

## **Embedded Tutoring Guide**

### **What is Embedded Tutoring?**

Embedded tutoring is when the tutor attends and participates in some or all the sessions of the course(s) they are an embedded tutor. By being in the classroom, students become familiar with both the tutor and the tutor's role. This familiarity removes some of the uncertainty associated with help-seeking. Tutors are also better able to help students because they are more aware of what has happened in the course prior to the tutoring session. Students still sign-up for a tutoring appointment but their introduction to and knowledge of their tutor is enhanced.

### **Being an Embedded Tutor versus a Teaching Assistant**

Being an embedded tutor is a distinctive role that is different from a teaching assistant, practicum student, or other classroom position.

| <b>Embedded tutors do...</b>  | <b>Embedded tutors do not...</b>   |
|---|--|
| <ul style="list-style-type: none"><li>• Attend and actively engage in the arranged course times.</li><li>• Provide one-on-one assistance to students when appropriate in class and outside class time during tutoring sessions.</li><li>• Offer their perspective in class discussions.</li><li>• Promote and assist students with scheduling tutoring sessions.</li><li>• Follow all policies and procedures as outlined in the Tutor Manual including training.</li></ul> | <ul style="list-style-type: none"><li>• Teach, lecture, or present new content during or outside of class time.</li><li>• Provide grades on homework, quizzes, tests, or any other form of assessment.</li><li>• Act as a substitute teacher if the instructor/professor is absent.</li><li>• Converse about student grades with anyone (except students who initiate a conversation about their own grades).</li><li>• Enforce classroom discipline policies</li><li>• Make copies, pick up supplies, run errands, etc.</li></ul> |

### **How to Schedule a Tutoring Appointment with an Embedded Tutor:**

Since Navigate (SSC) does not allow students to select a specific tutor, students will need to have an appointment created for them. Students can either

- work with the embedded tutor to schedule an appointment with them.
- call Holtz Hall (785-532-5703) to schedule an appointment.

Students can use drop-in tutoring by checking the schedule to see if/when their embedded tutor is scheduled.

### **Paid Time**

Embedded tutors are paid for their time while working outside of the classroom. Class time is **not** paid time. Work outside of class (tutoring sessions, trainings, meetings, etc.) must be recorded using Kronos.