**Introduction to Tutoring**

**Assessment Worksheet**

*Please turn in a completed copy of this worksheet to your Learning Services Coordinator within one week of completing this training.*

**Tutor Name: Jason Kendall**

**Date of Session: 11/07/18**

**Beginning and Ending Times of Session (round to 5 minute increments):**

**Session Instructor Name: Bonnie Ostrand**

Completely answer the question/s below with a thoughtful response.

Responses should be approximately a paragraph in length.

**Rasmussen Library & Learning Services Mission Statement**The Rasmussen College Library and Learning Services team is rooted in a tradition of student support and driven by a desire for academic excellence. We are passionate about empowering the college community through programmatic collaboration with faculty and staff. Through curiosity, innovation, and continuous improvement, we cultivate life-long learners who are prepared to thrive in a diverse and digital society.

**Question One:** Identify how the Rasmussen College Learning Center Mission statement (listed above) impacts your role as a tutor. What role does tutor play in serving our student body?

**The school’s mission statement is the foundation upon which students become more aware, empowered, and driven life long learners. I believe it is our job as tutors to support the school’s mission and ensure those who come from our school are more prepared to enter society. The tutor enhances the entire program and provides a safety net to the student body, ensuring no one is left behind.**

**Question Two:** List three skills that you will learn or enhance as you develop as a student tutor. How will these skills help you be a better student? Upon graduation, how will they help you be a better job applicant or employee in your chosen career?

**Organization – This is the ability to keep track of important documents, resources, and tasks. Through tutoring, I will be expected to be a more organized and prepared tutor, able to set an example for other students.**

**Teamwork – A critical aspect of any job is the ability to work together. The tutor must work closely with many different types of people and students. It is important to remain cognizant of the fact that this may not always be easy, though it is necessary.**

**Problem Solving – The key to solving a problem lies in knowing where to find the answer. As students expect a tutor to be a keep problem solver, I believe this will translate to any job I take in the future. The ability to solve problems not only benefits the student but the tutor and the school as well.**

**Question Three:** How will the Tutor Excellence initiative help you improve as a tutor?

**The Tutor Excellence initiative will help us improve in many ways. First, we will become better students as we will become more keenly aware of the resources available to us. Second, constant learning is a tenant of Rasmussen’s mission statement. As there is always new content to learn, utilize, and better understand we will literally be living that mission statement.**

**Question Four:** If you have to miss an upcoming tutoring appointment, what steps should you take? (hint: you should be making two phone calls) Why is it important you take these steps?

**If I were to miss an upcoming appointment, I would update Brainfuse and make the necessary changes to my schedule. Additionally, the two phone calls made would go to the student and my LSC in order to reschedule the appointment.**

**I would also ensure the WebEx room I reserved is no longer taken for that time block after which I would send an email follow up with the student detailing a possible session makeup time.**