



DSM TUTOR CONNECTION: TIPS FOR TUTORS

Set up a phone interview.

- Be ready to share any relevant work, educational and/or tutoring experience.
- Ask for scheduling expectations.
- Plan for cancellations or scheduling adjustments — discuss how you both prefer this be communicated.
- Discuss how you will evaluate the students' needs and plan for how you will communicate this to the parent(s).
- Discuss number of students being tutored, decide on a maximum number of participating students.
- If in-person tutoring, discuss whether parent/guardian will be present during tutoring sessions. If no parent/guardian present, discuss emergency situation plans and procedures.

Set up an introductory call to connect with your student.

- Talk through specific goals the parent(s) and student want to work toward.
- Fact-find to determine what the student may have already learned on a particular topic to-date.
- Discuss a lesson plan and approach.
- Set expectations on the sessions and any homework or follow up(s) needed between sessions.
- Include all participating students.

In-Person Tutoring

- Ask about required safety procedures and precautions required for participating students and tutor.
- Discuss if you require specific PPE to be worn by both students and tutors, as well as regular COVID-19 testing/temperature checks.
- Discuss plan for positive COVID-19 test or potential exposure by all participating parties (students, tutors or parents/guardians).

Build your tutor profile at
DSMpartnership.com/DSMtutorconnection.