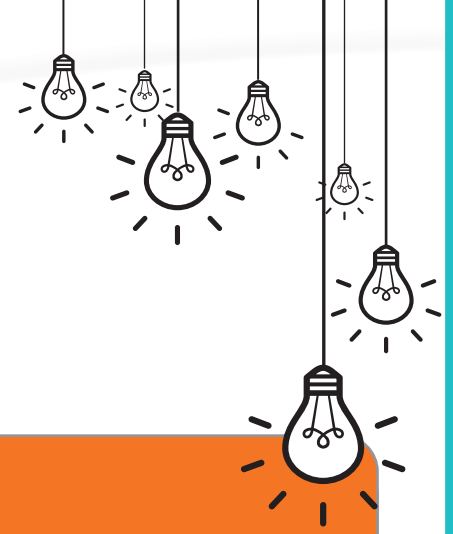


Tips for Scheduling Tutoring



Create a schedule where tutors can meet with students regularly.

- Aim to have at least two sessions per week and for each session to last at least 30 minutes.
- Account for transition time.
- Aim for consistency with student groups and tutors to establish rapport.



Specify for tutors what content area to focus on during each session.

- Tutors should focus at least 30 minutes per content area for the time to be productive.



Ask tutors to create an agenda for each session to ensure the time is used purposefully.

- Provide support and feedback using the available materials.



Revisit the schedule and get feedback on its effectiveness. Modify as needed.