

Tutoring Session Self-Evaluation

Adapted from Southwestern College Tutor Self-Evaluation Form

<http://www.swccd.edu/~asc/ED%20100-101%20docs/Tutor%20Self%20Eval%20form.pdf>

Tutor Name: _____ Tutee Name: _____

Session Date/Time: _____ Course Section: _____

➤ **PLEASE ATTACH TO THIS FORM A NARRATIVE ACCOUNT OF YOUR TUTORING SESSION, APPROXIMATELY ONE PAGE IN LENGTH.**

Goal	Self-Assessment (circle one):
1. I established rapport with the student and asked open-ended questions to help my tutee identify the session task and determine the goal and direction of the session. <u>Comments:</u>	Poor Fair Good Excellent
2. My tutee and I created a focused plan for the tutorial session. <u>Comments:</u>	Poor Fair Good Excellent
3. I demonstrated an ability to implement the plan by structuring the session in a manner that maximized student learning. <u>Comments:</u>	Poor Fair Good Excellent
4. I encouraged the student to be an active learner. <u>Comments:</u>	Poor Fair Good Excellent
5. I did not dominate the session or do the student's work. <u>Comments:</u>	Poor Fair Good Excellent
6. I broke tasks into parts to ensure clear understanding and mastery of the material covered. <u>Comments:</u>	Poor Fair Good Excellent
7. I made sure to identify the thought process involved in mastering the steps of the problem(s) addressed in the session. <u>Comments:</u>	Poor Fair Good Excellent

8. I stopped periodically and had the tutee summarize the content and underlying processes that were covered and confirmed accurate understanding
Comments: Poor Fair Good Excellent

9. I frequently checked for understanding, reviewed the material as needed, and allowed the student to practice what had been learned.
Comments: Poor Fair Good Excellent

10. I used appropriate communication skills (e.g. appropriate vocabulary, volume and tone of voice, eye contact, etc.)
Comments: Poor Fair Good Excellent

11. I demonstrated knowledge of the content area that I tutor, and if I did not know the answer to a student’s question I was comfortable asking for assistance from another tutor or the Coordinator.
Comments: Poor Fair Good Excellent

12. I brought the session to a timely and appropriate close by asking my tutee what the next steps will be and planned the next session if follow-up is needed.
Comments: Poor Fair Good Excellent

OVERALL SELF-EVALUATION FOR SESSION: Poor Fair Good Excellent
Comments:

Tutor Signature: _____

I HAVE ATTACHED TO THIS FORM A NARRATIVE ACCOUNT OF MY TUTORING SESSION, APPROXIMATELY ONE PAGE IN LENGTH.

Date of Coordinator Review: _____ Coordinator Signature: _____