

## Tutoring Referrals Quick Guide

Tutoring referrals are raised to connect students to one of our campus success centers (Math Success Center, Writing & Reading Success Center, Multidisciplinary Success Centers) or to Learning and Academic Resources for tutoring support in a course.

### *PLEASE INCLUDE THE FOLLOWING IN YOUR COMMENT:*

1. **Concept or Content area for tutoring** (e.g. proofs or quadrilaterals for a Geometry course; grammar or annotation strategies in an English course)
2. Any **related assignment** for the student to bring into tutoring

### *HELPFUL HINTS:*

- The comment that you enter will be **visible to students**. All language should reflect this.
- Referrals with **incomplete comments will be sent back** to the instructor/flag raiser, delaying the provision of tutoring
- If your student is an English-language learner (whether in ESL classes or not) please raise an ESL Learning Center referral instead

### *EXAMPLE OF USEFUL COMMENTS:*

#### **Excellent:**

- You're really improving in the class. One thing you can work on, though, is annotating texts, especially with the reading for unit 2. Make an appointment to visit a tutor in the WRSC to review annotation strategies for the unit 2 reading. Don't forget to bring the reading with you!
- You're really making strides in class! Something you may want to consider, however, is how to best practice for oral language exams and work on pronunciation. I would recommend you make an appointment with a tutor in the MDSC to work on resources you can use and strategies for oral exams. Don't forget to bring your notes and past exams with you!

- You have been doing great in class. However, from our last check-in it seems as if you may be struggling with your final project. Make an appointment with a tutor in the MDSC and discuss how best to approach balancing your project with studying for your final exam. Don't forget to bring in your deadlines and handouts!

**Good:**

- Your attendance in English 105 has been good, but I'm concerned that your essays don't show what I think you're capable of achieving. Make an appointment in the WRSC to work with a tutor to review my comments on Essay 2 and revise it for a higher grade.
- Your work in class has been good, but your oral exams haven't been holding up to the same standard you set for other work. Make an appointment with the MDSC to talk to a tutor about how you might be able to do just as well in oral exams.
- Your classwork has been good, but it seems like your final project is not as developed as it should be at this stage. I know you may just need some help with planning, so make an appointment with a tutor in the MDSC and ask for help strategizing to meet deadlines.

**Fair:**

- Student is struggling with grammar and organization problems and the repetition of ideas (organization).
- Student is struggling with self-directed note taking and reviewing textbook materials in preparation for exams and quizzes.
- Student is having issues with oral exams and how to keep up with individual practice.
- Student is experiencing difficulty balancing final project with studying for exam.

**Poor:**

- Student needs to seek tutoring to improve grammar and vocabulary comprehension.
- Student needs tutoring to help review notes and class prep.
- Student needs a tutor to help with pronunciation and practicing language.
- Student needs direction to help plan for final project and meeting deadlines.

**Very Poor:**

- Needs to visit WRSC for help with writing and reading
- Needs help with note taking
- See a tutor for language practice
- Needs assistance with project planning