EMBEDDED TUTOR

Embedded tutoring is a model intended to provide intrusive services as opposed to a "wait for them to come to us" model. The idea is for a section of a course to have its own designated tutor, who works in partnership with the instructor in order to best meet students' needs. This position works on average between 8-10 hours/week and may work up to 20 hours per week.

GOALS

1. ***Students will establish rapport with a tutor-*** Student will see the embedded tutor as a resource for the section the tutor supports.
2. ***Work in partnership with the instructor*** – Instructor and tutor will have regular communication in order to determine how best to address the needs of the students.
3. ***Tutor becomes a part of the course learning*** – Students will see the tutor as a part of the class, including discussions and group work.

REQUIREMENTS

- The number of hours per week that will be spent with the course (collaborating with the instructor, participating in class discussions, etc.) is approximately 10 hours/week.
- Instructor and tutor must both commit to regular collaboration.
- If a student requests tutoring, it can be scheduled through Starfish, calling the Hub at 216-687-2012 or emailing tutoring@csuohio.edu.
- Tutors must provide remote tutoring availabilities for web-based courses
- Completes additional student worker requirements by the due dates specified for that semester. Examples can include:
  - One (1) peer observation per position
  - Marketing events and team committees
  - Four (4) TASC discussion boards
  - Responsible Employee online training
  - Student worker Reflection essay
  - Attends remote bi-weekly meetings

HOW EMBEDDED TUTORS ARE UTILIZED

- Tutors attend each lecture
- Tutors work closely with the instructor to help students understand course concepts and enhance student engagement
- Tutors work with individual students who require additional support during class activities

- Tutors offer in-person (in Hub) and remote tutoring sessions (offerings include evening & weekend availabilities)

HOW EMBEDDED TUTORS ARE NOT UTILIZED

- Tutors are not to introduce new course concepts.
- Tutors are not to grade work.
- Tutor are not to proctor exams.
- Tutors are not TAs.
- Tutors should not have access to grades or have the ability to make changes to the course in Canvas.

Position Requirements:

- Maintains a 3.0 GPA cumulative or higher
- Registered for 6 credit hours or more
- Must have earned an A grade in any course led
- Thorough understanding of the basic concepts in subject area(s) of focus
- Must possess a laptop or pc with camera and audio for Zoom sessions, if necessary
- Must exhibit knowledge of study skills and effective learning habits
- Effective communication skills and the ability to communicate difficult concepts
- Able to utilize strong critical thinking skills and the creativity to help others to develop critical thinking skills
- Highly adaptable and willing to learn and implement new strategies for learning
- Utilizes Word, Excel, PowerPoint, and internet effectively