

# Back to School: A Tutor's Guide



### Agenda

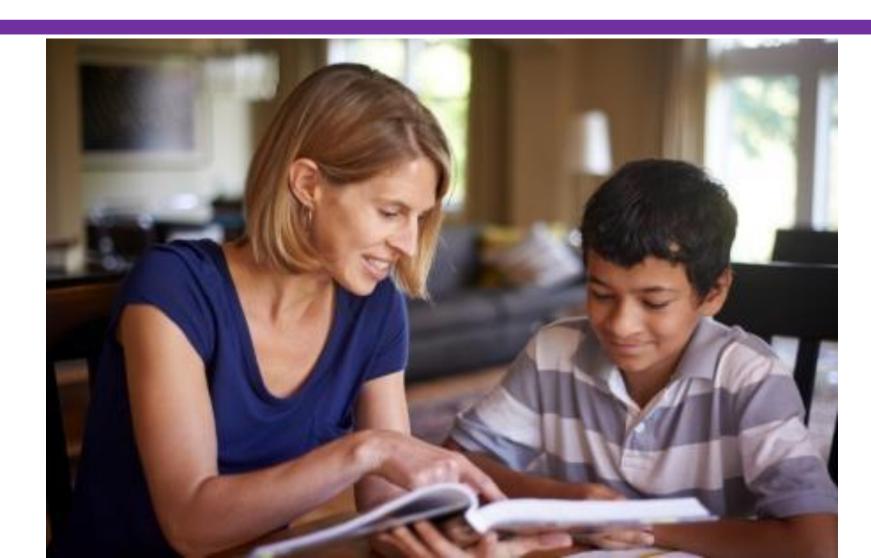


- Setting Goals
- Getting Organized
- Communication
- Questions?



### Setting Goals





### Setting Goals: Grades K-5

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

My Goal is:		
	I	
ly Target Date is:	00	
	l	
To Reach My Goal I will de	o these 3 things:	
L		
2		
3.		
will know I've reached m	y goal because:	
will know I've reached my	y goal because:	
will know I've reached m	y goal because:	
	y goal because: stick to reaching my goal are:	

lame:	Maa		
		Cioals	FF
Wheet in			
what is	my goal?		
what is	my goar?		
	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 accomplety?     What do I want to accomplet this?     What are the sequirements?     What are the constraints?	
M	Measurable	How will I measure my progress?     How will I know when the goal is accomplehed?	
	Achievable	<ul> <li>How can the goal be accomplished?</li> <li>What are the logical steps I should take?</li> </ul>	
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 abjectives?	
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?	

www.timvandevall.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: 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?





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