

Back to School: A Tutor's Guide



Agenda

- Setting Goals
- Getting Organized
- Communication
- Questions?



Setting Goals



Setting Goals: K-5

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

My Goals by _____

Name: _____

My Name: _____

My Name: _____

To reach my goal I will do these 3 things:

1. _____

2. _____

3. _____

Each time I do something my goal I receive:

1. _____

2. _____

3. _____

1 thing that will help me stick to reaching my goal is:

1. _____

2. _____

3. _____

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 M A R T	Specific	<ul style="list-style-type: none"> • What do I want to accomplish? • Why do I want to accomplish this? • What are the requirements? • What are the constraints? 	
	Measurable	<ul style="list-style-type: none"> • How will I measure the progress? • How will I know when the goal's accomplished? 	
	Achievable	<ul style="list-style-type: none"> • How can I realize the accomplishment? • What are the logical steps I should take? 	
	Relevant	<ul style="list-style-type: none"> • Is this a worthwhile goal? • Is this the right time? • Do I have the necessary resources to accomplish the goal? • Is this goal in line with my long-term objectives? 	
	Time-Bound	<ul style="list-style-type: none"> • How long will it take to accomplish this goal? • When is the completion of the goal goal? • When am I going to work on the goal? 	

www.5minutetutor.com - SMART Goals Template © Copyright Dutch Renaissance Press LLC

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: 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: 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 currently tutor Manuel in 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!

