

Back to School: A Tutor's Guide



Agenda



- Setting Goals
- Getting Organized
- Communication
- Questions?



Setting Goals



Setting Goals: Grades K-5



- Keep it simple
- Use visuals
- Reinforce often
- Keep track
- Rewards!

My Goals by _____

My Goal is:

My Target Date is:

To Reach My Goal I will do these 3 things:

- 1.
- 2.
- 3.

I will know I've reached my goal because:

2 things that will help me stick to reaching my goal are:

- 1.
- 2.

Name: _____ Date: _____

My GOALS 

What is my goal?

How will I achieve my goal?

When will I achieve my goal?

Setting Goals: Grades 6 +



- Students capable of longer-term goals
- May be academic or BUS Program related
- Review and define (goal setting sheet)
- Establish priorities (i.e. math, reading, science, etc.)
- Set them up for success after tutoring

GOAL:

S

Specific

- What do I want to accomplish?
- Why do I want to accomplish this?
- What are the requirements?
- What are the constraints?

M

Measurable

- How will I measure my progress?
- How will I know when the goal is accomplished?

A

Achievable

- How can the goal be accomplished?
- What are the logical steps I should take?

R

Relevant

- Is this a worthwhile goal?
- Is this the right time?
- Do I have the necessary resources to accomplish this goal?
- Is this goal in line with my long term objectives?

T

Time-Bound

- How long will it take to accomplish this goal?
- When is the completion of this goal due?
- When am I going to work on this goal?

Setting Goals: Grades 10-12



- Life/job skills
 - Writing a resume
 - Asking for letters of recommendation
 - Emailing teachers/employers
 - Interviews
- College/post-graduation planning
 - Learning about options
 - Steps for completion
 - Applications and financial aid





Getting Organized: Grades K-5

Common problems:

- Forgetting to bring assignments to and from school
- Forgetting to write down assignments
- Not knowing how to set aside time for homework

Solutions:

- Color-coded, separate folders for completed and 'to-do' homework
- Show student how to use agenda or weekly calendar
- Spend 5 minutes at the beginning of each session checking agenda

Getting Organized: Grades 6 +



Common problems:

- Forgetting assignments or failing to write them down
- Being unable to prioritize assignments
- Not breaking large projects into manageable chunks
- Procrastinating

Solutions:

- Ensure student has proper organizational materials
- Talk with student about planning for short and long-term assignments.

Communication



- Parents
- Teachers



Sample Email to Teacher



Dear Ms. Smith,

Hello! My name is Erica and I am a volunteer tutor helping Manuel with math. Manuel is committed to bringing his grade up in your class, and we have been working on decimals and fractions. I would greatly appreciate any suggestions or materials that might help Manuel improve his performance. Manuel is a very bright student and he is eager to do well this year. Thank you for your time.

Sincerely,

Erica Gonzalez

Other Things to Consider



- School supplies
- New school jitters
- Expectations!



Questions?



Amanda Carr: acarr@schoolonwheels.org