

Norco College - Embedded Tutoring and Study Group Best Practices

What is Embedded Tutoring at Norco College?

Embedded Tutors are tutors that offer academic support in the classroom, helping students individually and in groups, as appropriate for a specific class.

Embedded Tutoring is a student centered, fully customizable academic support service, which is developed according to the guidelines, resources, and best practices provided by the College Reading & Learning Association (CRLA). As in all other aspects of tutoring support, services will be organized, implemented, and honed according to the needs of individual students and faculty members.

Embedded Tutoring Best Practices:

- In-class support is tailored to specific class/instructor need.
 - Embedded Tutors can attend full lectures or specific parts of lectures, as determined by the instructor.
 - Embedded Tutors do not necessarily need to attend every class session. In some cases, only Study Groups are necessary.
 - Tutors need to have an active role in the class, for the times that they are scheduled to be in the class, not just attending the class as a student
 - The instructor owns the class space
 - Tutors are mindful to the instructor's lead
 - Tutors and faculty discuss what is expected of the tutor's participation and what strategies will be used inside the class
- Tutors are not teaching assistants. They do not:
 - Grade papers
 - Enforcement of class policy or discipline
 - Lecture (tutors are not teachers and will not lecture/re-lecture)
 - Supervise the class in the absence of the instructor
 - Assist with students with content not yet covered by the instructor

Study Group Best Practices:

- Scheduled based on student availability survey results
- Take place outside of class time
- Held in the LRC Zoom link
- Tutors assist individual students with their individual needs
- Tutors do not independently generate content
- Faculty may or may not provide materials for Study Groups
 - Tutors may assist instructors with creating materials
- Study Groups are open to all students that are enrolled in the same course

Helpful tips/suggestions:

- Add the tutor to your Canvas class(es) with the ability to post announcements.
- Allow the tutor to post announcements and reminders of Study Groups days/times and encourage students to attend tutoring hours



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- Data from previous terms suggests that the tutors posting announcements and reminders increased attendance rates.
- Discuss with the tutor what kind of support and access you feel comfortable with the tutor utilizing in the Canvas class and Zoom sessions.
 - Tutors are trained to be respectful of the instructor's space. Please discuss how they may function in the Canvas class and Zoom sessions in a way that you prefer.
 - As the instructor, it is your class. The tutor needs your permission to perform duties inside the class times, via Canvas and/or Zoom.
- Allow the tutor to respond to student inquiries on Pronto.
 - Discuss what type of student questions you feel comfortable with the tutor responding to. This can help build a line of communication between the students and the tutor.

The preceding tips/suggestions bullet point list is just a list of suggestions. It is the instructor's class. The way the tutor functions in your class is based upon the instructor's perspective, within the guidelines of the provided best practices.