



Department of ESL
ESL Tutoring Program
Teacher – Embedded Class Tutor Agreement

This agreement is designed to maximize the effectiveness of embedded tutoring by having the tutor and the teacher discuss goals and expectations of their professional relationship. Please discuss this document in its entirety at the beginning of the term. A clear understanding of each partner’s responsibilities becomes the first step toward a successful collaborative experience. Should either partner be unwilling or unable to meet the responsibilities outlined below, they should contact the ESL Tutoring Coordinator, Lee Chen, immediately at (760)744-1150 ext. 2273 or Lchen@palomar.edu.

PRIMARY GOALS OF ALL TUTORING

- Offer extra help to students who need to become autonomous learners.
- Assist students in reaching a higher level of competence in a particular subject.
- Assist students in becoming confident and active in the learning process.

EMBEDDED CLASSROOM TUTOR’S RESPONSIBILITIES

DO:

- ✓ Discuss with the teacher on day one how you would like to assist with the class and what you feel your strengths are in the classroom. Be completely honest about your qualifications--what you are best able to assist with: pronunciation, grammar, reading, writing, study skills, etc.
- ✓ Ask the teacher to help train you if he or she requires you to do something in the classroom that you do not feel qualified to do. Show a willingness to learn.
- ✓ Be proactive in asking the teacher any questions you might have.
- ✓ Be open to the teacher’s suggestions.
- ✓ Listen to the lesson and follow exactly what the goal of the lesson is with the students you are tutoring. Promote the activities the teacher has planned for the students.
- ✓ Sound enthusiastic and excited about the lesson plan and find ways to enhance the teacher’s lecture by responding with extra input, another angle, additional illustrations, etc.
- ✓ Take the teacher’s hint and walk around the class in order to help students who are reluctant or unable to ask questions.
- ✓ Recognize that even with your best effort, a student might still not understand the concept that they are struggling with. Reassure the student and be confident in yourself. Everyone has a different way of learning.
- ✓ Have the sensitivity to be a positive role model in an ESL classroom.
- ✓ Be patient and polite with the students.
- ✓ Be professional and respectful with the teacher.

- ✓ Get to know the classroom culture well.
- ✓ Offer your contact info to the teacher so that he or she can contact you if there is a need.
- ✓ Be aware that you are in the class to complement what the teacher does and not to be a replacement for the teacher.

DON'T:

- ✗ Be late or absent to work. If you will be late, make sure to notify the teacher and your supervisor.
- ✗ Dress in a way that is plainly at odds with the professional standards we'd expect from our team.
- ✗ Translate for the students unless you have the teacher's permission. Instead, help the students find alternative ways to express the idea.
- ✗ Do the work for the students. Instead, use questions, demonstration, practice, examples, informal quizzes, and other approaches for the students to get it.
- ✗ Use slang or vernacular or ramble on as if the students were native speakers. Instead, slow down and adjust your language by coming up with clear and simple sentences.
- ✗ Get involved in conversations with the students in the classroom on topics unrelated to class assignments.
- ✗ Use the computer in the classroom unless instructed to by the teacher.
- ✗ Teach the class anything new unless it is part of the instruction intended by the teacher.
- ✗ Write instructions, vocabulary, or grammar structures on the board unless you have discussed them with the teacher.
- ✗ Sit and read your own book or send a text message.
- ✗ Spend too much time with any one student. Keep in mind that as an embedded class tutor, you are not for just one or two students, unless you are instructed to do so.
- ✗ Challenge or question what the teacher has been doing for the students.

TEACHER'S RESPONSIBILITIES

DO:

- ✓ Make the tutor feel welcome and informed. A quick letter of introduction addressed to the tutor would be great.
- ✓ Feel comfortable in explaining to the tutor how you want him or her to interact with your students.
- ✓ Provide the tutor with a copy of your syllabus and other necessary handouts.
- ✓ Give the tutor daily guidance as to what you expect him or her to help with.
- ✓ Use the tutor to join the class in learning activities.
- ✓ Adjust your way of teaching so that having the tutor around can greatly contribute to your students' performance as well as their persistence.
- ✓ Promote a togetherness concept and get excited about you two as a team working in collegial agreement.
- ✓ Adopt a realistic "no blame" policy, realize that the best training tutors can get is in the classroom, and prepare for the role of an occasional pedagogical and subject matter trainer.
- ✓ Offer your contact info to the tutor so that he or she can contact you if there is a need.

DON'T:

- ✘ Be afraid to communicate directly with the tutor about how he or she is doing.

TEACHER-TUTOR MEETING CONFIRMATION

Please complete and submit only this page at your earliest convenience to:

Lee Chen
ESL Tutoring Coordinator
Dept. of ESL (H-202L)
Palomar College
1140 West Mission Rd
San Marcos, CA 92069

We certify that we have read and discussed the information contained in this Teacher-Embedded Class Tutor Agreement. We agree to work cooperatively with each other and to fulfill our respective roles as teacher and tutor.

Teacher Name (Please print): _____ Signature _____ Date _____

Tutor Name (Please print): _____ Signature _____ Date _____

