

TUTOR EXCELLENCE AND CONTINUOUS IMPROVEMENT INVENTORY

Name of Tutor:

Date:

<i>Refer to your video or observed session. Check off the response that best describe your actions.</i>		Always	Usually	Rarely	Never	N/A
Welcome – Tutor to Tutee	<input type="checkbox"/> Tutor introduces self and greets the tutee in a professional friendly manner.					
	<input type="checkbox"/> Tutor sits side by side with the tutee.					
Tutee Request	<input type="checkbox"/> Tutor asks the tutee to state the concern they bring to the session.					
Probe to identify Scope / Plan	<input type="checkbox"/> Tutor asks clarifying questions to collaboratively identify the central concern.					
	<input type="checkbox"/> Tutor works with tutee to identify the steps needed to complete the task.					
	<input type="checkbox"/> Tutor works with tutee to identify the session time needed					
Focus on an Achievable Objective	<input type="checkbox"/> Agenda for the session is set collaboratively with the tutee.					
	<input type="checkbox"/> Tutor identifies time that will be needed for each step in the agenda.					
	<input type="checkbox"/> Agenda is confirmed with the tutee.					
Align (Realign) To Meet Tutee Needs	<input type="checkbox"/> Tutor asks questions to clarify tutee’s approach to learning course content.					
	<input type="checkbox"/> Tutee identifies ways that they are using the course materials.					
	<input type="checkbox"/> Tutee describes how they would approach this or similar tasks.					
Tutor Input and Modelling	<input type="checkbox"/> Tutor does not offer lengthy explanations of content.					
	<input type="checkbox"/> Tutor models techniques to be learned.					
	<input type="checkbox"/> Tutor uses Socratic questioning to encourage critical thinking.					
	<input type="checkbox"/> Tutor uses appropriate wait time to allow tutee to think and respond.					
Tutee Response	<input type="checkbox"/> Tutor asks tutee to summarize content learned.					
	<input type="checkbox"/> Tutor allows the tutee to self-correct as necessary.					
	<input type="checkbox"/> Tutor evaluates tutees understanding, realigning as necessary					
Tutor Feedback	<input type="checkbox"/> Tutor feedback is clear and professional.					
	<input type="checkbox"/> All feedback, positive or negative, is focused on specific behaviour.					
	<input type="checkbox"/> Tutor evaluates tutee response, returning to the previous step if necessary.					
	<input type="checkbox"/> Tutor asks questions to help the tutee identify next steps.					

Learning Strategist:

Date:

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Resources	<input type="checkbox"/> Tutor asks questions to help the tutee identify appropriate learning resources.					
	<input type="checkbox"/> Tutor provides access to resources as needed.					
Review	<input type="checkbox"/> Tutor affirms tutee learning in the session.					
Closure	<input type="checkbox"/> Tutor asks tutee to summarize how they would do a similar task in the future.					
	<input type="checkbox"/> Tutor affirms tutee process application for the applicable content.					
	<input type="checkbox"/> Tutor allows the tutee to decide if they wish to schedule another session.					
Document the Session	<input type="checkbox"/> Tutor and tutee identify an appropriate time for next session (as applicable).					
	<input type="checkbox"/> Tutor ends on a positive note and with an appropriate closing.					
	<input type="checkbox"/> Tutor documents session with notes and reference materials.					
	<input type="checkbox"/> Tutor completes a learning journals based on the session (optional)					

Notes and Comments

Learning Strategist:

Date: