

Embedded Tutoring Program Overview

What is Embedded Tutoring?

The Embedded Tutoring Program, offered through the Learning and Academic Resources (LAR) Department, provides specialized support to students during synchronous, in-person, or hybrid class sessions. Our trained tutors work directly in the classroom or lab under the guidance of faculty to enhance student understanding of course concepts. Additionally, tutors are available at the Success Center for extra assistance outside of class if necessary.

In the Classroom, Embedded Tutors Serve As:

- **Peer Support:** Assisting students as they engage with course materials.
- **Role Models:** Demonstrating effective study habits and active classroom participation.
- **Mentors:** Connecting students with additional campus resources for further support.

Benefits for Students

- **Enhanced Understanding:** Tutors work closely with students to clarify assignment expectations and course content.
- **Peer Connection:** As fellow students, embedded tutors foster a comfortable environment for seeking help, both in and out of class.
- **Feedback Channel:** Tutors provide valuable insights to instructors based on their observations and student interactions.
- **Resource Navigation:** Tutors help students access tutoring services and other campus support systems.

Role of the Embedded Tutor

Embedded Tutors Should:

- Attend class for which they are supporting.
- Facilitate small group exercises and discussions.
- Offer student perspectives in class dialogues.
- Provide one-on-one support for students needing extra assistance.
- Assist students in using course-related software and technology.
- Guide hands-on practice and provide feedback during in-class activities.

Embedded Tutors Should Not:

- Offer tutoring in unsupervised settings.
- Communicate with students on unsupervised platforms.
- Act as a teaching or personal assistant to the instructor (e.g., preparing lessons, grading work, running errands).

Key Activities for Embedded Tutors

Assist Students During Guided Practice

Just-in-Time Remediation, Peer Connection

During hands-on activities, embedded tutors can monitor the classroom, responding to student questions as they arise. This allows instructors to focus on broader issues affecting the class while the tutor provides immediate support to those needing extra help.

Work with Individuals or Small Groups to Revisit Topics

Just-in-Time Remediation, Peer Connection, Learning Skills

Embedded tutors may be assigned to work with small groups or individuals on fundamental topics relevant to current assignments. Instructors can send students to meet with the tutor in designated spaces to address specific challenges. This approach—often referred to as just-in-time remediation—allows tutors to provide targeted support for skills necessary for course success. Instructors should address pervasive issues directly in class.

Facilitate Small Group Discussions

Encouraging Critical Thinking, Peer Connection

Embedded tutors can facilitate small group discussions in class, fostering interaction and active discussion as well as prompting students to think critically and provide more thoughtful responses. In online sections, tutors can engage in discussions, prompting students to deepen their responses and develop critical thinking skills. Tutors are encouraged to circulate among multiple groups to ensure all discussions are productive, with the instructor participating alongside them.

Instructor Tips

- Plan how to integrate the embedded tutor into your class activities.
- Welcome the tutor and introduce them to the class; include their contact information and schedule in your syllabus.
- Provide the tutor with your syllabus and relevant materials or add them to your Canvas course.
- Clearly communicate your expectations for the tutor's interactions with students.
- Encourage tutors to work with individuals or small groups on specific tasks, such as reviewing assignments.
- Ask tutors to report on student struggles and provide insights on teaching effectiveness.

- Maintain open communication with your tutor, meeting regularly to discuss class dynamics and upcoming activities.

Tutor Tips

- Apply strategies learned in the Tutor Training Academy (TTA) to support student learning.
- Maintain professionalism and respect in all interactions with students and faculty.
- Foster a productive classroom environment by engaging with individuals and small groups through open-ended questions.
- Model positive student behaviors and participate in class discussions.
- Arrive on time and notify the instructor and Tutorial Program Coordinator of any absences as soon as possible.
- Remember your role as a representative of LAR and maintain a supportive presence in the classroom.
- Tutors should not grade assignments or prepare lessons.
- Regularly communicate with the instructor about course content and student feedback.

Requirements

For Tutors:

- Must be recommended by faculty for the specific course.
- Must be in good academic standing.
- Must be enrolled in 12 units (undergraduate) or 6 units (graduate).
- Must complete the Tutor Training Academy.
- Must attend pre-semester embedded tutor training.

For Faculty:

- Must recommend students for the embedded tutoring positions.
- Must complete the online embedded tutor request form.