

Evaluations for FALL 2024

Goal Setting Meeting: (First two weeks of classes.)

Tutor Name: _____ Date of Meeting: _____

SMART goal for Fall 2024: _____

How can we support you? _____

Observation Meeting: (Between weeks 2 and 10): All new tutors will be required to record a tutoring interaction, transcribe five minutes of the interaction, and fill out the reflection questions below. It is very helpful if you can snap a photo of the student's problem because you will need to know what the problem was.

1) Mathematical Thinking

- a) Fill in the table with the mathematical ideas that emerged during this tutoring episode and whether the tutor or student came up with the idea. You may add rows to the table if needed.

| Mathematical idea | Who came up with the idea |
|-------------------|---------------------------|
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- b) What was the student able to do on their own? How did you know?

2) Questions

a) Fill in the table with the questions that you asked.

| Question that you asked | What was your purpose in asking that question? | What was the student's response? | How did you use the student's response? |
|-------------------------|--|----------------------------------|---|
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b) Did the student ask any questions? If so, how did you respond?

- c) Looking back on your session, is there a question you would have phrased differently or would have asked? Why?

3) Student Learning (you may need to go beyond the 5 minutes you transcribed to answer these questions)

- a) What do you think the student has learned from this tutoring session?

- b) What evidence do you have that the student has learned? (i.e. things that the *student* said or did during or after the session)

Student Evaluations: (Usually week 8 or 9):

All tutors will distribute student evaluation forms to students during evaluation week. There are prizes for the most evaluation forms and the highest rate of evaluation forms per hour.

End of Semester Evaluation Meeting: (Weeks 13-15)

In this meeting we will go over your student evaluation forms, coordinator evaluations, number of shift covers requested and number of covers, as well as any other measures of quality that we have taken throughout the semester. Here are the measures that the coordinators will rank you on:

| | Unsatisfactory | | | Exceptional | |
|---|-----------------------|---|---|--------------------|---|
| 1) Punctual and reliable | 1 | 2 | 3 | 4 | 5 |
| 2) Communicates effectively with supervisor regarding absences or other matters | 1 | 2 | 3 | 4 | 5 |
| 3) Submits timesheets on time. | 1 | 2 | 3 | 4 | 5 |
| 4) Puts effort into tutor training. | 1 | 2 | 3 | 4 | 5 |
| 5) Proactive, circulates, and good awareness | 1 | 2 | 3 | 4 | 5 |

This will also be a time for you to reflect on any ways that we can better support you to do your job well. Do you have any frustrations about your job? Any ideas for how the MLSC could better support tutors or students?