

# ***ITA Training Syllabus***

## **Material Covered:**

### **Introduction**

### **Tutor, Don't Teach**

### **The Perfect Setting**

- Good Seating
- Noise
- Food and Drink
- Room Conditions
- Hygiene
- Dress for Success

### **Greet That Tutee!**

- Greeting Tutees You've Worked With Before
- Greeting New Tutees
- Review the Rules
- Diversity
- Tutee Personal Problems

### **Goals and Agendas**

### **Communication Techniques**

- Questioning and Listening
- The Silent Treatment
- Lecturing
- Written Communication
- Example Problems
- Drawings and Diagrams
- Demonstrations

### **Working with Your Tutee**

- Work At Your Tutee's Level
- Let Your Tutee Do The Work
- Summaries and Demonstrations
- Don't be a Homework Service
- Help, I can't Solve This!
- Tutees In Over Their Heads
- Unprepared Tutees
- Tutee Abuse

## **Study Skills**

Note taking  
Text Marking  
Test Taking  
Memorization  
Time Management

## **That's a Wrap**

Ending a Session  
Summarize and Demonstrate  
Praise Your Tutee  
Encourage Your Tutee  
Plan for the Next Session  
Good Byes

## **Conclusion**

## **Assignments:**

Complete the textbook readings

Take the online chapter quizzes (8 total)

Problem and Solution Essay (2-4 pages)

Subject Specific Tutoring Approach Essay (2-4 pages)

Complete 10 hours of tutoring experience

Obtain 3 positive evaluations from 3 separate tutees