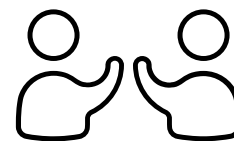


DROP-IN SHIFT EXPECTATIONS



START OF SHIFT:	<ul style="list-style-type: none"> Log into your network account and open the following: <ul style="list-style-type: none"> Work email Teams TracCloud (make sure to <u>clock in</u>) 	
WHEN WORKING WITH STUDENTS	<p><i>Start of drop-in:</i></p> <ul style="list-style-type: none"> Welcome students: Greet students as they arrive Set Expectations: Briefly explain the drop-in format and how you can assist them. <ul style="list-style-type: none"> Primarily, your role entails guiding students to answers independently. Rather than solving questions directly, your approach involves skillful questioning, encouraging students to delve into their notes and books to find solutions. Assess: Evaluate the student's need and current knowledge. <p><i>End of drop-in:</i></p> <ul style="list-style-type: none"> Summarize: key points covered during the drop-in session. Other Resources: Remind them they have access to other services. <ul style="list-style-type: none"> PASS Center eTutoring Professor Office Hours, etc. Sign Out: Make sure students log out of the center 	
WHEN THERE ARE NO STUDENTS	<p><i>Review your math</i></p> <ul style="list-style-type: none"> Textbooks and math work sheets are available to all tutors and students 	<p><i>Work on the Training Packet</i></p> <ul style="list-style-type: none"> This training is designed to enhance your tutoring skills.
END OF SHIFT	<ul style="list-style-type: none"> When concluding your shift while assisting a student, kindly: <ul style="list-style-type: none"> Notify them that your shift has ended. Identify and introduce them to the next available tutor. In case of unavailability, inform the host. Clock out on TracCloud Clean up your space 	
OVERALL TIPS:	<ul style="list-style-type: none"> Be welcoming: be on the watch for incoming students and regularly check in with students Be available: students should not perceive that they are inconveniencing you or interrupting your other responsibilities (prioritize students). Be flexible: be adaptable to the varying needs of students dropping in. 	