

*Summit Educational Association*  
*The Seven Habits of Highly Effective Tutors*

**ACADEMIC TUTORING**

1. Focus on weaknesses
  - a. Try to finish homework before session
  - b. Learn strengths and weaknesses
2. Be Socratic
  - a. Ask good questions, don't give answers
  - b. 2-way discussion
  - c. No lecturing, be practical
  - d. Dialogue is best way to understand level
  - e. Remember: Student may not know enough to ask a question
3. Little things
  - a. Get current report card
  - b. Assignment notebook
  - c. Bring books and homework folders

**CHARACTER DEVELOPMENT**

1. Friendship = Trust = Positive Attitude
2. Character = Virtue (know, love, do the good)
  - a. Positive Reinforcement and Fun go long way
3. "All-Star" Goals (Small steps to habit)
  - a. Definable or Concrete (not just "be good")
  - b. Appropriate (Area needed to improve)
  - c. Attainable (Small)
4. Character Talks - Student and tutors participate

**SPORTS & ACTIVITIES**

1. Sports and Fun Activities Important
  - a. Attracts Kids,
  - b. Develops Character
  - c. Better Well Organized
2. Take advantage of field trips
  - a. Get to know student
  - b. Builds friendship

**EFFECTIVE TUTORING**

**WEEKLY PHONE CALL**

1. Only 1-2 min necessary
2. Assures attendance
3. Builds Friendship/ Breaks down barriers (friends call friends)
4. Helps you get to know parents.
5. Reminds students of goals, therefore, it's almost like another session

**TRAINING**

1. Take it seriously
  - a. Case Studies
  - b. Talk w/ Advisor
  - c. Orientation
  - d. Read Manual

**PARENTS**

1. Get to know parents
2. Get to know student through parents
3. Simple suggestions, i.e.:
  - a. Parent must be mgr. of academics
  - b. Do you check homework?
  - c. Quiet times at home for study?
  - d. Tabs on TV & Nintendo
  - e. Do they meet with teachers?
4. Parents should come to conferences
5. Parents should know "All-Star" goals
6. Must respect parents desires for child

**MOTIVATION**

1. Students – Want to improve & Want to be here
2. Parents – Have to support our efforts
  - a. Parent Meetings
  - b. Follow through at home
3. Volunteers –
  - a. Commitment
  - b. Avoid Discouragement
    - i. Marathon not sprint
    - ii. Doing best thing for a kid
4. Inspiration:
  - a. Social Teachings - Human Dignity

## The Tutor's Report Card

### 1. Academic Tutoring:

Do you know your student's academic strength and weaknesses: what level is he or she at?  
Do you work primarily on my student's weakest area or do you work on homework?  
Do you ask leading questions and try to get into a good habit of dialogue, or do you lecture?  
How many times each session does your student's eyes glaze over?  
Have you seen your student's most recent report card?  
Does your student keep an assignment notebook?  
Does your student bring in a folder with his handed back homework and tests?  
Does your student bring books and graded tests and homework from their weakest subjects?

### 2. Character Development:

Are you trying to make friends with your student, or do you just spend all of the time doing work?  
Do you talk about your and your student's family, likes and dislikes, hobbies, sports, etc?  
Do you know areas needed to improve on the most? (Study habits, neatness, behavior, TV, etc?)  
Do you agree upon All-Star goal that are appropriate on what your student needs to improve on?  
Where does he or she keep it at home, on the refrigerator or stuffed in a folder?  
Are the goals definable and quantifiable or vague, i.e., be good?  
Do you compliment on everything student has done well? Are you trying to have fun with work?  
Does your student bring in the All-Star goal sheets in each week?  
Are the goals too big or are they small and attainable? (i.e., read 5 pages/day vs. get A in reading)  
Does student participate in character talk?  
Do you talk to student about things said in the character talk and try to make a goal from it?

### 3. Phone Call:

Do you call your student each week? How many times have you called him or her, or him or her called you?

### 4. Tutor Training:

Have you attended each case study? Do you try to participate?  
Have you read the training manual?  
How many times have you gotten together with your advisor to speak about your student?

### 5. Encouraging Parents:

How many times have you spoken to your student's parents? Do you know them well?  
Do you ask them what their son's strengths and weakness both in school and at home are?  
Have you given them some practical advice on how to be their son's manager of academics by:  
Checking homework  
Creating quiet times at home to study  
Talking to his teacher periodically, keeping lines of communication open  
Keeping tabs on the time of TV and nintendo  
Do the parents know what your student's All-Star goals are each week?  
Do you call your student's parents to let them know about the parent/tutor conferences?

### 6. Sports and Fun Activities

Do you watch and encourage your student on the sports field or in the other activities?  
Have you talked to him about his sportsmanship and behavior on and off the field?

### 7. Motivation

Is my student serious? Do I need to talk to my student about what Summit is for?  
Do I avoid discouragement, even if I think he or she can do more?  
Do I realize that just by being here I am doing a great thing?

**Grade Yourself !**