

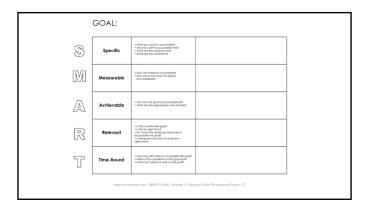






Setting Goals: Grades 6 +

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



Setting Goals: Grades 10-12



- Life/job skills

 - Writing a resume
 Asking for letters of recommendation
 - Emailing teachers/employers
- 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

- 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!

