

## **PASS Embedded Tutor Program Ghidotti Early College High School**



Thank you for volunteering to be a PASS tutor. Your job is to keep students up-to-date with the work in the high school class to which you have been assigned, helping them make up missed assignments from absences or from falling behind. Each tutor will have his or her own technique for interacting with the students in his/her charge. The following are basic instructions for helping your fellow students succeed:

### **Attendance**

You will need to attend your assigned class each day it meets. During class you will take notes about anything that happens in class including instruction, collaboration or group work, projects, presentations, labs, etc. Focus your notes on anything missing students will need to know to keep up with the class. Then you will need to contact students about missing work, ensuring that they receive any in class or homework assignments, understand in detail what they missed, and/or get any tutoring necessary so that when they return, they are ready to continue learning almost as if they never missed the class.

### **Absences**

1. Your teacher will notify you if a student is absent.
2. You should immediately contact the student with a text or email that informs him/her you will be helping make up any missed work.

*Example: Hi it's Kim your PASS tutor in biology. I see that you missed class today. I hope everything's okay. I will be sending/sharing notes about what happened in class to your email/Google Drive. Please contact me with any questions.*

3. After 24 hours, you should contact the student again and ask if he/she has any questions. If the student needs further assistance, you can try to help over email or phone, or arrange to meet him/her for tutoring on campus.

### **Make-Up Work**

1. Your teacher will notify you about any students who have missed assignments.
2. You will need to contact the student with a text or email that you have been assigned to help him/her make up missing work.

*Example: Hi it's Nick your PASS tutor in history. Your teacher told me you have missing assignments. Would you like me to email them to you with instructions or would you rather meet to go over what you're missing?*

3. After 24 hours, you should contact the student again if you simply emailed the assignment(s). If he/she hasn't made up the assignment, it would be a good idea to arrange a meeting so you can help him/her.

### **Tutoring**

We ask that you help facilitate tutoring sessions before major tests and finals. Students may choose to attend these sessions although some students may be required to attend.