

World Languages Tutoring Guidelines

Tutoring is a service which strives to enhance students' performance for students registered in our World Languages program. The tutoring service covers vocabulary, grammar, listening, speaking and writing. Tutoring sessions will be tailored to each individual student's needs and abilities. This will give students guided practice and constructive corrective feedback in order to improve their language proficiency and assist students in becoming more independent learners through discussing and advocating effective study strategies.

Guidelines for Students

Tutors can help you with:

- Gaining a better understanding of the grammatical structure of the language you are learning.
- Refining your knowledge from week to week. This will help you keep up with the material more consistently rather than trying to cram at the last minute.
- Reviewing for major quizzes or exams.
- Gaining a better understanding of the intricacies of the language.
- Improving your ability to speak and read in the language you are learning. Preparing for oral presentations.
- Recognizing a pattern of mistakes in your course assignments or compositions. You may need to work on that particular grammar/language point. A tutor can review that concept with you in depth.

Tutors CANNOT help you with:

- Editing your compositions.
- Correcting your errors in your compositions or any other assignment.
- Providing direct help for assignments.

All students must edit their own compositions or assignments without the direct help of their tutor.

Helpful hints

The goal of tutoring is to provide individualized assistance that enables students to develop academic mastery and independence. Help us make your sessions as productive as possible:

1. Come Prepared. Bring your textbook, notes, and assignment sheets with you. Read your assignments and do your best to work through your homework problems before your tutoring session.
2. Attend Classes Regularly. Tutoring is designed to supplement class instruction, not to replace it.
3. Do not ask tutors to do your homework, proof-read your assignments or assist in any way with take-home exams. Tutors can help clarify assignments and identify skills needed to complete assignments. They can give you additional practice exercises like the ones you having trouble with and help you learn to solve them, but to work on assigned problems or tasks is not allowed.

4. Understand that tutors are not teachers. Teaching provides students with new information; tutoring helps the students master that information by providing alternate explanations, techniques and examples. Tutors cannot substitute for attending class.

5. Use Tutoring Services efficiently. You will benefit more from tutoring if you come when you first begin having problems. If you wait until the last minute, you may not be able to master the material in time to succeed on tests and assignments.

Helpful hints

Tutoring is not the same as leading a classroom. The individualized nature of the tutoring relationship requires some special skills. These tips can help make sessions more productive:

Be a Good Listener. Being a good listener is a skill that is especially applicable when tutoring a world language. It is important to listen to your student when they practice speaking. Be careful about over-correcting pronunciation to the point where it can inhibit conversation. Encourage your student to communicate to the maximum extent in the target language to build confidence in speaking. Although it may be difficult and time consuming, continue to encourage your student to communicate in the foreign language to the fullest extent they are capable.

Be Patient. Resist the temptation to correct every mistake; let your student do the talking. When you do speak, make sure it is slow and deliberate. Speak in a way that is easy for your student to understand and mimic. Realize that your student may be able to perfectly pronounce a word during one session, but then completely forget it by the following. Patiently help your student gain consistency and confidence. That patience will be appreciated by the student.

Other General Guidelines

Students and tutors are expected to treat the tutoring relationship seriously and with an appropriate sense of professionalism.

Information shared between you and your tutee is confidential, as are names and other information about your student. Obtain permission before discussing his or her tutoring with anyone else.

Keep in regular contact with the tutoring program coordinator. This coordinator can be a valuable resource. If you will be away from campus, be sure your tutee, the Student Success Center and the tutoring program coordinator are aware of this in case a substitute tutor is needed.