**
- **Provide the tutor with a copy of the syllabus, weekly schedule, assignments, handouts, etc.**
- **Encourage the tutor to attend to the students as much as possible by walking around the classroom, sitting near them, passing out handouts, etc.**
- **Remember that your students may be disinclined or too shy to ask for clarification about a lesson or an assignment you give. You could ask the tutor if your instruction is clear which might encourage the students to ask questions they may have.**
- **The tutor might be open to giving a mini-presentation on some aspect of your instruction. Encourage him/her to be involved this way.**
- **Ask the tutor if he/she has any suggestions for other ways to utilize his/her presence in the classroom.**
- **Encourage your students to visit your tutor in the Learning Center for individual and small group sessions.**
- **Be experimental—think about novel ways to work with your tutor.**

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- Tutors do not necessarily need to be present at every class session. If you plan to lecture exclusively one day, have the tutor come to the next session of the class.
- Communicate with the tutor via Email or a few minutes before or after class. Ask for feedback about the class and how students are doing. Often, students will tell tutors things they may not tell you. The tutor may disclose general and even specific information, but because of the confidential nature of tutoring, may be uncomfortable disclosing students' names.
- Tutors only get paid for time they are in the classroom; please do not ask them to do things outside of the class time. Refer students to your tutor during his/her tutoring hours in the Learning Center.
- Plan to meet once or twice a term with faculty learning specialists and tutorial specialists to discuss the experience of having a tutor in the classroom. Feedback from you and feedback from us will be helpful for ensuring that in-class tutoring is a successful undertaking for all concerned.
- Enjoy the experience of having a tutor in your classroom! Consult with faculty learning specialists and/or tutorial specialists should you have a question or a concern:

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