Embedded Tutor Program – Student Success Center

Embedded Tutor Do’s and Don’ts

Embedded Tutor Functions (Do’s):

1. Serve as a peer tutor within a basic skills classroom, including on-on-one tutoring in the classroom and the Success Center
2. Mentor, helping to connect students with support services
3. Be a model for student success, demonstrating excellent study skills such as time management, communicating with professor, avoiding procrastination, etc.
4. Liaison between the classroom and the Success Center
5. Lead study sessions (small-group tutoring in the Success Center immediately following class time) on topics of importance to course curriculum
6. Optional: Lead a class discussion or activity with pre-approval from instructor

Embedded Tutors should not (Don’ts):

1. Lead a class session without the instructor present or without his/her permission
2. Teach new concepts that the course instructor has not already introduced or specifically approved
3. Grade assignments/quizzes/exams
4. Enforce classroom management or discipline students without prior approval from instructor
5. Function as a personal assistant for the instructor
6. Leave with students during class time