**Tutor Lesson Plan**

Before your first session with the student, call the family and collect the following information.

It’s also important to follow the phone call with a message in Gradegetter or email reminding them of the information you need before your first session.

1. Past quizzes, tests, homework and projects.
2. Textbook (if any).
3. Lesson plan or access to lesson plan online.
4. Syllabus

This is the information you will use to create a tutoring lesson plan for your student. Keep in mind, everything we do is based around the student lesson plan and syllabus since we don’t have our own syllabus.

If your first session was scheduled for two hours, meet with student for 1hr and 45min and use the remaining 15min to discuss your next course of action with the parent and student.

Example of things you should discuss during this meeting:

1. Confirm the number of sessions per week.
2. Discuss preferred meeting days and times.
3. Take home with you all the materials you need to create student lesson plan.
4. Determine the number of weeks they are going to need tutoring for the semester in question.

**Creating Tutoring Lesson Plan**

**Title**

The tutor will have to determine the number of weeks they have to work with the student before the end of the semester.

**How is this done?**

* Create a new tutoring lesson plan for each semester you work with the student.
* Calculate the number of weeks you have to work with student based on the start date and the end date for that semester. Work with the family to determine holidays and days the student might not be available for tutoring for whatever reason. (e.i. vacation, extracurriculars, etc.)
* The number of weeks should not include holidays and the days the student will not be available for tutoring.

**Example:**

14 **Week Tutor Lesson Plan for:** John Smith

**Tutoring Needs**

* This is the tutoring needs listed in gradegetter.com by your Regional Coordinator.

Example:

***Tutoring Needs:*** John is in 11th grade. He is struggling in Chemistry and averaging a “C”. He is

also taking Algebra

* Be specific with the tutoring needs as much as possible. This will show the parent that you know exactly what the student is struggling with.

**Overall Goals**

Here you will have to state the broad goals on what you wish to accomplish with the student for the specified time period.

Example:

***Overall Goals:*** 1) Make sure the student has a solid understanding of the fundamentals needed

to succeed in this course/subject. 2)Make sure the student is never behind in “chemistry”.

3)Keep student ahead and make sure he/she completes the course syllabus.

4) Challenge the Student with advanced materials.

**Weekly Time Frame**

* This simply confirms the number of sessions per week and the number of hours per session.
* This information should be available for you in gradegetter.com under “My Clients”. Message your Regional Coordinator for this information if you don’t have it.

Example:

***Weekly Time Frame:*** Once a week 2hrs per session

* + - Twice a week 2hrs per session
    - Twice a week 1.5hrs per session.
* Weekly time frame is critical when making your tutoring lesson plan for the entire time period you will be tutoring the student.
* Make sure the weekly time frame can accommodate what you intend to accomplish with the student.
* Always feel free to discuss with parents if you think the student needs more or less tutoring sessions. If their budget can accommodate it great but if it cannot, work with what you have and do your best.

**Weekly Lesson Plan**

**Date & Time**

* On the last 15min of your first session, work with the parent to confirm the date and time for your upcoming weekly tutoring sessions.
* Having all the materials needed from that first session, begin creating the lesson plan to follow on the upcoming week and through the entire tutoring period.

**Example:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date/ Time | Goals | Objectives | Objective Status | Resources |
| Date:  August 20, 2012  Time:  6:00pm-8:00pm |  |  |  |  |

**Goals**

This goal should be broad. It should be based on what you hope to accomplish with the student for that session.

**Example:**

This should always be the first goal you accomplish during each tutoring session.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date/ Time | Goals | Objectives | Objective Status | Resources |
| Date:  Time: | 1. Student is homework and test ready.  2. Understand rules in balancing a chemical equation. |  |  |  |

**Objectives**

This is what you plan to cover with the student during your planned tutoring sessions.

**Example:**

This should always be the first objective for every tutoring session, after this the tutor can work on other things.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date/ Time | Goals | Objectives | Objective Status | Resources |
| Date:  Time: |  | 1. Complete homework and study for test.  2. Cover chapter 1 sections 1.1, 1.2, 1.3.  3. Balancing of chemical equations |  |  |

* Use student textbook, teachers lesson plan and scheduled syllabus to make lesson plans.

**Objective Status**

* This simply states if you were able to accomplish the objective.
* At the end of each weekly sessions, you should complete the **“Score”** tab on gradegetter.com.

**Example:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date/ Time | Goals | Objectives | Objective Status | Resources |
| Date:  Time: |  |  | Objectives for this week 100% completed.  Or  Objectives for this week were 60% completed. Didn’t have enough time to work with student. |  |

**Resources**

This is where you list all the resources you have been using in tutoring the student.

**Example:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date/ Time | Goals | Objectives | Objective Status | Resources |
| Date:  Time: |  |  |  | Textbook  Online lesson plan  Teacher homework/  Assigned sheets |